

## Tab 2 – ERP Code Yellow Procedure

Manual:	Emergency Response and Preparedness Manual
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### Policy

Emergency Response Codes

### Procedure

- Code Yellow is announced when a resident has been identified as missing. A resident is considered missing when they are not in a location where staff can find them and are not signed out of the home.
- **The Charge Registered Nurse (RN) is the Incident Manager.**
  - The role of Incident Manager **CANNOT be delegated** to another individual.

### **Prevent**

The home will:

- Post a sign at the entrance/exit informing visitors to not assist/open doors for residents.
- When the home's maglocks are deactivated, staff will monitor stairwells, doors, exits, and entry/exit to the secure neighbourhood (2 East) until the maglocks are reactivated.

The admissions nurse will:

- Assess all new residents for their risk of wandering and exit-seeking, and advise the front desk staff, utilizing *Residents Who Wander* policy and procedures (RC-08-01-05).

The neighbourhood nurses will:

- Reassess residents for wandering and exit risk, as required and escalate concerns to the Assistant Directors of Care or on-call nursing manager (for after hours) who will initiate the *Residents Who Wander* (RC-08-01-05) procedures.
- Apply mitigation strategies and update plan of care for residents identified as exit-seeking such as, but not limited to, tailored behavioral programs, transfer to secure neighbourhood, etc.

### **Respond**

- When a resident cannot be located the neighbourhood staff will conduct a search of the neighbourhood.
- If the resident is not found on the neighbourhood, the Charge RN is informed and uses the annunciator panel to request the resident returns to their neighbourhood.
- If the resident does not return to their neighbourhood, **the Incident Manager will announce "Code Yellow" three times at the annunciator panel.**

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- All non-nursing staff must report to the Command Centre (café), including one personal support worker (PSW) runner from each neighbourhood, and follows the instructions of the Incident Manager.
- The Incident Manager/delegate will call the police (9-1-1) to report the resident missing.
- All staff must follow the procedures for a missing resident as per their designated Job Action checklists and follow direction from the Incident Manager.

#### **Recover**

- After the resident has been found by home staff or the police, the Incident Manager announces all clear using the annunciator panel.
- A debrief with as many staff as possible should be conducted as soon as possible once the Code Yellow is declared over.

#### **Tools**

- Code Yellow – Incident Manager Job Action Checklist
- Code Yellow – All Staff Job Action Checklist
- Code Yellow – Resident Risk Assessment
- Code Yellow Poster