

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

CODE AMBER - RESPONSE PLAN TO AN INFANT/ABDUCTION

Effective Date:	10/1992	Policy No:	PC01
Cross Referenced:		Origin:	OB Department
Reviewed Date:	2/97, 5/97, 12/97, 1/99, 1/02, 3/05, 9/10, 9/11 2/2016	Authority:	COO
Revised Date:	09/11	Page:	1 of 2

SCOPE

This policy applies hospital wide.

PURPOSE

To provide guidelines for the prevention of infant/child abductions, guidelines for response actions in the event of such an occurrence and to outline emergency preparedness training for the hospital staff.

POLICY

Prevention of an infant or child abduction is a hospital-wide responsibility.

PROCEDURE

1. As soon as a discovery of a missing infant/child is made, staff notifies Switchboard Operator by dialing 6000.
2. The following will take place simultaneously:
 - a. The switchboard operator will:
 - 1) Page **“Your attention please – Code Amber”** overhead three (3) times.
 - 2) Contact security.
 - 3) **Dial 911** to notify police and get an estimated time of arrival for the officer responding.
 - 4) Immediately upon hearing **“Code Amber”** staff from each department will:
 - Go to the nearest exit and secure the exit;
 - Remain at post until **“Code Amber All Clear”** is heard over the PA system;
 - If the exit is a stairwell door, stand with the door held open to observe individuals using the stairs;
 - Once exits are secure, additional staff must check public restrooms in their department.
 - Note anyone carrying/wearing items out of place (i.e. coat or sweater in warm weather), large bags, blankets or shawls draped over the person;
 - Do not endanger yourself by trying to prevent abductor from leaving the hospital;
 - Try to get a description of the abductor (height, weight, nationality, male/female, etc.) and direction abductor took;
 - Report any suspicious individuals or activities noted while securing exits/public restrooms to Security;
 - May be asked to put observations in writing once **“Code Amber All Clear”** is announced.

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- b. Staff on unit of missing infant/child will:
 - 1) Search the entire unit and account for all babies and mothers;
 - 2) Notify Administration or Administrator-on-Call; establish command center if appropriate;
 - 3) Remove parents from room of abduction to another room and provide a one-on-one caregiver already known to the parents;
 - 4) Notify Pastoral Care and Public Relations;
 - 5) Reassure other parents on the unit and allow them access to their infant/child;
 - 6) R.N. on unit will notify the laboratory and request saving of all lab specimens of the infant/child for future I.D. purposes;
 - 7) **Important** – Preserve the crime scene—seal the room by shutting the door and placing tape across the door. **DO NOT** remove anything from the room or allow the room to be cleaned until cleared with the authorities doing the investigation;
 - 8) Keep all staff on duty at the time of the event until after policy have questioned them, even if this means double staffing;
 - 9) Staff will screen all phone calls to the parents to protect from the media and unwanted personal calls;
 - 10) **Important** – All staff members on duty at the time of the event will put into writing their memories of events and any descriptions they can give;
 - 11) Be aware of staff reactions and be sensitive to their needs;
 - 12) If there is no evidence that the infant or child has left the building, law enforcement and security will coordinate search of the entire building.
3. Staff members are not to give out information. Refer to Public Relations.
4. AOC or designees) will notify Risk Management and Risk Management will notify Adventist HealthCare Self-Insurance Fund – 301-315-3373.
5. Upon location/retrieval of the missing infant/child or completion of the onsite investigation bylaw enforcement authorities, Security will notify Administration/Administrator-on-Call who will then cancel Code Amber. The switchboard operator will announce “**Code Amber All Clear.**” Staff securing the exits may return to regular duties. The police will request an Amber Alert when applicable.