

TITLE:	CODE YELLOW – MISSING RESIDENT	POLICY #:	XVIII-G-10.00
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	May 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:			
CURRENT REVISION:	May 2022		

CODE YELLOW – MISSING RESIDENT – Policy # XVIII-G-10.00

RN IN CHARGE OR DESIGNATE WILL:

- 1) Assume the role of Incident Commander and respond to reception.
- 2) Assess.
- 3) Begin Code Procedure (below).
- 4) Call for assistance.

PROCEDURE:

When a resident cannot be located:

- 1) Search entire home area and areas that the resident is known to frequent within the Home and outdoors.
- 2) Check sign-out books to determine if resident has been signed out.
- 3) Consider contacting the POA

If resident still cannot be located, the RN in Charge or designate will:

- 1) Notify the Ward Clerk to announce three times: Code Yellow and the full name of resident.
- 2) Ward Clerk to print of 10 copies of missing resident's picture from PCC and provide them to the RN in Charge.
- 3) Start Tool Box P. Search Procedure-Missing Resident Search Checklist.
- 4) Staff will respond according to the plan below:

PSW's scheduled:

7AM TO 3 PM SHIFT -

PSW's on 1st break from 2 South (PSW will bring a copy of the resident picture to both 1 South and 2 South), 2 West, 2 East, 3 West, 3 East, 4 East will respond to reception.

3 PM TO 11 PM SHIFT -

PSW's on 1st break from 2 South (PSW will bring a copy of the resident picture to both 1 South and 2 South) , 2 West, 2 East, 3 West, 3 East, 4 East will respond to reception.

11 PM TO 7 AM SHIFT -

All PSW Floats, 2 Housekeepers will respond to reception.

Housekeepers:

6:30AM TO 7:00AM-

Housekeeping Charge and Housekeeping #9 will respond to reception.

- 5) The staff responding will return to their home area with the resident picture and relevant information about the resident. Staff not assigned to a home area will proceed to the Café to await instructions on where to search.

- 6) Organize a general search (internal/external) utilizing floor plans/exterior map – See Search Procedure (Toolbox Resource P). Team members familiar with resident should participate in the search.

If resident still cannot be located, the RN in Charge or designate will:

1. Call family of resident and advise of situation.
2. Call 911
3. Call Nurse Leader on call;
4. If applicable, check cameras to assist in determining when resident was last seen following County of Essex policies related to video surveillance.
5. Assist police with search.
6. Re-check building / grounds – search as often as required. (at least every shift)
7. Call in additional team members if required
8. Complete IMS Form 1001 and Tool Box P. Search Procedure Missing Resident Search Checklist.
9. Keep Administrator or designate notified.

When resident is found, conduct physical examination and document.

If situation remains unresolved following these steps, see “ALL CODES” (XVIII-D-10.90).