

LAC+USC MEDICAL CENTER POLICY

Subject: INFANT/CHILD ABDUCTION POLICY	Original Issue Date: 8/1992	Policy #: 640
	Supersedes: 4/8/14	Effective Date: 6/17/16
Departments/Areas Consulted: Environment of Care Committee Facilities Management Los Angeles County Sheriff's Department (LASD) Nursing Services	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: Chief Medical Officer Chief Executive Officer

I. PURPOSE

To protect infant/child patients from removal by unauthorized persons, LAC+USC Medical Center (LAC+USC) has adopted an electronic sensor system (ESS) to insure the protection of infants/children housed in the Maternity and Pediatric units within the LAC+USC campus. To ensure that in the event an infant or child is missing, all hospital personnel and outside agencies are notified appropriately, with the goal being to locate and reunite the child with the family in the most expedient manner possible. The components of the child security system include:

- Identification of the infant or child, parents/guardians, personnel and visitors.
- Access control and security devices for the areas where children are admitted.
- Education for the staff and parents in areas where children are admitted.

II. POLICY

It is the policy of LAC+USC Medical Center provide a safe and secure environment in patient care areas to prevent child abductions. The security of our patients is the responsibility of all hospital personnel. Further, the Medical Center will provide an organized, rapid response in the event of infant/child abduction. Policies and procedures to prevent and respond to child abductions shall be reviewed at least every two years and incorporated into the Medical Center's Security Management program.

III. PROCEDURE

A. Identification

A set of identification bands is to be attached to the mother and newborn immediately after birth. An electronic infant security system tag will also be applied to the newborn infant. Infants in the Neonatal ICU will have an electronic tag placed when the infant's medical condition is such the infant is placed in an open crib without ventilator support or central lines. Patients under 1 year of age in the Pediatric ICU will have an electronic tag placed when able to sustain self-ventilation. Pediatric patients under 1 year of age will have an electronic tag applied when admitted. Upon discharge from the hospital, ID bands are verified with appropriate documentation and the infant/child is discharged to the parent. All electronic tags will be removed at time of discharge.

Note: Discharge of a child to a person other than the parent/guardian requires special procedures and documentation such as Release of Minor Form, prior to release from hospital.

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B. Prevention

- All visitors will be identified at the time of admission to ward by a visitor's wristband. Visitors are required to identify the name of patient to be visited prior to the issuance of the visitor's wristband.
- Visitor wristbands are required for any visitor going above the 2nd floor of the Inpatient Tower.
- Visiting hours shall be strictly enforced.
- Children less than 12 years of age are not allowed above the 2nd floor of the Inpatient Tower unless approved by the unit's specific guidelines.
- The Unit's Nursing Manager/Nursing Supervisor and Los Angeles County Sheriff's Department (LASD) will be called to handle any disturbances.
- Unit staff will ensure that only authorized personnel remove a child from the hospital room or unit.
- Parents will be instructed on admission, regarding method of identification of authorized persons utilizing photo ID badges.
- Personnel transporting patients without appropriate photo badge will wear temporary badges issued them by the Charge Nurse of the Transport Department.
- Designated inpatient units will utilize the electronic infant security system based upon their unit's individual guidelines.

C. Employee Identification

- County-issued employee photo identification badges must be worn at all times by hospital staff while on duty. Area supervisors are responsible to ensure compliance.
- When children are removed from the parent's care, employees will identify themselves and explain their role in the care of the child.
- Upon removal of duty from LAC+USC Medical Center for any reason, the responsible department will retrieve the photo identification badge and submit to the Medical Center's Office of Human Resources.
- Temporary Identification for Transporting Patients:
 - Medical Center transport team members assigned to transport a child will wear a temporary pink badge issued to them by the charge nurse of the Transport Department. The transporter will return the temporary pink badge to the Transport Department immediately after the child's transport is completed. These badges will be kept locked and when issued will be logged in a logbook
 - If the identification badge is lost or stolen, the employee is required to file a police report provide a copy of the report to DHS Human Resources, and pay for the replacement of the identification badge. The employee will also be required to sign an affidavit attesting that the identification badge was lost or stolen. The replacement fee of the identification badge is 24\$ - \$100, depending upon the number of times replaced.

D. Security Measures

- Security guards are posted at the main public entrances of the Medical Center.
- Security guards are also posted in the public hallways to the entrances to the emergency room and pediatric units.
- Surveillance cameras (CCTV) have been installed throughout the facility and trained personnel monitor various areas of the campus on a 24-hour basis.

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- An overhead paging system is operational and maintained for rapid response to a CODE PINK (infant abduction) or CODE PURPLE (child abduction) alert (See below).
- Deputies and Sheriff Security Officers frequently patrol the building and are available to respond to any reports of disturbances or problems.

E. Infant/Child Transport

- The Medical Center staff and physicians authorized to transport children and/or remove them from their parent's care shall wear their County-issued pink employee photo identification badge or temporary pink badge.

F. Instruction for Parents

- Parents shall be instructed by staff that their child should never be released to any staff member not wearing a designated Medical Center pink photo identification badge. Any persons, including hospital staff and physicians, without a designated Medical Center pink photo identification badge who attempt to transport the child should be challenged and reported to the nurse or physician immediately.
- Parents /Visitors shall be instructed to notify a Nursing Staff member prior to leaving the unit.

G. Employee Instructions/Training

- The role and means of identifying authorized child transport staff will be provided as part of department orientation to staff and physicians working in obstetric, pediatric, and other departments treating minor patients.
- CODE PINK/PURPLE drills (see below) will be conducted to reinforce employee training.
- CODE PINK/CODE PURPLE procedures will be incorporated into employees' general orientation and safety training.

H. Infant/Child Abduction (CODE PINK) Drills

- CODE PINK/CODE PURPLE drills will be conducted regularly on obstetric and pediatric patient units
- CODE PINK/PURPLE drills will be designed to test all abduction/missing infant/child response procedures.

**I. Response Process -
Nursing (Inpatient Units)**

- Upon notification of a missing infant/child, immediately notify:
 - Medical Center Telephone Operator, Ext. 111, requesting announcement of CODE PINK or CODE PURPLE over facility's paging system. Provide: (1) Unit location, (2) child's age, and (3) child's gender.
 - Notify LASD at Ext. 3333. Provide: (1) Unit location, (2) child's age, (3) child's gender, and (4) brief description of suspect(s).
 - Secure all patient unit exits.
 - Secure the crime scene to preserve forensic evidence, relinquishing responsibility to LASD upon their arrival.
 - Search patient units, questioning unauthorized individuals (without compromising own safety), and report description to LASD.
 - Conduct an infant/child count, utilizing the census list to verify exact

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patient location.

- Inform parent or guardian and inquire as to their knowledge of possible whereabouts of the infant/child. (If parent or guardian is not in the immediate area, notification shall be accomplished through LASD and appropriate law enforcement agency.)
- Remove parent(s) or responsible party, if within the facility, to a private location, with a nurse, clinical social worker, chaplain, or other staff member remaining with them at all times.
- Provide briefing to unit staff and report incident to facility administrator and others as required.
- Notify any agency having custodial responsibility for the Infant/Child, e.g., Department of Children and Family Services, Probation Department.

Nursing (Outpatient Units)

- Upon notification of a missing infant/child, immediately notify:
 - Medical Center Telephone Operator, Ext. 111, requesting announcement of CODE PINK or CODE PURPLE over facility's paging system. Provide: (1) Unit location, (2) child's age, and (3) child's gender.
 - Notify LASD at Ext. 3333. Provide: (1) Unit location, (2) child's age, (3) child's gender, and (4) brief description of suspect(s).
 - Secure all unit exits including stairwells.
 - Secure the crime scene to preserve forensic evidence, relinquishing responsibility to LASD upon their arrival.
 - Search treatment and non-treatment areas, questioning unauthorized individuals (without compromising own safety), and report description to LASD.
 - Inform parent or guardian and inquire as to their knowledge of possible whereabouts of the child. (If parent or guardian is not in the immediate area, notification shall be accomplished through LASD and appropriate law enforcement agency.)
 - Remove parent(s) or responsible party, if within the facility, to a private location, with a nurse, clinical social worker, chaplain, or other staff member remaining with them at all times.
 - Provide briefing to unit staff and report incident to area administrator and others as required.
 - Notify any agency having custodial responsibility for the Child, e.g., Department of Children and Family Services, Probation Department.

LASD

- Contract Security to secure all facility entrances/exits and detain exiting individuals, pending arrival of LASD personnel.
- LASD to establish a command post and assume control of crime scene, and coordinate floor-by-floor search of the interior of the building.
- Search and secure exterior areas, including buildings adjacent the Hospital.
- Check adjacent parking lots.
- Notify Los Angeles Police Department (LAPD) to assist with search of the community. (LASD will contact local FBI office.)
- Complete required reports.

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(removed per Sgt. Kennison)

All Departments

- Upon hearing CODE PINK/ CODE PURPLE announcement, immediately assist in search efforts within work area and report suspicious individuals to LASD at X-3333. Assign staff to respond to nearby perimeter exits and stairwells leading outside and screen persons leaving until LASD or Security arrive.

Telephone Exchange

- Will make overhead announcements for all three buildings and internal administrative notifications based upon their unit's guidelines. Notifications to include:
 - LASD
 - Parking Office
 - Chief Executive Officer
 - Chief Medical Officer
 - Chief Nursing Officer
 - Medical Center Office of Public Relations
 - Office of Regulatory Affairs
 - Office of Risk Management
 - As instructed, Area hospitals and outpatient clinics providing postpartum/pediatric care, as abductor may take the infant to another facility for examination or to obtain a birth certificate.
 - As instructed, National Center for Missing and Exploited Children (NCMEC) and 1-800- THE LOST (1-800-843-5678) for technical assistance.

*Administrative-Officer-on-Duty (AOD) is responsible for notifications after regular work hours and on weekends and holidays. AOD is responsible for notifying Department of Health Services Chief Operations Officer.

J. Education

- Security of patients is a responsibility of all hospital personnel. Special attention is required for children who are unable to protect themselves. Any unusual activities, relating to children being removed from this facility- shall be reported to LASD at (323) 226-3333.
- Personnel assigned to children's wards will receive the following training during their orientation period and annually thereafter:
 - Child vulnerability
 - Abductor profile information
 - Incident location profile
 - Disturbances and ruses
 - Suspicious activity response
 - Hospital safeguards
 - Access control mechanisms in place
 - Employee photo identification badges
 - Visitor identification
 - Instructions to parents

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- Identification bands
- Abduction attempt response plan
- Report visitors to children's units who have an extreme interest in babies and children
- Theft of personnel identification or uniforms
- Anyone carrying bags, large packages, or loosely wrapped bundles from children's units.

IV. Code Pink Back-Up Procedure (ESS Down)

A back- up procedure is required for Nursing personnel, Hospital Security and LASD in case of a system failure (ESS goes down). The below procedure is to be followed when the ESS Halo System is down.

A. NURSING RESPONSIBILITIES:

- Notify outside contractor of the system's failure and obtain a response time
- Call extension #3333 and notify LASD dispatcher that the ESS is down
- Notify Hospital Security Officer posted outside of unit
- Alert all patients with ESS that system is down.
- Advise LASD Dispatchers of all infants on the unit with ESS bracelets attached
- Inform LASD prior to removing infant from the unit to another location.
- Nursing Supervisor will inform all staff members of ESS being down.

B. LOS ANGELES COUNTY SHERIFF'S DEPARTMENT RESPONSIBILITIES:

- Dispatch is to advise nursing personnel when ESS Halo System is displaying problems/malfunctions. Advise nursing to contact the ESS contractors.
- Dispatch to notify on-duty Watch Sergeant of down ESS.
- Dispatch is to advise Hospital Security supervision of down ESS and advise supervisor to contact the Hospital Security officer at the fixed posts to make notification to the officer.
- Dispatch is to place service calls for directed patrol to the Pediatric Units on a half hour basis.
- Monitor the pediatric unit cameras

C. Hospital Security:

- Hospital Security supervision will brief their officers assigned to the fixed posts of the down system.
- Enforce all visitor wristbands
- Enforce all infant escorts out of the unit to ensure all employees display proper identification.
- Detain anyone without an identification escorting an infant out of the unit and will call LASD.

Communication between all employees and management is essential to ensuring this back-up plan procedure maintains safe, healthy, and secure pediatric units.

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V. Security System Inspection

Each security system or device intended to alert or signal an intrusion into a protected area; to detect or record suspicious activity or suspect persons; or act as a signal to call for immediate security assistance shall be inspected and tested monthly. A record of each device is maintained to record the following information:

- Type of location of system/device
- Date and time of inspection or test
- Name of person conducting the inspection or test
- Statement of problem/no problem
- Statement of action taken to remedy any problem

REVISIONS DATES

1995; 1998; 1999; 2001; 2002; February 22, 2005; October 20, 2008; November 9, 2010; April 8, 2014; June 17, 2016