

Code Adam

Code Adam was created and named in memory of 6-year-old Adam Walsh. In 1981 Adam was abducted from a Florida shopping mall and later found murdered. This incident brought national attention to the horror of child abduction.

Since the beginning of the CODE ADAM program (in 1994) it has been a powerful search tool for lost and possibly abducted children in tens of thousands of establishments across the nation, and it is one of the country's largest child-safety programs.

The Westhampton Free Library is a participating agency in the National CODE ADAM alert system. A CODE ADAM decal is posted at the entrance to our main building to alert the public of our participation in this program.

Attached are procedures that are to be followed in our facility. Our procedures are designed to work with Sunday levels of staffing, the lowest amount of any days of the week. Please take time to read and familiarize yourself with these guidelines. The safety of a child may depend on our ability to work together to respond correctly.

Code Adam Procedures for the Westhampton Free Library

If any parent/guardian reports a missing child to you, the CODE ADAM system shall be activated. You should immediately make the following announcement over the intercom by dialing _____.

Speaking slowly, clearly and calmly announce:

Your attention please. This is CODE ADAM. Repeat, this is CODE ADAM.

If possible, the initial announcement should include the gender and age of the child. If not, add this information as soon as it's gathered and repeat the announcement.

Your attention please. This is CODE ADAM for a ____-year old boy/girl. Repeat, this is a CODE ADAM for a ____-year old boy/girl.

As soon as the first announcement is made, the staff member on duty at the reference desk should stand by front doors. **NO ONE IS TO BE ALLOWED IN OR OUT OF BUILDING FOR TEN MINUTES.**

Send the parent/guardian to the circulation desk. One of the staff members on duty at the circulation desk will take over as the person in charge. They will obtain a detailed description of the child from the parent/guardian in a calm fashion.

Child's Name: _____
Age: _____
Gender: _____
Ethnicity: _____
Clothing: _____
Shoes: _____

As soon as this information is gathered, the staff member should slowly, clearly and calmly announce over the intercom:

Your attention please. This is a CODE ADAM. Please help us find [child's name], a _____-year old boy/girl, wearing [describe clothes and shoes] and bring him/her to the Circulation Desk at the front of the building. Please do not exit the building with a child until this alert is over.

While the staff member is obtaining the detailed information from the parent/guardian, you should report the incident to the Library Director.

Code Adam Report

Time of the Report: _____

Name of Child: _____

Age: _____

Sex: Male _____ Female _____

Height: _____

Weight: _____

Hair color and length: _____

Eye color: _____

Ethnicity: Caucasian _____ Hispanic _____ African American _____ Asian _____ Other _____

Glasses: Yes ___ No ___

Physical Disability: Yes ___ No ___

If yes, explain: _____

Other Identifying Features: _____

Garment Description: (Color and Type)

Cloths: _____

Outwear: _____

Footwear: _____

Carrying Toys or Objects: _____