

LVDL POLICY MANUAL

Section II: Service Policies

TITLE: Code Adam Alert

DATE ADOPTED: April 9, 2007

Code Adam is a special alert issued over the telephone system when a patron reports a missing child at the Lake Villa District Library. A brief description of the child is provided to all staff, who immediately stop their normal work to look for the child. Library staff also monitors all exits to help ensure that the child does not leave the building.

Within 10 minutes, if the child is not found, or if the child is seen accompanied by someone other than a parent or guardian, library personnel notifies the local police department.

The following are procedures to be followed:

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.
2. Report information about the missing child to the senior person on duty. They will activate the “Code Adam” alert to all staff through the telephone system. Also, within 10 minutes, place a call to local police (911) to report a missing child.
3. Staff will conduct a search of the library.
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 the RP (responsible person) or senior employee in charge and describe the identity of the person accompanying the child.
5. When a child is found, bring child to the RP (responsible person) or senior employee in charge. He/She will reunite child with Parent or Guardian. Cancel the “Code Adam” alert. Inform the police.