

# 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 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 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 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.

