

**SE-KMCS
Code Adam
Infant/Child Abduction
Page 1 of 4**

PURPOSE

The purpose of this policy is to provide an immediate response by all hospital personnel, in order to locate and reunite an infant/child with the family as quickly as possible. Outside agencies and parents are notified appropriately.

POLICY:

Hospital Personnel

When an employee suspects an infant is missing, she/he should immediately dial 11112 and state, "CODE ADAM". Also notify the immediate supervisor of the area. Staff will obtain a description of the missing infant/child and provide information to KMCS Security. PBX will announce, "Code Adam".

Security:

1. If the incident is located at a KMCS facility alert all officers and maintenance employees of the code and pertinent information.
2. If the incident is located at any KMCS facilities, announce the "Code Adam" on the maintenance radio frequency.
3. Contact PBX to announce overhead "Code Adam". Additional pertinent information can be announced such as child's age, clothing description, etc.)
4. Obtain additional information on the child's description from the reporting staff member/s.
5. Update officers and other staff on additional information received.
6. Maintain surveillance through security cameras and reported information from staff.
7. Notify Administrator On-Call (AOC) and the Chief of Security.
8. Direct all calls regarding the situation to Media Relations and to the AOC.
9. Contact local law enforcement as needed for support per KMCS Security policy.
10. Security and Admitting Department will initiate a privacy (or no information) status for this patient.

SE-KMCS
Code Adam
Infant/Child Abduction
Page 2 of 4

Incident Commander

The Incident Commander will establish the command center, and coordinate with the agency executive and internal resources for the search within the hospital, as well as assisting the local police and FBI, when needed.

Security Staff

1. Ensure that all exits have been appropriately secured. This can be accomplished by using hospital staff members who are responding to the code.
2. Establish communications with local law enforcement agencies as needed.
3. Continue investigative actions to obtain further information.

Hospital Personnel

The following actions will occur simultaneously:

1. The Hospital Incident Command System (*HICS*) will be activated.
2. Hospital personnel should ensure that all exits are monitored and assist in securing entry and exit locations. During this code, staff should prohibit anyone from entering or exiting the facility, unless a person is entering for immediate medical care. These entries should be isolated to the Emergency and Trauma Center.
3. Report any suspicious activity, including individuals who forcibly leave the facility. Calls can be made to 11112 or to the Hospital Incident Command (HIC) when activated
4. Staff will assist in the search by checking every room in their work area unit and then assist in searching the remainder of the hospital. All rooms searched and found to be clear will be reported to the HCC for tracking purposes. Rooms that have been searched shall be locked until the “All Clear” is announced.
5. All infants, children and patients will be accounted for.
6. Employees should be suspicious of anything that might conceal the infant/child, i.e. bag, coat, purse.
7. All employees who are not actively in the process of the search or providing necessary clinical care, need to assist in the surveillance of their area by stationing themselves in hallways located near their work area.
8. When dealing with the public remember to be polite, briefly explain the situation. Do not make a statement on the details of the incident to anyone other than the authorized persons.
9. Nonessential work will stop until the “All Clear” is announced.
10. Hospital employee to be assigned as the single liaison and support person for the family will be the Employee Assistance Liaison, Chaplain on call, or other staff member assigned by the Incident Commander. If at all possible, the family should be moved into a private room.

SE-KMCS
Code Adam
Infant/Child Abduction
Page 3 of 4

11. All staff on duty when the abduction occurred, will remain in the hospital until the authorities complete proper questioning. All staff is requested to refrain from discussing this incident with anyone other than the authorities.

Public Relations Information

1. Media Relations will support the HCC with a Public Information Officer and will oversee all public statements. Staff is reminded that only the PIO, (Media Relations) can make statements on behalf of the hospitals.
2. The local media may be contacted by the PIO with the approval of the Incident Commander/Administrator On-Call.
3. Designated areas for media briefings are:
 - a. KMCS –
 - b. KMCS – In-Fill Area, Physician Office Building, 1st Floor
4. PIO will provide a written response that Security and the PBX operator may use for outside callers.
5. All media releases will be reviewed by legal staff and the agency executive concerning patient confidentiality.

ALL CLEAR

1. The Incident Commander will instruct Security to cancel the “Code Adam.”
 - a. The PBX will announce on the public address system 3 times “Code Adam {Drill} all clear”
 - b. If the event was a drill, announce: “Your attention please! This has been a Code Adam Drill, thank you for your cooperation”.

DOCUMENTATION:

1. Activity surrounding this incident should be documented from discovery of the abduction until the child is located.
2. An After Action Report (AAR) will be completed to review actions of response, and to mitigate future response activities.

**SE-KMCS
Code Adam
Infant/Child Abduction
Page 4 of 4**

SPONSORING DEPT:	Complete
DEPARTMENTS AFFECTED:	Complete
DATE OF ORIGIN:	Complete
LAST REVIEWED:	Complete
LAST REVISED:	Complete
REPLACES:	Complete, if applicable
APPROVED BY:	
EFFECTIVE DATE:	