University of Regina – Code ADAM Procedure

**Purpose:** To provide camp instructors and directors with a clear process in the safe and efficient location of any child who is missing from his/her group or program.

- **Child is not visible in your group**
  - **MINUTES: 0 - 2**
    - **INSTRUCTOR**
      - Remain calm and conduct an **immediate** visual confirmation AND roll call of participants in your group in your current location.
    - **Has child been found?**
      - **Yes**
        - Calmly share with child of importance of remaining with group at all times.
      - **No**
        - **MINUTES: 2 - 5**
          - **INSTRUCTORS**
            - Inform YOUR camp/program director. Provide clear visual description of child (height, hair colour, gender, distinguishable marks, area last seen).
          - **CAMP DIRECTOR**
            - Conduct a thorough search of your zone/area.
            - Provide description of the missing child to other camp instructors who have been assigned to assist.
            - Identify other instructors to assist in search.
          - **MINUTES: 6 - 10**
            - **INSTRUCTORS**
              - Continue to search for child until otherwise informed.
            - **CAMP DIRECTOR**
              - Confirm with your instructor the zone he/she is to continue searching.
              - Inform CAMPUS SECURITY that missing child protocol has been enacted. Provide child name and physical description, location last seen AND zone currently being searched by instructional staff. If possible email the participant photo.
              - Inform other camp directors of the name and visual description of the missing child.
            - **CAMPUS SECURITY**
              - Assume role of Incident Command.
              - Activate the Emergency Response Team
              - Activate Facilities Management search resources.
              - Notify Regina Police Services.
          - **MINUTES: 11 - 15**
            - **INSTRUCTORS**
              - Continue to search for child until otherwise informed.
            - **CAMP DIRECTOR**
              - Update Campus Security that child still has not been located.
            - **CAMPUS SECURITY**
              - Initiate an organized campus wide search.
          - **MINUTES: 15- plus**
            - **INSTRUCTORS**
              - Continue to search for child until otherwise informed.
            - **CAMP DIRECTOR**
              - Contact parents to inform their child is missing and search protocol is underway.
              - Contact the UofR Counselling Services to provide a counsellor to meet with parents when they arrive on campus.
            - **CAMPUS SECURITY**
              - Activate ENS if appropriate

- **Child has been found**
  - **MINUTES: 6 - 10**
    - **INSTRUCTORS**
      - Immediately notify CAMP/PROGRAM DIRECTOR.
      - Have the child meet with you AND CAMP DIRECTOR to review safety protocols.
    - **Child has been found**
      - Camps director to immediately notify instructors, campus security and other camp directors.
      - Meet with the child and instructor to review safety protocols.
      - Meet directly with parents at end of the day to:
        - Discuss situation and the steps taken.
        - Review the importance of children remaining with their group.
  - **Child has been found**
    - **INSTRUCTORS**
      - Immediately notify instructors, campus security and other camp directors.
      - Meet with the child and instructor to review safety protocols.
      - Meet directly with parents at end of the day to:
        - Discuss situation and the steps taken.
        - Review the importance of children remaining with their group.

**KEY Phone Numbers**

- **Campus Security**
  - 306-585-4999
- **Summer Sports School**
  - 306-337-2247
- **Eyes**
  - 306-585-5209
CODE ADAM DESCRIPTION SHEET

Date: ________________  Time: ________________

Adult ☐  Teen ☐  Child ☐  Infant ☐

MISSING FROM (Faculty/Department/Camp): __________________________________________

LAST SEEN: Date: _____  Time: _____  Location: _________  Accompanied by: _________

DESCRIPTION:
Name ______________________________  Female ☐  Male ☐  Language __________
Age ______  Height ______  Weight ______
Ethnicity: __________________________
Colour: _____________________________
Skin __________
Hair __________
Eyes __________
Noticeable Identifying Marks: ______________________________________________________
Clothing: ________________________________________________________________________
Other: __________________________________________________________________________

CHECK IF APPLICABLE:
☐ Oriented  ☐ Suicidal  ☐ Hostile  ☐ Combative  ☐ Confused  ☐ Paranoid  ☐ __________

COMMENTS: ______________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

REGINA POLICE SERVICE  ☐ YES  ☐ NO  Time Notified: _____________________________
NOTIFIED @ 777-6500 or 911

FULL SEARCH INITIATED  ☐ YES  ☐ NO  Time initiated: _____________________________

FORM COMPLETED BY ___________________________  Name (please print) ___________________  Date & Time _____________________

PLEASE CONTACT CAMPUS SECURITY WITH THE
RESULTS OF YOUR SEARCH AT THE FOLLOWING NUMBER:  306-585-4999