



## ***Moraine Park Technical College Sample/Draft***

### **Code Adam (Missing Child)**

Moraine Park Technical College has a responsibility to provide safety and security to adults and children when they are on our campus locations. When an infant and/or child is reported missing at any MPTC campus, the following steps should be taken at the respective campus location:

If the child was taken as part of the general population, the parent/guardian will be requested to proceed to the Front Registration Desk. Staff will search the last area visited by the child. If the child is not found, the following steps will generate a Code Adam Announcement. If the child was taken from Tiny Tech, the staff will do an immediate head count and then proceed as follows:

- Step 1: Notify the Front Desk at the respective campus and provide them with a detailed description of the child including name, gender, age, any distinctive features, hair color, eye color, approximate height and weight, and what the child was wearing including shoe description. Escort the parent/guardian to the Front Desk.
- Step 2: The Front Desk/Switchboard will announce a “Code Adam” on the public address system, announcing the description of the missing child. At this time employees who have been assigned to the doors (volunteers) should assume their positions and immediately begin monitoring. Visitors with children resembling the description will be asked to wait until management arrives. Ask the child his/her name and if the adult if their parent.
- Step 3: If the child is not found within ten (10) minutes, the following phone calls should be placed:
- 911 to notify police department
  - To Tiny Tech parent or guardian (if a Tiny Tech child)
  - Campus Administrator or Supervisor on Duty
  - FDL Registrar (ext. 3193)
  - Facilities Associate (ext. 2136)
  - Vice President of College & Marketing Advancement (ext. 6326)
  - Vice President of Financial Management – District Office (ext. 2131)
- Step 4: If the child is found and appears to have been lost and unharmed, reunite the child with the parent or guardian/guardian.
- Step 5: If the child is found accompanied by someone other than a parent or guardian, use reasonable efforts to delay the departure of the adult accompanying the child, but do not put the child, yourself, the staff or other people around you at risk. Call the police and identify the person accompanying the child, vehicle information if available, and the direction the vehicle was heading.
- Step 6: The Code Adam shall be cancelled by the Switchboard over the public address system only after direction from the Police Department.

Notification will be made to the Vice President of College & Marketing Advancement to contact the media if required.

The Registrar and the Facilities Associate will hold a debriefing/critique session within thirty (30) minutes after an “Code Adam - All Clear” or a “Code Adam – Cancelled” message has been announced.

# CODE ★ ADAM

at Moraine Park Technical College

## Alert

To help protect children in our facilities, we've instituted the "Code Adam" program. These are the steps to follow when an alert is announced:



### STEP 1

#### Obtain a detailed description of the child.

If a visitor approaches you and says that a child is missing, quickly get a detailed description, including:

- Name, age, hair color, eye color
- Approximate weight and height
- What the child is wearing, like the color and type of clothing and more importantly, shoe color and style (although the clothes may be changed, an abductor does not usually remove or change shoes).

### STEP 2

#### Call the switchboard and have them page "Code Adam" on the PA system. Announce the description of the missing child.

- Employees who have been assigned to the doors should assume their positions and immediately begin monitoring. Ask visitors with children who resemble the description to wait until management arrives, then ask the child his/her name and if the adult is his/her parent. Escort the parent or guardian of the missing child to the front desk.
- Approximate weight and height
- What the child is wearing, like the color and type of clothing and more importantly, shoe color and style (although the clothes may be changed, an abductor does not usually remove or change shoes).

### STEP 3

#### If the child is not found within 10 minutes, call the police:

Don't hesitate...the police would rather get a second call saying that the child was found, than to discover too late that the child has been abducted.

### STEP 4

#### If the child is found and appears to have been lost and unharmed, reunite the child with the parent or guardian.

### STEP 5

#### If the child is found accompanied by someone other than parent or guardian:

- Use reasonable efforts to delay the departure of the adult accompanying the child, but do not put the child, yourself, the staff or other people around you at risk.
- Call the police and identify the person accompanying the child, vehicle information if available, and the direction the vehicle was heading

### STEP 6

#### Conclude the incident by having the switchboard say "Code Adam Canceled" on the PA.

- Facility management must report the incident to ????? even if the child temporarily wandered away.

