

**Long Term Care - Introduction to Facility
Emergency Plans**

**Code Yellow –
Missing Resident**

What is a “Code Yellow”

- **Code Yellow** is called if a resident has gone missing from their household, neighbourhood or the building
- The objectives of the plan include alerting staff, searching the household, the facility and the facility grounds (if safe to do so) and making broader notification if necessary (e.g. on call physician/Nurse Practitioner, police, family etc.)
- While many procedure for notification and search initiation exists throughout Long Term Care a **Code Yellow** search response is generally broken down into three phases

Phases of a **Code Yellow**

Phase I – Search of the resident's unit

- If you become aware a resident has gone missing, immediately inform your supervisor
- The neighbourhood leader will notify the incident commander/nursing supervisor that there is a client/resident missing from their neighbourhood (**Incident Command/person in charge, may or may not communicate Code Yellow to all staff at this time and may contact police at anytime as they see fit**)
- Neighbourhood leader will gather neighbourhood staff and assign sections of the neighbourhood to be searched
- Neighbourhood staff will search their assigned areas
- neighbourhood staff will report back to the neighbourhood leader once their assigned area(s) has been searched

Phases of Code Yellow

Phase II – Full Facility Search

- At this stage, if not already done, the incident commander will notify all staff in the facility of the missing resident by calling a **Code Yellow**
- Each neighbourhood and department will send a representative to the neighbourhood of the missing resident to gather information on the missing resident
- Neighbourhood and department leads will assign individuals to search the neighbourhood/department once their representative returns with information regarding the missing resident
- Staff will report back to their neighbourhood/department leaders with the results of the search
- Neighbourhood/department leader will report back to the Incident Commander with the results of the search

Phases of Code Yellow

Phase II – Ground Search

- Incident Commander may assign team members to search areas exterior to the building as required (if safe to do so)
- Team members will complete a search of the facility grounds
- Team members will report results of the grounds search to the team leader or the Incident Commander
- Grounds search team leader will report search results back to the incident commander if required

Phases of Code Yellow

- **Phase III – missing resident risk assessment and broader notification**
- The incident commander, neighbourhood team leader and/or others may meet during or after the facility and grounds search to assess the risk to the resident and determine when external notification is required. This assessment will take into account:
 - ▶ Weather conditions
 - ▶ Time of day
 - ▶ Last sighting
 - ▶ Resident's cognitive ability
 - ▶ Resident's medical conditions
 - ▶ Resident's mobility issues
 - ▶ Any other relevant information

If the Incident Commander determines further notification is required

- Contact the resident's family/next of kin
- Contact the Police Department by calling 9-911
- Notify the facility administrator and/or physician or nurse practitioner on call

Phases of Code Yellow

The following information should be shared with other staff and Police:

- Height and weight
- Complexion, Hair colour, Eye colour
- Clothing description
- Information on any other identifying features (birth mark, tattoo etc.)
- The last time the resident was seen
- Their former home address
- Names of next of kin
- Information on risk to the resident's health and safety
- A picture if available
- Staff may be asked to meet with police to discuss the resident

Resident Found - Code Yellow

If resident is found:

- Use Gentle Persuasive Approach with the resident
- Notify Incident Commander
- Notify the resident's unit
- Incident Commander or delegate announces "code yellow clear"
- Incident Commander or delegate will complete incident report form
- neighbourhood leader, LPN, RN supervisor or delegate will perform a medical assessment of the resident upon their return
- neighbourhood leader, LPN, RN supervisor or delegate will provide treatment (within scope of practice) or transfer client/resident to receive treatment as required
- Contact facility administrator, family/next of kin and police (if necessary)

Know Your Facility

- You should know the location of:
 - ▶ High risk resident areas (e.g dementia wing)
 - ▶ Any alerting features (wandering resident alarm sensors)
 - ▶ Facility exits
 - ▶ Facility All Hazards/Emergency Plan
- Remember to document when a resident leaves the facility

Where to go to learn more!

- Facility All Hazards/Emergency Plan
- Supervisor
- www.healthpei.ca/src/ltc
- Contact Emergency Health and Planning Services

Thank you!

Health PEI

One Island Health System