

# UNIVERSITY OF TOLEDO MEDICAL CENTER

SUBJECT: CODE ADAM - MISSING CHILD/ABDUCTED CHILD

Procedure No: SM-08-002

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## PROCEDURE STATEMENT

All missing children instances will be designated "Code Adam." All personnel will respond according to the Code Adam procedure. Specific responses and notifications will take place if a child is reported missing or abducted.

## PURPOSE OF PROCEDURE

The purpose of the Code Adam procedure is to maximize the likelihood of safely locating a missing or abducted child.

## PROCEDURE

The Health Science Campus Security and EHRS will conduct a drill annually. Auxiliary personnel, who will assist Health Science Campus Security in the search for the missing child, will include:

1. Environmental Services
2. Facilities Maintenance
3. Grounds (if applicable)
4. Nursing
5. Transport Services
6. University of Toledo Police

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

- a. Staff will contact the operators immediately. They will provide a general description of the child.
- b. HSC Security will notify UT Police and will immediately dispatch officer(s) to last known area and conduct camera sweep.
- c. Nursing staff will initiate the overhead announcement by contacting the operators. A description should be given to include the following:
  - a. Last Time Seen
  - b. Last Seen Location
  - c. Clothing/Color of Gown
  - d. Age
  - e. Gender
  - f. Height
  - g. Weight
  - h. Color of Hair
  - i. Race
- d. The announcement to be made should include "ATTENTION ALL PERSONNEL: CODE ADAM IN (NAME OF BUILDING) including the gender, race, height, and clothing."
- e. Operators will then send out a UT Alert to the designated group which includes the Admin On-Call.
- f. HSC Security will utilize the emergency radio channel and announce a "Code Adam" including a detailed description of the missing child for assistance from auxiliary departments.

- g. All search personnel will make a search of the building in an attempt to locate the patient. Health Science Campus Security and UT Police will patrol parking areas and any on-duty Grounds personnel will make a check of the outlying parking areas and buildings in attempts to locate the missing child. If the child is located Health Science Campus Security will complete an Incident Report.
- h. If the missing child is not located, the search will be expanded accordingly. The UT Police may contact other police agencies to assist in locating the child.
  - 1. A command post may be determined necessary by the Police Officer in charge.
  - 2. The security dispatcher will notify Administrator On-Call and the House Supervisor.
  - 3. The hospital operator will page Pastoral Care and the Office of Communications.
  - 4. The Police Officer in charge shall notify the Police Chief or designee.
  - 5. The Police Officer in charge shall review the incident and determine if the criteria to issue an Amber Alert or Missing Child Alert is met. If the criteria are suspected to be met, the request for alert will be submitted.
- i. Officers and auxiliary personnel will be instructed to respond to the selected command post or area designated by the officer in charge. Under direction of the police department, all information will be disseminated regarding missing child, including a photo, if possible. Personnel will be provided specific instructions to search inside and outside the building(s) for the missing child. The officer in charge may direct personnel to staff the entrances of a specific building(s), closing down roadways, etc. In order to expand the search the Toledo Police and other law enforcement agencies may be requested

All other clinical/nonclinical staff will “Be On the Look Out” for the missing child in their specific work areas and forward any information that could assist to 419-383-2600.

- j. The House Supervisor will serve as the point of contact for the parent/guardian.
- k. If the child is not found, the Chief of Police or designee shall determine when the search has been exhausted and the missing child alert moves into an active criminal investigation and the hospital is no longer in Code Adam status.
- l. If there is evidence and information of abduction, a law enforcement alert will be broadcast to local law enforcement agencies.

Source: University of Toledo Police Department

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