

CODE YELLOW

(Missing Person)

Revised December 2020

INTRODUCTION

A **Code Yellow** (missing person) is initiated when a person cannot be located. It ensures a coordinated procedure for locating missing persons.

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 Yellow 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 YELLOW 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 Yellow Leader.

Stage 2 (unable to locate in area)

The Code Yellow 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 Yellow.
- Obtain emergency codes kit in the Acute Care storage closet.
- Instruct switchboard to announce Code Yellow over the PA system.

Stage 3 (implementation of Code Yellow)

- Upon hearing Code Yellow 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 Yellow 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 Yellow 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 Yellow 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 Yellow 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 YELLOW**, 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 Yellow – specific description of person
Code Yellow – specific description of person
Code Yellow – specific description of person

Example:

Attention please, attention please
Code Yellow – i.e.: ethnicity, hair color, approx. age, sex, clothing
Code Yellow – i.e.: ethnicity, hair color, approx. age, sex, clothing
Code Yellow – i.e.: ethnicity, hair color, approx. age, sex, clothing

When directed, announce the following over the PA system:

Attention please, attention please
Code Yellow all clear
Code Yellow all clear
Code Yellow all clear

CODE YELLOW LEADER

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

- Provide leadership through direction and guidance to staff during Code Yellow.
- Ensure Code Yellow 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 Yellow 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 Yellow Leader.
- Report to the Code Yellow 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 _____
 Telemedicine/Pharmacy corridor _____
 and area _____

Acute Care Room 359 corridor _____
 Room 376 corridor _____

Central Area Lobby/Gift Shop/public washrooms _____

Other

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