



# Family Ministries Code Pink

(Kid O Deo and Elevate)



## Background and Purpose

Our goal is to make sure we uphold the integrity of security and safety within our Family Ministry areas. The following procedure should be followed if a child cannot be located. "Code Pink" is the phrase and subsequent actions taken to recover a lost child.

### THERE ARE 3 POSSIBLE OCCURANCES OF A CODE PINK SITUATION ARISING.

When any of these situations arise follow the "due diligence steps" before issuing a CODE PINK.

#### 1. MID SERVICE OCCURRENCE (usually triggered by a physical count that doesn't match list #)

Room Lead/Vol should recount number of kids in room.

Notify On-site coach and appropriate Kids' Pastor.

Coach/Pastor will initiate other rooms to check for child within the other rooms.

Instruct all rooms to do a very thorough search (including bathrooms, all cabinets, etc.)

Continue to attempt to locate child. (Determine name/description of missing child)

If child is still not located after 5 minutes of initial notice, page parents. Pastor/Coach should meet the parent at the secured entrance to see if they have the child.

(Was the child picked up? Or did child ever enter classroom? Ex. Drop off went terribly and parents never left kid in room, but name remained on the list)

**IF the parents do NOT have their child, gather a detailed description and initiate CODE PINK**

#### 2. PICK-UP OCCURRENCE (no kid to be picked up)

Room volunteers should do a very thorough search (including bathrooms, all cabinets, etc.)

Notify On-site coach and appropriate Kids' Pastor.

Coach/Pastor will initiate other rooms to check for child within the other rooms.

Instruct all rooms to do a very thorough search (including bathrooms, all cabinets, etc.)

Continue to attempt to locate child. (Determine name/description of missing child)

**After thorough search of room, if child is not located, gather a detailed description and initiate CODE PINK**

#### 3. BEFORE OR AFTER PROGRAMMING, A PARENT CANNOT FIND CHILD:

This occurrence is when the parents have not yet dropped their child off in kids' programming OR they have already picked up their child. While under the parent's supervision, the child is discovered to be lost.

Alert the appropriate kids' area of missing child by notifying Coach and Kids' Pastor.

Coach/Pastor will initiate search of classrooms and hallways in ministry area (including bathrooms, cabinets, etc.)

Conduct a thorough search of area child was last seen in.

**If child is not located within 5 minutes, gather a detailed description and initiate CODE PINK**

### Description Details:

Name

Age

Gender

Race

Hair Color/Style

Clothing description

Height

Additional Significant Identifiers

**\*\*As you are looking for a child who has not been properly checked out be aware that they are very likely wearing a white nametag!\*\***

**\*\*REMAIN CALM\*\***

**\*\*Communicate with family and volunteers\*\***

**\*\*Designate a Point Person\*\***



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## CODE PINK INITIATION AND PROCEDURE

Designate an individual to notify the following 3 parties while continuing to look for child within secured area:

- Facilities Staff
- Lead Pastor
- Ministry Director/Campus Pastor

Each of these parties will initiate as follows:

Facilities staff will:

- Notify any on-campus police of possible issue
- Send all available facilities staff to the kids area to assist with securing the area and observation (monitor cameras for unusual behavior)

Lead Pastor will:

- Inform leads of Greeters, Connectors and Parking to be on high alert for missing child (equip with a description if known)
- Inform Information Booth and Kids Check In of the situation so they have enough information to keep people calm.
- Maintain Lobby presence while remaining on high alert

Ministry Director/Campus Pastor

- Escort parents to information booth and keep them there until child is located
- Maintain a calm demeanor while directing and comforting parents during search
- Initiate conversation with parents about time to call 911 (suggested 15 past start of incidence)