

# EINSTEIN HEALTHCARE NETWORK POLICY AND PROCEDURE

Effective Date: October 1, 2017  
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No.: A0193.4  
Supersedes: A0193.3

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Department: **EOC - Security**

Subject: **Code Pink @ EMC-Elkins Park Campus**

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## PURPOSE:

To provide for implementation of emergency security measures in response to an infant/child abduction at Einstein Medical Center - Elkins Park.

## SCOPE:

This policy pertains to Einstein Medical Center's Elkins Park campus.

## POLICY:

As a means to establish a safe environment, a crime prevention and emergency response plan has been developed to ensure that all necessary and appropriate security safeguards are in place and acted upon, in the event of an attempted criminal abduction of an infant or child, or the actual commission of an infant/child abduction (kidnapping). The Protective Services and Nursing departments, in an effort to expedite the safe return of the victim, will **PREEMPT** routine operations and **IMMEDIATELY** activate an emergency response plan entitled Security Operation code: **CODE PINK**.

## PROCEDURES:

### Notification

- A. Hospital personnel will contact the Protective Services Command Center (at EMCP campus) by dialing extension 6911.
- B. The Protective Services Command Center (location at AEMC campus) will:
  1. Alert available officers
  2. Notify the Telecommunications operator @ Elkins Park at "81-6601"
  3. Call the Cheltenham Police @ 215-885-1600
- C. The Telecommunications operator will immediately:
  1. Announce three consecutive times "Attention, Attention, Code Pink (and location)"
  2. Page the following individuals:
    - Administrator On-Call
    - Nursing Supervisor
    - Chief Nurse Executive
    - Corporate Marketing and Communications
    - Risk Manager On Call
    - Campus Director, Maintenance and Engineering
    - Network Director, Protective Services
    - Network Director, Safety Services

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**Response**

**A. Protective Services will**

1. Be in charge of the investigation until the Cheltenham Police arrive.
2. Conduct a detailed search of the hospital and grounds.
3. Utilize other department personnel (e.g., Maintenance) to assist with search or crowd control
4. Establish and preserve a crime scene if applicable. Control of the scene will be turned over to law enforcement personnel.
5. Establish a Code Campus Lockdown -into and out of the hospital and with the exception of an emergency, prevent anyone from leaving the area until all police interviews are conducted. All persons leaving or entering the area must be identified including name, address, and telephone number. This information will be collected by the security officer on-duty and/or hospital personnel as necessary.
6. Coordinate and collaborate with the Cheltenham Police.

**B. All other employees will**

1. Exercise extreme caution, observe their departmental entrances and exits, and report suspicious behavior to Protective Services.
2. Remain in place /not go home until the event is cleared, police interviews are completed, or they are released by Protective Services. Refer to Code Campus Lockdown policy #A0188.
3. Transfer all media inquiries to Corporate Marketing and Communications at 215-456-6730.

**C. Corporate Marketing and Communications will coordinate all media communications in collaboration with the Cheltenham Police and Protective Services.**

**D. The Nursing Supervisor or designee will remain with the parent / guardian throughout the police investigations and ensure privacy in an area away from the event area.**

**E. An interdisciplinary team will conduct a post-event evaluation to analyze the hospital's response and determine future needs or improvements as necessary.**

**Training and Education**

Code Pink training and education is included in the Network's Annual Compliance Training program.

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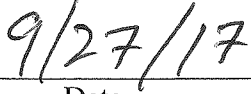
Department: EOC - Security


Subject: Code Pink @ EMC-Elkins Park Campus

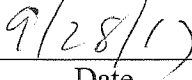
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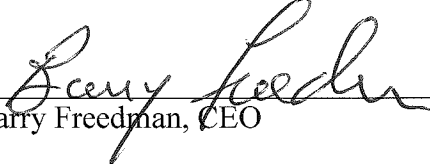
**REVIEWED AND APPROVED:**

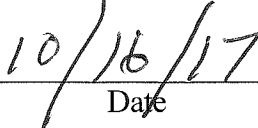
  
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Craig Sieving, Vice President

  
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Date

  
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Ruth Lefton, COO

  
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Date

  
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Barry Freedman, CEO

  
\_\_\_\_\_  
Date

**To be reviewed: Every three years [Orig: 1/05/05]**

*Policy Owner: David Hill, Network Director, Safety Services*

*Chairperson, EOC/Security Subcommittee: Mark Wilhelm, Network Director, Protective Services*

**Policy Reference:** Code Campus Lockdown #A0188

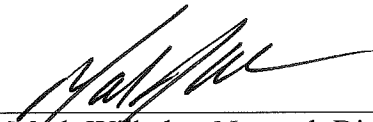
EINSTEIN HEALTHCARE NETWORK  
Policy and Procedure  
**Revised**

Sign-Off Sheet

Department/Division:	EOC – Security
Policy #:	A0193.3~4
Subject:	<b>Code Pink at EMC Elkins Park</b>

**REVIEWED AND CONCURRED:**

**DATE**

  
\_\_\_\_\_  
Mark Wilhelm, Network Director, Security

9/20/2017

  
\_\_\_\_\_  
David Hill, Network Director, Safety Services

9-26-17

EINSTEIN HEALTHCARE NETWORK  
Policy and Procedure  
**Revised**

Sign-Off Sheet

To: Mark Wilhelm, Network Dir, Security  
(1319 Tabor Rd)  
David Hill, Network Dir, Safety  
(13<sup>th</sup>/Tabor)

Department/Division:	EOC – Security
Policy #:	A0193.3~4
Subject:	<b>Code Pink at EMC Elkins Park</b>

Please review the attached policy and procedure. If you concur, sign and date the attached Policy & Procedure Sign-Off Sheet. This policy was reviewed by Dave Hill and Tony Martin.

*Added* - SCOPE: This policy pertains to Einstein Medical Center's Elkins Park campus.

*Under* - PROCEDURES/Notification

B. *Added* "81-6601" for number to call

1. Notify the Telecommunications operator @ Elkins Park at "81-6601"

C. *Added* "Telecommunications" operator will immediately....

*Under* - PROCEDURES/Response

A. Protective Services will

4. *Delete* "Instruct personnel and/or visitors in the immediate area of the suspected abduction to not disturb or touch anything within the area. Preserve applicable equipment and areas for fingerprinting."

*Change to*: "Establish and preserve a crime scene if applicable. Control of the scene will be turned over to law enforcement personnel."

5. *Change wording FROM* "Establish a checkpoint leading" *TO* "Establish a Code Campus Lockdown"

6. Coordinate and collaborate with the Cheltenham Police. *Delete* "to communicate with the FBI and National Center for Missing and Exploited Children"

Once you have signed, please send to the next person on the list as soon as possible.

If you have any questions, feel free to contact me. Thanks.

*Linda Lostracco*  
*Safety Department*  
*13<sup>th</sup> & Tabor*

September 19, 2017