

CODE \* ADAM \* ALERT

# 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 ★ ALERT

## *Background*

- **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.

# CODE ★ ADAM ★ ALERT

*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)**

# CODE ★ ADAM ★ ALERT

*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.**

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## 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.*

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## **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

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*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.