CODE ADAM

The 2003 session of the Virginia General Assembly passed legislation mandating the implementation of a Code Adam policy and procedure in every building owned or leased in the Commonwealth of Virginia (no exceptions). This program's success will be based on everyone doing their appointed task. We must use the resources that we already have to implement this program. The purpose of Code Adam is to prevent and/or find a lost or missing child or young adult. Time is of the essence and is very critical. After all, the safe return of a child to their parents is our ultimate goal.

Code Adam is a program that is named after a 6 year old boy who was left alone in a Sears Electronic department store in Florida, by his mother while she went to purchase a lamp. When she returned a few minutes later, 6 year old Adam Walsh was nowhere to be found.

Most major department stores, Wal Mart, K-Mart, and Target, were the first of several businesses to enact this program, with Wal Mart being the front-runner in setting it up. The procedures we are going to use are being adopted or patterned after Wal Marts' procedures.

The procedure:

- When a child or teen is reported missing on campus at SwVCC, the first and immediate step taken is to get the word out. Any college employee can call the Campus Police or ECO and initiate Code Adam. Good communication is critical for this action. A completed description of the child and possible abductor will be issued as soon as possible.

- The next step is to have all Faculty and Staff report to their nearest exit and begin to monitor that exit for any suspicious person and to look for the missing child.   No matter what building you are in, no exceptions can be made. The key to the success of this program is an immediate response by all Faculty and Staff.

- Building Wardens will assign the Faculty and Staff in their respective areas to either monitor the exits or to actively search specific areas for the missing child. This will take a cooperative and serious effort of all involved.

- Building Wardens will be in contact with each other and will relay information to Campus Police and Maintenance personnel.

- Campus Police will have the entrances to the college blocked; Maintenance personnel will be in the parking lots so a cooperative effort inside cannot be stressed enough. When the missing child is located, the announcement of the cancellation of Code Adam will be given.

Specific duties:

- Building Wardens will direct Faculty and Staff to secure exits or search specific areas for the missing person. They will assign zone wardens to oversee certain zones in the search. They will also aide in the relaying of information and will be in charge of their respective area.

- Zone Wardens will oversee the search of a specific area of a building assigned to them by the Building Warden.

- Faculty and Staff will secure and observe all exits and will actively search their assigned area. They will assist the Building Warden and physically carry information in the event a cell phone or radio is not available.

- Campus Police will immediately block the entrances to the college. They will also aide in relaying information to the local police agency. They will keep the Vice President of Administration informed of the progress of the search by cell phone. They will also make the Incident Report.

- Maintenance will search the grounds of the campus to include the parking lots. They will be assigned specific areas by the Maintenance Contractor. They will assist in the relay of information via radio.

- The Campus Police will be responsible for contacting the National Center for Missing and Exploited Children at 1-800-THE-LOST and coordinating communication between all parties involved.

- The Public Relations Coordinator will be the official media spokesperson for the college and will keep the President and Vice-Presidents informed of the progress of the search.

- Students will remain in their respective classroom and remain there until the search has concluded.