

## DEARNESS HOME POLICIES AND PROCEDURES

<b>MANUAL:</b> Emergency Management Plan	<b>INDEX NO:</b> EMP05-002		
<b>SECTION:</b> Code Yellow – Missing Resident	<b>PAGE</b> 1 of 3		
<b>SUBJECT:</b> Code Yellow Staff Roles	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
<b>APPROVED BY:</b>			
<b>DOCUMENT APPLIES TO:</b> All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge Learning.</i>			

### **CHIEF WARDEN – After being made aware of A MISSING RESIDENT**

1. PUT ON an a Chief Warden emergency vest
2. GO TO the EOC
3. Announce “Code Yellow-Mr/Mrs/Ms\_\_\_\_\_ Resident Home Area\_\_\_\_\_”
4. ASSIGN staff to search the immediate grounds
5. COLLECT marked floor plans from Area Wardens
6. ASSIGN staff to search any rooms marked “L” on floor plans
7. CONTACT family to inform them and ask for places that should be searched
8. CALL London Police and Corporate Security (ext. 4577) to request assistance
9. INITIATE the EMERGENCY FAN OUT SYSTEM for your home if required.
10. PRINT resident photo
11. Complete the Code Yellow Missing Resident Report, located in Appendix ‘A’
12. ASSIGN a staff member to go and meet police at front entrance
13. Upon arrival PROVIDE police with all information
14. REPORT the incident to the MLTC (as required)

### **CHIEF WARDEN – When CODE YELLOW is over**

1. INFORM family the resident is found
2. ANNOUNCE “All Clear Code Yellow” 3 times
3. REPORT to the MLTC that the resident has been found (as required)
4. UPDATE resident care plan (as required)
5. COMPLETE and distribute Emergency Drill Report

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### **AREA WARDEN – After being told a RESIDENT IS MISSING**

1. CHECK the resident IN and OUT board
2. TELL staff to conduct a SEARCH of the resident home area
3. USE the PA system to ANNOUNCE “Mr/Mrs/Ms\_\_\_\_\_ please return to your area (2 times at 1 minute intervals)
4. If no response REPORT to the Chief Warden (if safe to leave residents)

### **AREA WARDEN – After being made aware of A CODE YELLOW MISSING RESIDENT**

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency vest
3. HAND out floor plans of the area you are assigned to and TELL staff to search all rooms including closets and under beds
4. TELL staff to mark an “S” on the floor plans for all rooms searched or “L” for any locked rooms that could not be searched
5. Once search is complete REPORT to the Chief Warden at the EOC with the marked floor plans
6. If resident is found REPORT to the Chief Warden

### **ALL OTHER STAFF – After being made aware of A CODE YELLOW MISSING RESIDENT**

1. If not directly supervising residents, RETURN to your assigned area by the safest route, if you are not already on the area and REPORT to the Area Warden
2. If directly supervising residents REPORT to the Area Warden where you are
3. FOLLOW instruction from the Area Warden

### **ADMINISTRATOR - After being made aware of A CODE YELLOW MISSING RESIDENT**

1. Assist the Chief Warden with carrying out the duties of the Chief Warden
2. Assume the role of Chief Warden if required.
3. Ensure Communication Plan is consulted and followed accordingly

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### **MANAGERS - After being made aware of A CODE YELLOW MISSING RESIDENT**

1. Return to your assigned area by the safest route, if you are not already on the area and report to the Area Warden
2. Follow instruction from the Area Warden, Chief Warden and emergency crews
3. Assume the role of the Area Warden if required
4. Assume the role of the Chief Warden if required