



**Vice President and Chief Executive Officer of the Medical Center**

**MEDICAL CENTER POLICY NO. 0141**

A. SUBJECT: Infant/Child Abduction

B. EFFECTIVE DATE: October 1, 2013 (R)

C. POLICY:

At the University of Virginia Medical Center, any report of a missing infant or child (anyone 17 years of age or younger) is treated as a possible abduction. Upon confirmation of the report, all persons providing patient care or other services within or for the benefit of the Medical Center regardless of employer (“Covered Persons”) shall initiate an emergency alert (Code 9) consistent with the procedure below.

Code 9 response team members receive training consistent with the assigned duties. Please refer to the attached response team guidelines for specific duties.

D. PROCEDURES:

1. For incidents occurring at University Hospital, all buildings physically connected to University hospital<sup>1</sup>, and contiguous locations<sup>2</sup> the following procedures shall be followed:
  - a. Any Covered Person who is informed that a child is missing or who cannot account for a child in his or her care will contact the Emergency Operator (924-2012) to activate a Code 9. In areas where overhead paging is available, an announcement of “Code 9” will be made. The announcement shall include information specifying the unit where the infant/child was last seen, a description of the infant/child and any other available pertinent information.
  - b. Covered Persons in the area where the child was last seen will continue to search and monitor entrances to and exits from that area while waiting for the arrival of Medical Center Security and/or Police. In areas where access can be controlled, only Covered Persons will be permitted to enter the area. Persons who have with them any package or other device that could conceal an infant or child, e.g. a stroller, backpack, box, tote bag or large purse, may not be allowed to leave the affected area. Problems shall be reported to Security.

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<sup>1</sup> “All buildings physically connected to University Hospital” include Jordan Hall, Primary Care Center, West Complex, McKim Hall, Lee Street Connective Elements (including Claude Moore Library), Lee Street Parking Garage, and 11<sup>th</sup> Street Parking Garage

<sup>2</sup> Contiguous locations include: Emily Couric Clinical Cancer Center, MR4, MR5, MR6, Teen Health Center, Outpatient Surgery Center, 1222 JPA, Stacey Hall, Clinical Laboratory Building, Republic Plaza, Patton Mansion, 999 Grove Street, EPICenter, KCRC, Program Management Office, and South Street Parking Garage

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- c. Upon arrival to the facility, the University Police will take charge of the incident and will direct all aspects of the search and investigation, in accordance with their established protocols.
  - d. If the missing infant/child is a patient, unit/clinic staff will secure his/her patient records. They will secure the records of the parent/guardian if she/he is a patient.
  - e. Upon hearing the Code-9 announcement, all Covered Persons shall attend to information concerning the unit/area where the infant/child was last seen, the description of the infant/child and other pertinent information.
  - f. Covered Persons in the facility will conduct a check of their own areas and adjacent hallways to look for activities that differ from routine and expected events or are otherwise unusual. If the missing child is an infant, employees will be alert for anyone pushing a stroller or carrying a container that could conceal an infant/child. If an employee observes anyone carrying any such item or behaving in a manner that differs from what is routinely observed, he/she will call Security (924-5048).
  - g. University Police will clear all information regarding the incident through University Media Relations before releasing it to family, news media, etc.
  - h. Covered Persons in the location where the incident occurred will complete and submit a Quality Report.
  - i. Drills will be conducted, at a minimum, once per year on each shift in the security-sensitive areas so designated in the Security Management Program Plan because of the potential for infant/child abduction.
2. For incidents occurring at Off-Grounds and Satellite Facilities<sup>3</sup> the following procedures shall be followed:
- a. Any Covered Person who is informed that a child is missing or who cannot account for a child in his or her care will call 911. In patient care areas where access can be controlled, only Covered Persons will be permitted to enter the area. Persons who have with them any package or other device that could conceal an infant or child, e.g. a stroller, backpack, box, tote bag or large purse, may not be allowed to leave the affected area.
  - b. The off-grounds/satellite area staff shall notify the UVA Emergency Manager On-Call (434.982.3500, PIC 1655) and report the incident.
  - c. Upon arrival to the facility, the local police in the jurisdiction of facility will take charge of the incident and will direct all aspects of the search and investigation, in accordance with their established protocols.
  - d. If the missing infant/child is a patient, clinic staff will secure his/her patient records. They will secure the records of the parent/guardian if she/he is a patient.

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<sup>3</sup> Off- Grounds and Satellite Facilities are locations that are not identified in Footnotes 1 or 2

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- e. Covered Persons in the location where the incident occurred will complete and submit a Quality Report.
  
- 3. The respective employers of each Covered Person, i.e., Medical Center, University Physicians Group, School of Nursing and School of Medicine) are responsible for providing training and orientation to the requirements of this policy.

SIGNATURE:



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R. Edward Howell, CEO, UVA Medical Center

9/24/13

DATE:

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Medical Center Policy No. 0141 (R)

Approved February 1993

Revised February 1999, November 2002, August 2003, September 2009, September 2012,  
September 2013

Reviewed March 1996

Approved by Chief Environment of Care Officer

Approved by Medical Center Administration

Attachment

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**Infant/Child Abduction (Code 9) Response Team Guidelines****A. Response Team Members (on-site):**

Medical Center Security, University Police (UPD), Patient & Guest Services (Transportation, Front Door Team), Administrator - On-Call

**B. Response Team Members (KCRC):**

Charge Nurse (all times), Maintenance (Days), Administration (Days), University Police (all times), Security (evenings), all available staff (all times, all shifts)

**C. Responders (all other sites):**

Charge Nurse/Manager, all available staff, 911 responders

This table describes the activities of the responders once a Code 9 situation has been identified.

<b>Responsibilities (either directly responsible or will direct appropriate staff)</b>	<b>A. University Hospital, buildings physically connected to University Hospital, and contiguous locations</b>	<b>B. KCRC*</b>	<b>C. Off-grounds &amp; satellite facilities</b>
Direct Police to location where child last seen	Security	Charge Nurse	Charge Nurse/Manager or designee
Search for missing child following facility-wide alert	All available employees	All available employees	All available employees
Secure perimeters of facility	Response Team: Pt/Guest, Security	Security/Maintenance/KCRC Administration/other available staff/UPD*	Manager or designee
Take charge of and direct the search and investigation	UPD, upon their arrival on the scene	UPD, upon their arrival on the scene	911 responders, upon their arrival on the scene
Attend to the needs of the missing child's family	As directed by Administrator-On-Call*	Charge Nurse	Charge Nurse/Manager
Facilitate briefings for families of patients in pediatric area or other sensitive areas	As directed by Administrator-On-Call*	KCRC/CMC Administration (charge nurse will contact on off-shifts)	Manager, as needed
Make/seek recommendations about cessation of visiting hours during the incident	Administrator- On-Call	KCRC Administration	N/A
Form Incident Management Team	Emergency Management	CMC Administrator, after being contacted by KCRC Admin.	Manager
Provide support and counseling for affected staff	As directed by Administrator- On-Call	KCRC/CMC Administration	Manager
Conduct debriefing session for all participants in incident	Director of Security (as chair of Security Subcommittee)	Director of Security (as chair of Security Subcommittee)	Director of Security (as chair of Security Subcommittee)

\*KCRC is locked down at 8:00 p.m. CCTV records key entry and exit points.