

Leamington Mennonite Home  
Long Term Care

**EMERGENCY MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Code Yellow - Missing Resident	<b>SUBJECT:</b> Missing Resident	<b>SECTION:</b> G <b>POLICY:</b> 1
<b>DATE:</b> June 27, 2022	<b>Administrator's Signature:</b> 	

**MISSING RESIDENT**

**POLICY:**

If a resident cannot be located within five minutes of the absence being reported, Code Yellow will be called to alert staff and prompt an appropriate response in accordance with the Home's Code Yellow Emergency Plan, including an organized and comprehensive centralized search procedure.

**PROCEDURE:**

All staff will:

- 1) Notify the nurse in charge on the floor immediately when a staff is unable to locate a resident.

The Nurse on the floor will:

- 1) Alert building the Director of Nursing & Personal Care or the Charge Nurse (if after hours).
- 2) Direct staff to thoroughly search their floor, check the sign out book, and check for resident with social/recreation staff and contractors.

The Director of Nursing & Personal Care or designate will:

- 1) Announce "CODE YELLOW, missing resident" using all announcement systems as applicable (overhead PA, portable telephone, land telephone speaker, walkie-talkie); identify that resident by name.
- 2) Ensure completion of the Missing Resident Search Checklist as information is made available from staff conducting the search.
- 3) Coordinate the search for the missing resident as follows:
  - a. Gather all information re missing resident i.e. care plan, colour photo, full description of clothing worn, where and time resident last seen, resident profile information, previous incidents and where resident was found, etc.
  - b. Relocate to Reception Desk and await reports or phone calls regarding the resident
  - c. Gather search kit, which includes: floor plans, maps, flashlights, interior/exterior hazard list
- 4) Assign a search area (floor plan/map) to staff (work in pairs if possible); staff will check off completed rooms and areas on floor plan/map. When completed, map to be given to DNPC.
- 5) Document the initiation and progression of the search procedures.

If the resident is not found after the initial search, the DNPC will:

- 1) Call 911 for police assistance.

- 2) Notify the Administrator and the family of the missing resident.

If the resident is found, the DNPC will:

- 1) Make an announcement that the resident has been found and the CODE YELLOW is cancelled; thank staff for their response, and advise them that they may return to normal duties.
- 2) Notify the police, family, and Administrator
- 3) Have the resident's condition assessed, complete incident report, provide resident with reassurance, complete Missing Resident Search checklist, and sign off as Search Coordinator.

All staff will:

- 1) Search for the resident and take direction from the DNPC.

The Administrator will:

- 1) Complete a report/contact regulatory authority per provincial regulatory reporting requirements.