

Emergency Plan

Subject:	Emergency Plan: Situations involving a missing resident - Code Yellow
Emergency Code:	Code Yellow

Plan Activation:	When a resident/patient has been away from the nursing unit for an undue period of time, judgment must be used in determining the course of action to be taken in instituting a search plan.
Lines of Authority (Chains of Command):	<ul style="list-style-type: none"> ● The Executive Director (Administrator) ● Leadership Team ● Charge Nurse ● Security
Communications Plan:	<ol style="list-style-type: none"> 1. The Registered Nurse in charge shall have the resident/patient paged to return to his/her Unit. 2. If the resident/patient does not return to the Unit, the Registered Nurse shall: <ol style="list-style-type: none"> 2.1. page a Code Yellow and location (3 times); 2.2. supply the following information to the Search Team: <ol style="list-style-type: none"> a) a photograph of the resident/patient; b) full description of the resident/patient including clothing worn; c) the time the resident/patient was seen last along with the location; d) any relevant medical information pertinent to the disappearance; e) previous history of wandering, if any, and where located on that occasion; f) any communication which has been established with the next of kin or known friends; 2.3. assign the Search Team members to various locations, i.e. 3rd Floor, 2nd Floor, 1st Floor, Lobby, Basement, outside; 2.4. establish a Control Centre to receive information from the Search Team. 3. The following staff will respond to the Code Yellow, at the location announced, and participate as the Search Team: <ol style="list-style-type: none"> a) Security Guard; b) at least one (1) staff from each Unit/Department; c) all management personnel.
Staff Roles and Responsibilities:	<ol style="list-style-type: none"> 1. When a resident/patient is determined to be missing, the Registered Nurse will make an immediate assessment as to the potential risk the resident/patient may be to themselves or others. 2. The Levels of Risk are identified as follows: <u>Level One (1) Risk</u> - The resident/patient at greatest risk is the resident/patient suffering from mental disorder or cognitive impairment of a nature or quality that will likely result in: <ol style="list-style-type: none"> 1) serious bodily harm to the person; 2) serious bodily harm to another person; 3) imminent and serious physical impairment of the person; 4) a resident/patient who lacks the ability to cope independently due to his/her medical condition.

	<p><u>Level Two (2) Risk</u> - The resident/patient who leaves the Home against medical advice but requires continued treatment or care.</p> <p><u>Level Three (3) Risk</u> - The resident/patient who, although able to cope independently, has left the Unit without notifying anyone of his/her departure.</p> <p>PROCEDURE IF THE RESIDENT/PATIENT IS NOT LOCATED WITHIN A REASONABLE AMOUNT OF TIME:</p> <ol style="list-style-type: none"> 1. The Registered Nurse in charge shall: <ol style="list-style-type: none"> 1.1. notify the resident's/patient's family of the disappearance and remain the family's contact and information source; 1.2. notify the Executive Director or Administrator On Call; 1.3. initiate a local search by the Centre's staff; 1.4. notify the Cornwall Police and provide them with the information of the missing resident/patient, and request them to help locate the resident/patient; and 1.5. notify both Emergency Departments of Cornwall Community Hospital, giving a description of the resident/patient. 2. It shall be the responsibility of the Chief Nursing Executive and/or Director of Continuous Improvement to: <ol style="list-style-type: none"> 2.1. Ensure that the Director, Performance Improvement and Compliance Branch, Ministry of Health and Long-Term Care is immediately informed in as much detail as is possible in the circumstances of any resident/patient who is missing from the Home for greater than three (3) hours or who is missing and returns to the Home with an injury or any adverse change; 2.2. Ensure that the Director, Performance Improvement and Compliance Branch, Ministry of Health and Long-Term Care is notified within one (1) business day in as much detail as is possible in the circumstances of any resident/patient who is missing less than three (3) hours and who returns to the Home with no injury or adverse change; 2.3. Verbal reports of missing residents/patients to the Director, Performance Improvement and Compliance Branch, Ministry of Health and Long-Term Care must be followed with a <i>Critical Incident Report</i>, including investigation findings and measures taken to prevent a recurrence, within ten (10) days of the event; 2.4. The Ministry of Health and Long-Term Care Performance and Improvement Branch can be reached after hours at 1-866-434-0144.
--	---

References:	
Reviewed:	
Revised:	<u>05 November 2024</u>

For this section of the *Fire and Disaster Manual* (pages WAN-1 to WAN-3 inclusive), please refer to the following two Nursing Policies which are available on the Centre's intranet:

- a) Nursing Policy 11-a-174 re *Wandering Resident Alert Bracelets*. (WAN-1)
- b) Nursing Policy 11-a-176 re *Search Plan for Missing Residents*; (WAN-2 to WAN-3)