PURPOSE:
To ensure that all hospital personnel and outside agencies are notified appropriately, with the goal being to locate and reunite the infant or child with family as quickly as possible.

1. When an infant or child is missing, the staff nurse will immediately notify and collaborate with the charge nurse. Nursing staff will begin to search the area and observe all exits. The charge nurse will notify the operator of "Code Pink" by dialing (MRH-Ext 4444, RMH-Ext 2111) and/or by activating the red Code Pink panic button (if available).

In the event of an activation of the Halo Infant Protection System, the reason for such activation shall be determined as quickly as possible. A “Code Pink” will only be declared should it be established that an infant is actually missing.

The local police, along with the Chief Operating Officer, President, or the Administrator-on-Call, will make the determination of when and to whom information should be released. No hospital employee or volunteer is authorized to make a public statement concerning this incident or to communicate with a member of the media without prior clearance from administrative personnel.

2. Simultaneously, the following actions will occur:
   A. MRH—In addition to notifying the operator, the charge nurse will notify the Clinical Director, Director, and Patient Placement Coordinator. RMH—The charge nurse will notify the President or Administrator-on-Call, Chief Nursing Officer, Nurse Executive or Nursing Administrator-on-Call.

   B. Communications will:

   (1) Notify Security staff on duty by 2-way radio and dialing 5158 stating "Code Pink".
   (2) Page "Code Pink" three times and call 911 stating possible "Infant Abduction".
   (3) Notify the Associate Director Facilities Management/Security to assist in the response—MRH only.
   (4) Notify the following hospital staff and ask them to report to the Women and Children's Division Command Post in the MRH 2A Conference Room (telephone 215-2097) or at RMH, the Boardroom (telephone 417-3633)

   **MRH**
   - Hospital Administrator on Call
   - Nursing Administrator on Call
   - Director of Public Relations
   - Risk Manager

   **RMH**
   - President or the Administrator-on-Call
   - Nurse Executive or Nursing Administrator-on-Call
   - Director of Community Relations
   - Director of Safety/Risk
C. All available Security staff will immediately go to the exits and stop the flow of traffic out of the hospital until the local police arrive. Guests attempting to leave the hospital will be asked to cooperate until the police arrive. Department Directors and charge nurses will assist in this effort by assigning staff to unsecured exits.

D. The charge nurse of each nursing unit and the directors or designees of all ancillary departments will assign employees to conduct a search of the department and/or surrounding public areas.

3. Once the abduction has been confirmed, the Administration representative, the Director and Assistant Director of the unit and attending M.D. will notify the parents in person.

4. If the abduction occurs from a patient room, the room will be secured intact, with everything left, as it was found, for investigative purposes. The door will be closed and no one should enter until law enforcement representatives arrive.

The mother of an abducted infant will be transferred out of her room to further ensure privacy.

5. The Patient Care Administrator/Nurse Executive/Nursing Administrator-on-Call on call will initiate "no information (NI)" status for this patient and inform the admitting office, switchboard operators, and information desk to route calls for that patient to the Command Center (MRH-2A Conference Room, RMH-Boardroom).

6. The unit nursing staff will be told of the occurrence. All staff on duty when the abduction occurred will remain on unit until the authorities complete their initial questioning. All staff are to refrain from discussing this incident with anyone other than authorities.

7. The collaborative administrative group, composed of the Hospital Administrator on call, Patient Care Administrator on call, Risk Manager, Director of Public Relations, Director and Assistant Director of the involved unit, will develop a departmental plan to meet the needs of each situation. This plan will include the following:

A. Assessing the needs of the parents of the abducted infant/child and clarifying their specific request: i.e., visitors, media coverage, assistance with contacting other family members, etc.

B. Informing the other patients.

C. Ensuring additional Nursing staff, Security staff, Discharge Planning, Social Services

D. Obtaining administrative coverage during this crisis.

8. All employees will be educated regarding their responsibilities for Code Pink during the orientation process, and annually thereafter.