



Code Amber

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# CODE AMBER

**Missing Child / Child Abduction**

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## **INTRODUCTION**

A **Code Amber** (missing child/child abduction) is initiated when a child cannot be located. It ensures a coordinated procedure for locating missing children.

## **GENERAL INSTRUCTIONS TO ALL STAFF**

It is the responsibility of all staff to:

- Be familiar with the missing person search procedure.
- Assist with the search if required.
- Remain in the building until the missing person is located or until given approval to leave.
- Notify Code Amber Leader if the missing person is found.
- All staff must sign the Emergency Code Participation Record for any Code (drill or actual).
- Participate in the debriefing session if required.

## **CODE AMBER PROCEDURE**

### ***Stage 1 (initiate search)***

Staff suspecting a missing person will:

- Inform other staff members in area and give a clear description of the missing person.
- Announce over the PA system for the missing person to return to the area.
- Search every unlocked room in the area.
- Look in bathrooms, closets and under beds – turn on lights.
- Ensure patients/residents are in their appropriate beds.
- Look out the windows to see if person is outside.
- Check cafeteria, lobby and outside smoking area.
- Utilize the video monitoring system on acute care as appropriate.
- Notify their immediate manager or designate who will assume the role of Code Amber Leader.
- **Consider the need to contact the OPP immediately.**

### ***Stage 2 (unable to locate in area)***

The Code Amber Leader will:

- Notify the physician if the missing person is a patient.
- Phone the missing person's home to verify that he/she has not returned home.
- Authorize the activation of Code Amber.
- Obtain emergency codes kit in the Acute Care storage closet.
- Instruct switchboard to announce Code Amber over the PA system.

**Stage 3 (implementation of Code Amber)**

- Upon hearing Code Amber announcement, designated staff should start searching for the missing person in their work areas/department.
- If missing person is located, inform switchboard or Code Leader.
- During off hours (weekends, stat holidays and after 1600 hours), all available staff are to proceed to the specific area to provide assistance where required.
- The Code Amber Leader will assign all available staff to specific areas to be assigned a search area.
- Contact the OPP as appropriate.
- If the missing person cannot be located, the Code Amber Leader will contact administration on-call to inform he/she of the situation and advise how to proceed (i.e.: stage 4 or to initiate the IMS).

**Stage 4 (Second Search)**

The Code Amber Leader will:

- Obtain master key(s) from plant operations or administration on-call, as required.
- Coordinate a thorough search of all buildings and grounds.
- Evaluate the need for additional staff to assist with the second search.
- Assign available staff to specific areas (see Appendix A) to conduct the second simultaneous search of the Hospital.
- Ensure that all locked and unlocked doors are opened and all rooms/areas are searched (i.e.: housekeeping and supply closets, stairwells, etc.).
- Ensure that searchers place a piece of colored tape across each door after searching the area or that the vacant mag strip is flipped up.
- Update administration on-call, next-of-kin and family physician.

**Stage 5 (person found)**

The Code Amber Leader will:

- Ensure that medical care is provided as necessary.
- Notify the administration on-call.
- Notify the physician.
- Notify the OPP (if involved).
- Notify next-of-kin.

## INDIVIDUAL RESPONSIBILITIES

### *Switchboard*

When notified of a **CODE AMBER**, announce the following over the PA system and repeat every 5-10 minutes for 30 minutes, then every 30 minutes until person is found:

**Attention please, attention please**  
**CODE AMBER – specific description of person**  
**CODE AMBER – specific description of person**  
**CODE AMBER – specific description of person**

*Example:*

**Attention please, attention please**  
**CODE AMBER – i.e.: ethnicity, hair color, approx. age, sex, clothing**  
**CODE AMBER – i.e.: ethnicity, hair color, approx. age, sex, clothing**  
**CODE AMBER – i.e.: ethnicity, hair color, approx. age, sex, clothing**

When directed, announce the following over the PA system:

**Attention please, attention please**  
**Code Amber all clear**  
**Code Amber all clear**  
**Code Amber all clear**

## CODE AMBER LEADER

The most appropriate staff member available will assume the role of **Code Amber Leader**.

- Provide leadership through direction and guidance to staff during Code Amber.
- Ensure Code Amber stages are followed.
- Obtain the emergency code kit located in the acute care nursing station (supply closet).
- Ensure that the emergency code kit is replenished and that all keys are returned to the appropriate personnel.
- Facilitate a debriefing session to evaluate the incident.
- Complete a formal [Codes Evaluation Form](#) and forward to the Manager of Support Services (administration).
- The Code Amber Leader can contact administration on-call at any time (i.e.: initiate the IMS, etc.).
- Ensure detailed documentation of the event has been kept.

## SEARCHERS

All staff participating in the search will:

- Call the person's name while searching.
- Turn on lights.
- Look in bathroom, closets, and under beds.
- Ensure patients/residents are in their appropriate beds.
- Check windows and screens.
- Close the door after searching each room.
- Place a piece of colored tape across the entrance of the door, slightly above the door handle or flip up the vacant mag strip (during Stage 4 – second search).
- Search all vehicles in parking lots, hospital grounds and other building on the property as directed by the Code Amber Leader.
- Report to the Code Amber Leader upon completion of search.

## APPENDIX A

### Staff Placement Sheet

#### Lower Floor

Emergency Area	Imaging corridor	_____
	Chemo Dept./MDRD corridor	_____
	Exam rooms/desk/lobby	_____
	Ambulance Bay	_____

Central Area	Food services	_____
	Laundry/Boardroom/Dining room	_____
	Elevator/change rooms/foot care	_____

Receiving Area	Plant Ops/garbage & cart rooms	_____
	Stores	_____
	Laboratory	_____

Admin. Area	Rehabilitation	_____
	Administration	_____
	Health Records/Training Room	_____

#### Upper Floor

Long-Term Care	Rm 303 corridor & nursing station	_____
	Room 315 corridor & dining area	_____
	Room 326 corridor	_____

Telemedicine Area	Finance corridor and area	_____
	Telemedecine/Pharmacy corridor and area	_____

Acute Care	Room 359 corridor	_____
	Room 376 corridor	_____

Central Area	Lobby/Gift Shop/public washrooms	_____
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#### Other

Boiler room and crawl space	_____
Penthouse	_____
Nurses residence	_____
Northern Horizon Health Centre	_____
Garage/oxygen & diesel sheds	_____
Grounds	_____