



Code Yellow

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# CODE YELLOW

Missing Person

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**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.