

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: CODE ADAM - MISSING CHILD/ABDUCTED CHILD

Procedure No: SM-08-002

PROCEDURE STATEMENT

Specific responses will take place, including sealing off of entrances and exits into buildings, when a child is reported missing or abducted.

PURPOSE OF PROCEDURE

To ensure that in the event a child is believed missing or abducted, personnel and outside police agencies are notified as appropriate.

PROCEDURE

To ensure that this policy is performed in an efficient manner the Campus Police Department will conduct drills and informational/training meetings. The auxiliary personnel will include the following departments:

1. Facilities Maintenance and Grounds
2. Nursing Administration
3. Transport Services
4. Environmental Services

In the event that a child has been reported missing the following should occur:

- A. Immediately call the Campus Police Department at "77".
- B. The Campus Police Department dispatcher will notify on-duty police and security personnel and then switchover to the emergency channel and call a "Code Adam" to summons support assistance from various departments. The dispatcher will give location, description of child and all other pertinent information. If this is believed to be a child abduction then the dispatcher should also do the following:
 1. Advise on the emergency channel of a "Code Adam". The dispatcher should broadcast all pertinent information. Code Adam will be announced over the P.A. system in the appropriate buildings with instructions.
 2. Notify the appropriate police agency (i.e., Toledo Police, Maumee Police Department, Ohio State Highway Patrol). (Potentially triggering "Amber Alert".)
 3. Notify the head of Campus Police.
 4. Have University operators notify administration/Administrator on call.
 5. Notify the Administrative Coordinator.
 6. Notify the Office of Communication.
 7. Notify Pastoral Care (for support purposes).
- C. Officers and auxiliary personnel will respond to all entrances of the building where the child was reported missing. **THE ABOVE PERSONNEL WILL CLOSE OFF EXITS.** No child will be allowed to be taken from the building without positive identification or by being ruled out by Campus Police as the missing or abducted child. The remainder of personnel will make a search of the building in an attempt to locate the child. The Campus Police officer that is on lot patrol and any on-duty Grounds personnel will make a check of the outlying lots of the building where the child was reported missing. If the child is not located the officer will expand his search accordingly.

Note: Campus Police staff should view the videotape of external lots for possible positive identification of the child and/or abductor.

- D. An officer will talk to the parents or guardian of the missing child to obtain facts and information. Any information obtained will be relayed to all auxiliary personnel. The officer will then escort the parents or guardian to the Campus Police Department.

Source: Campus Police Department

Effective Date: 5/1/99

Review/Revision Date: 1/2/02

5/5/03

6/9/05

4/7/08

10/3/08