

CHECKLIST FOR DEPARTMENT/UNIT WITH MISSING PERSON

Code Yellow – Stage 1 (activated by any staff)

- ___ Find Search Map (Emergency Binder under Code Yellow)
- ___ The Charge Nurse will assign areas to Bennett Centre staff for searching (all areas on the map including stairwells)
- ___ The completed search map to be given to the Charge Nurse
- ___ If after 10 minutes:
 - ___ The voluntary resident is not found complete Missing Resident Description Log and activate Code Yellow – Stage 2
 - ___ The high risk resident or voluntary patient (not on a pass) is not found, complete Missing Person Description Log and work activate Code Yellow – Stage 2 and Stage 3 simultaneously.

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Code Yellow – Stage 2 (activated by Person in Charge or Designate)

- Call x5555 to call a Code Yellow – Stage 2 and provide the info to switchboard
- Ensure all departments/Home areas have provided their completed search to Person in Charge
- After 15 minutes, the Nurse in Charge will activate Code Yellow Stage – 3

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Code Yellow – Stage 3 (activated by Person in Charge or Designate)

- ___ Call x5555 to call a Code Yellow – Stage 3
- ___ Contact Halton Regional Police Service and Power of Authority (POA) dial “0” if switchboard assistance is required)
- ___ Begin completing the Halton Region Police Service Missing Person Questionnaire
- ___ When speaking with Halton Region Police Service:
 - ___ Inform them of the urgency of the search (based on the risk assessment of the missing person)
 - ___ Inform them that the Scribe has started filling out their Questionnaire
 - ___ Ask for their Estimated Time of Arrival (ETA) to the hospital

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Code Yellow – All Clear

- ___ Person in Charge calls x555 to announce an “All Clear” (or informs Security Dispatch if the Code Yellow did not progress beyond Stage 1)
- ___ Completes all required documentation