Code Adam Alert Program

Gordon-Conwell Theological Seminary
Department of Public Safety, Campus Safety
South Hamilton Campus

Campus Community Education (for Students, Faculty and Staff)
Code Adam is a powerful search tool for lost and possibly abducted children currently used in tens of thousands of establishments and institutions across the nation.

The program is simple to learn and to implement: a special Code Adam alert is issued on the premises when a customer or person reports a missing child.

It is one of the country’s largest child-safety programs, created and named in memory of 6-year-old Adam Walsh.
These are the steps to follow when an alert is announced that a child is missing on-campus.

Step 1
• Obtain a detailed description of the child and what she or he is wearing.
  – 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 (important)
These are the steps to follow when an alert is announced that a child is missing.

Step 2
• Immediately report information about the missing child to the Campus Safety Officer on duty at (978) 836-6798
  – The Campus Safety Officer, will activate the “Code Adam” alert and;
  – Designated employees will be notified by Campus Safety and will immediately stop working and look for the child.
These are the steps to follow when an alert is announced that a child is missing.

Step 3

Campus Safety, Physical Plant and Grounds staff will conduct a search of the buildings and campus grounds. Students, faculty and staff might be asked to assist with the search (a message will be sent via Send Word Now).

Please cooperate with our request.
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 Campus Safety and describe the identity of the person accompanying the child
These are the steps to follow when an alert is announced that a child is missing.

Step 5

• When a child is found, bring the child to Campus Safety.
  – They will reunite the child with the Parent or Guardian. Campus Safety personnel will cancel the “Code Adam” alert.

• If child is not found within 10 minutes, Campus Safety will contact Hamilton Police reporting the child as missing and any additional information.