



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 facility. On November 1, 2003, the **Department of Homeland Security Federal Protective Service (FPS)** implemented a policy nationwide, establishing procedures for locating a missing child in federal facilities. The General Services Administration administers this program in both owned and leased federal facilities.

Thousands of children are reported missing to law enforcement agencies every year. Coordinating the available resources during the first few minutes a child is missing is critical to a positive outcome. Code Adam is one of the country’s largest child-safety programs, and the Amber Alert is used in the Washington, D.C. area. Both programs were started to use the resources of law enforcement and the media to notify the public in the event of a missing/endangered child.



Code Adam was named in memory of six-year old Adam Walsh, whose abduction from a Florida shopping mall and murder in 1981 helped to bring the horror of child abduction to national attention.

In the **community**, when a customer reports a missing child to a store employee, a “Code Adam” alert is announced over the public-address system. If the child is not found within 10 minutes of initiating a storewide search, or the child is seen accompanied by someone other than a parent or guardian, store personnel contact local law enforcement for assistance.

In a **federal facility**, the following 5-steps should be taken when an alert announces a child is missing:



Step 1 – Obtain a detailed description of the child. Include name, age, gender, race, height and weight, 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 FPS or the facility contract security guard(s) on duty. If there is no contract security guard(s), contact the on-site building manager or delegated official. These individuals will activate the “Code Adam” alert to all building tenants. Also, place a courtesy call to the local police (911) to report a missing child.



Step 3 – Law enforcement and security officials will conduct a search of the facility. Tenants may be asked to assist with the search. Please fully cooperate with law enforcement and security officials.



Step 4 – If the child is found with someone other than their parent or guardian, use reasonable effort to delay the departure of the person accompanying the child, but do not put yourself or others at risk. Notify security officials and describe the identity of the person accompanying the child.



Step 5 – When a child is found, bring the child to security officials or the on-site facility manager. These individuals will reunite the child with their parent or guardian. Security personnel will then cancel the “Code Adam” alert. If the child is not found, security officials or the on-site facility manager will contact local police again to report any additional information.



Who do I call if I am contacted about a missing child in a:

Government Owned Building: Building manager, FPS or security officials.

Leased Building with Security: Contract security officials

Leased Building without Security: Local police (911)

Delegated Building with Security: Contract security officials

Delegated Building without Security: Local police (911)



The National Center for Missing and Exploited Children

(<http://www.missingkids.org/>) recommends you **act immediately** if you believe your child is missing. It is important to talk to your child about the age-appropriate measures to take if he or she loses sight of you. For example, children should know their home phone number and/or parents’ cell phone number as soon as they are old enough to memorize the

information.

- If your child is missing from home, search the house checking closets, piles of laundry, in and under beds, inside old refrigerators - wherever a child may be able to crawl or hide.
- If you still cannot find your child, **immediately call your local law-enforcement agency.**
- If your child disappears in a store, notify the store manager or security office. Then **immediately call your local law enforcement agency.** Many stores have a **Code Adam** plan of action—if a child is missing in the store, employees immediately mobilize to look for the missing child.
- When you call your local law enforcement agency, provide your child's name, date of birth, height, weight and any other unique identifiers such as eyeglasses or braces. Tell them when you noticed your child was missing and what clothing he or she was wearing.
- Request that your child's name and identifying information be immediately entered into the **National Crime Information Center's (NCIC) Missing Person File.**
- After you have reported your child missing to law enforcement, call the **National Center for Missing & Exploited Children** toll-free, **1-800-THE-LOST (1-800-843-5678)**. If your computer is equipped with a microphone and speakers you may talk to one of the National Center for Missing and Exploited Children Hotline operators via the Internet.



PRECAUTIONARY MEASURES:

- Keep a complete and current description of your child.
- Take color photographs of your child every six months.
- Keep copies of your child's fingerprints.
- Keep a sample of your child's DNA.
- Know where your child's medical records are located.
- Have your dentist prepare and maintain dental charts for your child.