

## INFANT/CHILD ABDUCTION

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### I. Policy:

Hospital personnel will be knowledgeable on the proper procedures to be implemented in the event of infant/child abduction. To ensure on-going readiness, infant abduction drills will be conducted at least bi-annually.

### II. Purpose:

To provide guidelines for emergency preparedness and designation of duties for hospital personnel during an actual or suspected infant/child abduction. The following guidelines will facilitate the locating and reuniting of the infant/child with its family as soon as possible.

**Notation:** for the purposes of this policy, the term administrative nursing supervisor is generic and refers to the level of nursing management above the Nurse Manager that is on duty when the abduction is announced.

### III. INFANT/CHILD ABDUCTION RESPONSE PROCEDURES

#### ***Notification Process***

- A. Upon suspicion that an infant/child may be missing the staff member discovering the possible abduction shall:
1. Immediately notify the Campus Police Department (Emergency Number 57777) and furnish the following information to the dispatcher:
    - ◆ Name of Staff Member/ Reporting Party
    - ◆ Location of Staff Member/Reporting Party
    - ◆ Location of incident
    - ◆ Description of missing child/infant (i.e.: age, sex, race, clothing)
    - ◆ Time missing child/infant was last accounted for
    - ◆ Suspect description & information (if known)
  2. Notify the Hospital Switchboard/Paging Operator (41001) of incident and furnish the Operator the following information:
    - ◆ Location
    - ◆ Age and sex of missing child/infant
  3. Contact the Clinical Director, Nurse Manager or administrative nursing supervisor on duty.
- B. The Hospital Switchboard/Paging Operator will:

- ◆ Announce a CODE PINK via the overhead paging system including in the announcement the age sex, and location of incident. (i.e.: “CODE PINK, TWO WEEK OLD MALE, 4C)
- ◆ Notify the Hospital Administrator on Call of the incident.

#### **IV. INITIAL RESPONSE**

- A. After completing the notification process, personnel shall:
  - ◆ Remain on duty until authorities have completed questioning appropriate personnel
  - ◆ Not discuss or release information to anyone other than authorities.
  - ◆ Assist in protecting the area where the abduction occurred in order to preserve evidence.
  
  - ◆ If near an exit, remain in the area until Campus Police arrive. Observe for suspicious behavior, persons with babies or children, bags or bulky clothing.
  - ◆ Perform duties as assigned to assist with the investigation.
  
- B. All other hospital staff outside of the area of abduction shall:
  - ◆ Immediately deploy staff for surveillance purposes to strategic locations such as exits, stairwells, elevators, and hallways within and adjacent to the unit vigilant of suspicious behavior.
  - ◆ Staff will secure pre-determined points of egress relative to the unit/area
  - ◆ Anyone carrying an infant/child, or appears capable of concealing an infant/child by clothing or other means should be detained using reasonable efforts and escorted to the nearest Nursing Station and Campus Police summoned.
  - ◆ Staff will remain at their assigned locations until the Code Pink is either cancelled or until relieved by other Medical Center personnel.
  
- C. Search the effected area (i.e.: Women’s & Infants Hospital, Children’s Hospital Units, etc.) verifying and accounting for all infants/children.

- D. In the event that the missing infant/child is subsequently accounted for, the Nurse Manager, nursing supervisor or Administrator On Call will:
- ◆ Instruct the Hospital Switchboard/Paging Operator to cancel the Code Pink
  - ◆ Promptly report the circumstances to the first responding police unit
- E. Upon verification that an infant/child is unaccounted for, nursing and the administrative nursing supervisor shall:
- ◆ Secure the area where the infant/child was last known to be located (crime scene) and utilize reasonable efforts to detain all individuals present until police arrive.
  - ◆ In the event an infant/child may be abducted from a location other than an area occupied by parents or other family members then the medical staff shall utilize reasonable efforts to sequester them until police are summoned.
  - ◆ Establish a temporary command post on the unit where the abduction occurred.
  - ◆ Disseminate supplemental information regarding the incident to the first responding police unit.
  - ◆ Procure admission and medical records for investigative purposes.
  - ◆ Have unit medical personnel remain on duty until authorities have completed their investigation.
- F. The Hospital Administrator on Call, after initial response procedures have been completed will:
- ◆ Notify the UMMC Public Affairs Office of the incident.
  - ◆ Notify the Vice Chancellor for Health Affairs
- G. After initial response procedures have been completed, the administrative nursing supervisor or designee shall:
- ◆ Initiate a plan to inform other mothers/families occupying the effected unit (i.e.: Women's & Infants Hospital, Children's Hospital, etc.) of the incident and reassure them of their infant/child's safety. If the parent or family member appears apprehensive or voices concern for the safety of their infant/child the administrative nursing representative should:
    1. For infants, if possible, take the infant to the mother; if this is not practical take the mother to the infant.

2. For children, encourage a family member to stay with their child.
3. Explain changes in Hospital routine for parents and families to provide increased security.

◆ In the event that the infant/child is not located or recovered within thirty minutes of the incident having been reported, relocate the mother/family members to another area of the Hospital, if her condition permits, to further ensure privacy.

1. Procure a room large enough to accommodate family members.
2. Assign an alias if requested.
3. Assign a designated UHC staff member to accompany parent(s) at all times, to provide consistent support, serve as a liaison and protect parents/family members from unwanted contact.
4. Staff shall assess the mother to determine her preference regarding visitors, phone calls, and any assistance she might request to notify other family members.

## **V. PRELIMINARY INVESTIGATION**

- A. UMMC Campus Police will assume primary jurisdiction and investigative responsibility.
  - ◆ The first Officer on the scene will use standard law enforcement procedures for securing the area, locating and detaining witnesses, and disseminating supplemental information to other police units.
  - ◆ Police and Security Officers will deploy to strategic locations for surveillance and interdiction.
  
- B. The first line supervisor will assume tactical command until relieved by a ranking officer. The on-scene tactical commander will:
  - ◆ Coordinate a response with the Clinical Director, Nurse Manager or designee and Administrator at the temporary command post.
  - ◆ Conduct a thorough search of the immediate area in an attempt to obtain additional information regarding the incident.
  - ◆ Coordinate a floor by floor search of the effected unit increasing the search perimeter as circumstances dictate.

- ◆ Solicit assistance as needed from the appropriate local, state, or federal law enforcement agencies.

C. Should the incident not be resolved promptly, the UMMC Public Affairs Office will be notified of the incident.

- ◆ The UMMC Public Affairs Office designee shall:

1. Handle all communications with the media and questions from the general public.
2. Deploy a representative to the Command Post to act as liaison with law enforcement and medical staff.

D. The supervisor will notify members of the command staff consistent with UMMC Campus Police General Orders & Policies.

**Unit Assignments – Batson Hospital**

One staff member of the Admissions Office will monitor the Children's Hospital Entrance.

Children's Cancer Clinic staff will monitor the front and rear entrances (C097-03) to the clinic and the east entrance (C059).

Pediatric Clinic staff will monitor the corridor leading to the Emergency Department and Pediatric X-ray.

Pediatric Clinic staff will monitor the door leading to designated smoking areas outside the Children's Hospital. The receptionist at the information desk in Children's Hospital will notify these areas when a code pink is called.

The Pediatric Emergency Department staff will monitor the corridor leading to the Pediatric Clinic.

4C staff will monitor the first floor corridor connecting the three hospitals.

3C staff will monitor the first floor elevator lobby.

2C staff will monitor the basement elevator lobby.

1C staff will monitor the entrance to the Children's Hospital.

PICU staff will monitor the basement connection (central stairwell) between Batson and Wiser Hospitals.

**Unit Assignments – Wiser Hospital**

One staff member from each Nursing Unit on every floor will monitor the East and West Stairwells.

One staff member from Recruitment will monitor the Ground Level Entrance, South (Front Door).

A member of Campus Police will monitor the Basement Level, West.

One staff member from OB Receiving will monitor the Basement Level, North (Ambulance Bay W097-05).

One staff member from the NICU will monitor the First Floor Corridor, Catwalk to parking garage (W-19908 and W-19909).

One staff member from each Nursing Unit on every floor will monitor the Elevator Lobby, Public access side.

One staff member from each Nursing Unit on every floor will monitor the Elevator Lobby, Staff access side.

Cafeteria staff will close and monitor the Courtyard exit (W097-10).

Cafeteria staff will monitor both Basement Level exits (W097-11) and (W009).

### **Unit Assignments – Adult Hospital**

Basement Level:

Staff from Campus Police will monitor the: Loading Dock (7p-5a)

Children's Hospital Entrance (4:30p-7:30a)

Emergency Room Exit

One staff member from the Dietary Department will monitor the Loading Dock from (5a-7p).

One staff member from the Emergency Department will monitor the Emergency Department Support Corridor.

The Environmental Services Supervisor will monitor the Environmental Services Dock Area.

Nursing Services Department will monitor the Smoking Area (East) doorway (H197-02).

Print Shop personnel will monitor the Print Shop Stairwell Exit.

Information Systems personnel will monitor the Information Systems Exit.

Campus Police will monitor the Critical Care Tower Stairwell/elevator exit and MRI exit.

### **First Floor:**

Cafeteria Staff will monitor the Pavilion Crosswalk

Environmental Services staff will monitor the Medical School Foyer.

Human Resource Personnel will monitor the Research Wing Exit and the Library.

Campus Police will monitor the Critical Care Tower Stairwell/elevator exit.

Notation: Campus Police monitors exits that lead to the exterior of the building and those exits manned by departments that are closed after normal business hours.