

SUBJECT: Code Yellow – Missing Resident Threat	SECTION: Code Yellow
EFFECTIVE: October 1993	REVISED: Feb/07, Oct/09, Sept/12, July/14, JULY /22 REVIEWED: Oct/94, July/95, June/98, Jan/02, July/08, Feb/10, June/10, October/19
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

PURPOSE

To locate and procure the safety of a missing Fairvern Resident as quickly as possible.

POLICY

A missing Resident shall be determined to be an emergency situation and all necessary search and rescue measures shall be implemented immediately.

PROCEDURE

CODE YELLOW RESPONSE

In the event that a resident cannot be located within 5 minutes of the absence being reported, Code Yellow will be called to alert team members and prompt an appropriate response, including an organized and comprehensive centralized search procedure. Notify the Charge Nurse on duty immediately.

The Charge Nurse shall:

1. Notify all departments by phone of the missing Resident using the emergency code group blast 1001 announcing that a “Code Yellow is in effect and all



available staff are to report to the Emergency Command Centre (Business Office) for further instructions”.

2. Walkie-talkies, set to channel 7/7, are available for staff to use as a means of communication during the search.
3. Station one person at each exit door to prevent the lost Resident from leaving the building during the search.
4. A complete search of the building, starting with the missing Resident’s room and bathroom, then his/her Home area, including every room and bathroom, utility rooms, tub rooms and lounge areas. Check all areas that Residents do not usually have access to. Check all bedsides, under beds, bathrooms, tubs, shower stalls and behind doors and curtains. **Do not omit any area because you think a lost person cannot get there.**
5. Mark off areas searched by shutting the room doors and using the Evacu-check indicators that are attached to each door, to show the room has been checked.
6. Expand the search to the other Resident home area(s), then check the East and West elevator, thoroughly search the basement areas including all staircases, closets, lockers, alcoves, storage areas, maintenance rooms, furnace rooms, etc. No areas are to be omitted. *Remember to check the FIRE EXIT DOORWAY across from the storage room.
7. During evening and night shift, assign available staff members to conduct the search of all areas of the building.
8. While searching, remain silent except for essential conversation. Listen for the lost person who may be crying, singing or quietly talking. Be cognizant that the person may not respond to his/her name.
9. Assign available staff members to then complete the search of the Fairvern grounds:
 - Patio areas to flower garden and fence near river area
 - Front parking lot including area in the back of the kitchen
 - Back parking lot including near the treatment plant and the side and back of the laundry building

**HEALTH SERVICES DEPARTMENT
SERVICES DEPARTMENT**

70 Pine Street, Bracebridge, Ontario P1L 1N3
www.muskoka.on.ca | heathservices@muskoka.on.ca
Phone: 705-645-2100 Toll-Free: 1-800-461-4210 (within 705)
Fax: 705-645-5319

FAIVERN LONG-TERM CARE HOME

14 Mill Street, Huntsville, Ontario, P1H 2A4
Phone: 705-789-6011
Fax: 705-789-1371



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

- Call 911 for police assistance.
 - Notify the Administrator, DOC, and the family of the missing
1. Provide a description and picture of the missing resident if the Resident has not been registered with the Alzheimer Wandering Registry, including clothing worn and time and location Resident was last seen.
 2. Provide relevant medical information pertinent to the Resident.
 3. Provide previous history of elopements and where located on those occasions.

If the resident is found, the Incident Manager will:

1. Make an announcement that the resident has been found and the CODE YELLOW is cancelled; thank team members for their response, and advise them that they may return to normal duties.
2. Notify the police, family, ED, and DOC.
3. Have the resident's condition assessed, complete incident report, provide resident with reassurance.
4. The Administrator will complete a report/contact regulatory authority per provincial regulatory reporting requirements.

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Search Area Assignments:

Missing Resident: _____

Date & Time of Search: _____

Most Senior Person Organizing Search: _____

Indoor Search Area	Staff Member(s) Assigned	Search Completed (✓)
1 st Floor Resident Area		
2 nd Floor Resident Area		
Rose Room, Kitchen, Loading Dock Area		
Activity Area, Family Room, Hair Care, Offices, Resource Room, Dirty Utility Room, Washrooms		
Boardroom, Chapel, Offices, Staff Room		
Tunnel Area and all room to the left of ramp		
Laundry Area including all areas behind doors and Boiler Room		
Roof Top		



Outdoor Search Area	Staff Member(s) Assigned	Search Completed (✓)
Backyard grounds		
Visitor Parking Lot, area up driveway including Church St. yard		
Staff Parking Lot and behind Laundry including river bank from garden area to behind sewage treatment plant.		
Tim Horton's strip mall, Brendale Square, China House area (take a cell phone)		
Mountview Avenue and park by Sewage Treatment Plant		
Mill Street and Family Place strip mall and Main St. (take a cell phone)		
Neighbouring back yards bordering on Fairvern		

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