

<b>TITLE:</b>	<b>CODE YELLOW – MISSING RESIDENT</b>	<b>POLICY #:</b>	<b>XVIII-G-10.00</b>
		<b>PAGE:</b>	<b>1 of 2</b>
MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	May 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	January 2023		
CURRENT REVISION:	January 2024		

### **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 Emergency Prep-Actual Event-Test-Drill Evaluation Form and Missing Resident Search Checklist.
9. Keep Administrator or designate notified.

When resident is found, conduct physical examination and document.