

## Code 99 Information

1. If you discover a 'Code 99' situation, turn radio on, and say 'Code 99'.
2. Office or HT/DHT will confirm receipt of message and will ring 8 bells.
3. Once 8 bells have rung, state 'Code 99 child's name and class'.
4. HT or DHT will take 'command role' and will state e.g. 'HT taking incident command'.
5. All radio communication to be kept to a minimum.
6. Further information will be gained from the person making initial alert and will be shared with 'command'.
7. If you find the child, state 'Code 99 stand down, then your name or call sign'.
8. 'Command' will check that missing person has been located and then will confirm. Continue to search until you hear:
9. 'Code 99 ends' from command.

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