

## Code Adam

Code Adam is a program to train staff in strategies to prevent child abduction and to respond efficiently in cases of suspected child abductions on the premises. A swift and effective response is critical for the recovery of an abducted child. Time is not on the side of an abducted child. Abducted children who were subsequently killed, were killed within 2-3 hours of abduction.

Three types of abductions are routinely seen:

1. Family abductions - usually custody issues
2. Acquaintance abductions
3. Stranger abductions - rarest, but most fatal

### Code Adam Protocol Overview

1. A "Code Adam Alert" is broadcast throughout the building via the public address system and a description of the child obtained from a parent or guardian using the recommended checklist is provided. Staff will meet at the circulation desk to take assignments.
2. The description and/or photograph of the child is provided to staff who will search designated areas and/or monitor exits to prevent the child from leaving.
3. Designated staff member contacts law enforcement if the child is not located within 10 minutes.

### Key Strategies for Libraries

1. Monitor all three exits and parking lot; note cars/license plates leaving.
2. When conducting the search look not only for the child alone, but all children matching the description with an adult.
3. Check isolated areas; scared children may hide.
4. When searching restrooms, basement, break rooms or empty areas also look for children's clothing. Notify security immediately if you see these items. Note: footwear is difficult to change.
5. Check all stacks: upstairs, downstairs and children's room.
6. Check all offices.
7. Check all study areas and tables; look under tables while searching.
8. Check public and employee restrooms, stairwells, dumbwaiter, meeting room, storage room and electrical room.

### Checklist for 911 calls

1. Identify yourself.
2. Identify the nature of the call: report of a missing child.
3. Identify name, address, and phone number of the library.
4. Name and description of child.
5. Circumstances in which the child became missing.
6. Plan to meet police in parking lot.

Code Adam Checklist:

1. Time and Date of Report.
2. Name of child.
3. Age.
4. Sex.
5. Height.
6. Weight.
7. Hair color and length.
8. Eye color.
9. Photograph.
10. Ethnicity (Caucasian, Hispanic/Latino, African American, Asian, Other).
11. Glasses.
12. Physical disability, specify.
13. Other identifying features, specify.
14. Clothes.
15. Outerwear.
16. Footwear.
17. Carrying toys or objects.
18. Any other important information.

Approved by the Board of Trustees  
February 15, 2005