

***Missing Resident***  
**CODE YELLOW**

# Missing Resident - Code Yellow

## PURPOSE

1. To ensure that all necessary steps are taken in the event a resident is missing from the Home.

## INITIATING THE CODE YELLOW

1. The Staff member who perceives the resident to be missing will notify the Registered Staff from the Resident's home neighbourhood.
2. The Registered Staff member will determine when and where the resident was last seen.
3. The Registered Staff member will page three (3) times for the Resident to return to their respective neighbourhood. (e.g. "Mrs. Smith please return to second floor"). If staff identify the missing resident; contact the Registered Staff on the Resident's neighbourhood.
4. If the missing resident does not return within 3 minutes page CODE YELLOW "Resident's Name" three times **and the Charge Nurse will then assume control of the search.** The Registered Staff will assign one individual to quickly check the outdoor common areas and one individual to check the "sign out" book.

## PROCEDURE

1. The building will be checked in the following manner:
  - Staff will proceed to nursing station of the missing resident's neighbourhood and get direction from Registered Staff; photo of resident will be available for staff
  - At the direction of the Registered Staff, starting at nursing station staff will fan out to the ends of the halls and check all rooms including resident washrooms. **Activate door marker to indicate checked**

- Charge Nurse will provide direction for searching the service areas and outside the building. Only when a staff member is delegated by the Charge Nurse should staff proceed to the service areas or outdoors

2. After all areas are checked (approximately 30 minutes) to no avail, the Charge Nurse will notify the Police, giving a description i.e. age, height weight, clothing and photo.

3. The Charge Nurse will notify the Resident's Family and Administration.

4. If the resident returns to the home without police assistance, the Charge Nurse will notify the Police, the Resident's Family and Administration that the resident has returned.

5. When Police have been involved, Administration shall notify the Ministry immediately by telephone followed by a Critical Incident Report (CI).

6. At the earliest opportunity, a review and follow up to prevent a similar incident.