

CODE \* ADAM \* ALERT

# Code Adam Alert Program

1  
2  
3  
4  
5

# CODE ★ ADAM ★ ALERT

## *Background*

- On April 30, 2003 “Code Adam Act of 2003” became law. It requires that the designated authority for a public building establish procedures for a child missing in a federal building.
- On Nov. 1, 2003 the Department of Homeland Security’s Federal Protective Service implemented the policy nationwide and established procedures for locating a missing child in federal facilities.
- GSA will administer this program nationwide in both owned and leased buildings.

# CODE ★ ADAM ★ ALERT

*These are the steps to follow when an alert is announced that a child is missing.*

## **Step 1**

- Obtain a detailed description of the child
- Name, age, gender, and race
- Weight, height, hair and eye color
- Describe what the child is wearing, specifically the color and type of clothing including shoe color and style

# CODE ★ ADAM ★ ALERT

*These are the steps to follow when an alert is announced that a child is missing.*

## Step 2

- Report information about the missing child to the Federal Protective Service or security guards on duty
  - If no security guard, contact on-site facility manager or delegated official. *They will activate the “Code Adam” alert to all building tenants.*
  - Also, place a courtesy call to local police (911) to report a missing child

# CODE ★ ADAM ★ ALERT

*These are the steps to follow when an alert is announced that a child is missing.*

## **Step 3**

Security officials will conduct a search of the building

Tenants might be asked to assist with the search.

*Please cooperate with security.*

# CODE ★ ADAM ★ ALERT

*These are the steps to follow when an alert is announced that a child is missing.*

## **Step 4**

- If the child is found with someone other than Parent or Guardian:
  - Use reasonable efforts to delay the departure of the person accompanying the child, but do not put yourself or others at risk
- If possible, notify security officials and describe the identity of the person accompanying the child

# CODE ★ ADAM ★ ALERT

*These are the steps to follow when an alert is announced that a child is missing.*

## **Step 5**

- When a child is found, bring child to security officials or on-site facility manager
  - They will reunite child with Parent or Guardian.  
Security personnel will cancel “Code Adam” alert.
- If child is not found, security officials or on-site facility manager will contact local police again reporting any additional information

CODE

LERT

# CODE\*ADAM\*ALERT

To help protect children in federal facilities, the U.S. General Services Administration with the Federal Protective Service, has adopted the "Code Adam" Program. These are the steps to follow when an alert is announced that a child is missing.

**Step 1** Obtain a detailed description of the child:

- Name, age, gender, and race
- Weight, height, hair and eye color
- Describe what the child is wearing, specifically the color and type of clothing including shoe color and style.

**Step 2** Report information about the missing child to the Federal Protective Service or security guards on duty. If no security guards, contact on-site facility manager or designated official. They will activate the "Code Adam" alert to all building tenants. Also, place a courtesy call to local police (911) to report missing child.

**Step 3** Security officials will conduct a search of the building. Tenants might be asked to assist with the search. Please cooperate with security.

**Step 4** If the child is found with someone other than Parent or Non-Guardian, use reasonable efforts to delay the departure of the person accompanying the child, but do not put yourself or others at risk. If possible, notify security officials and describe the identity of the person accompanying the child.

**Step 5** When a child is found, bring child to security officials or on-site facility manager. They will reunite child with Parent or Guardian. Security personnel will cancel "Code Adam" alert. If child is not found, security officials or on-site facility manager will contact local police again reporting any additional information.





# CODE ★ ADAM ★ ALERT

## *Who do I call if I am located in a ...*

- **Government Owned Building:**
  - Building Manager
  - FPS/Security Officials
  - Building Security Committee
- **Leased Building with Security:**
  - Security Officials
- **Leased Building without Security:**
  - Local Police (911)
- **Delegated Building with Security:**
  - Building Security Committee
  - Security Officials
- **Delegated Building without Security:**
  - Local Police (911)
- **Websites:**
  - GSA.gov
  - Firstgov.gov