

MANUAL:	Emergency	Policy No.:	6-A-10
SECTION:	Missing Resident- Code Yellow		
SUBJECT:	Unwitnessed Resident Elopement		

POLICY: The following guidelines are to be initiated when a resident who has been identified as unsafe to be outside the Home (unsupervised), cannot be located.
A Regulated Health Care Professional must deem the resident as ‘unsafe to be outside unsupervised’.

PURPOSE: To ensure the safe and quick recovery of the eloping resident.
To ensure safety of the staff.

PROCEDURE & SPECIFIC RESPONSIBILITIES FOR UNWITNESSED ELOPEMENT:

PERSONNEL: All Staff

1. Once a resident is noted to be missing, the staff will report this to registered staff. Immediately all staff on the home area will conduct an extensive search of the home area, including under beds, in closets, washrooms, utility rooms, offices and any secured outside area connected to the home area. Registered staff will check to see if the resident is off the home area to an appointment, recreation program, or signed out by family. If the resident is not located at this time a Code Yellow should be called to mobilize more staff assistance.
2. Announce Code Yellow, Home Area, Resident’s name. RN from the residents Home Area will take charge of command center and direct staff and may appoint a delegate as required. If necessary, push “Forward Off” on reception phone to allow incoming calls. At this time one staff from all home areas should report to the Command Center. Any other departments on duty should send 1 staff to the Command Center.
3. Staff remaining on Home Areas will complete a search of the Home Areas. Registered Staff are to call reception to report completion.
4. When staff arrive at Command Center they will be divided into pairs and assigned a search area. Search Checklists will be provided with direction to return them to Command Center once complete.
5. Areas to be searched outside the Resident Home Areas are: For example: Outside A, Outside B, Kitchen/Laundry, Maintenance, Main Floor, Day & Stay, and Apartments. Construction to be notified to search their areas.
6. If staff are going outside, they should be dressed appropriately and take a cell phone with them so they can maintain contact when needed. Command Center will make note of the cell phone number being used.

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7. Call should be placed to Administrator on-call if after hours. Director of Facilities and Capital Projects or Administrator can be asked to review video camera footage to investigate further.
8. Call should be placed to family to inform them of the situation. If all areas have been searched and resident has not been located, call 911.
9. If resident is located, staff will notify Command Center. Staff searching outside should be called to return and Code Yellow All Clear should be announced 3 times.
10. An internal incident form should be completed and a CIS reported where appropriate.

DATE APPROVED:	January 1994
DATE REVIEWED:	July 2026
DATE REVISED:	July 2026

MANUAL:	Emergency	Policy No.:	6-A-20
SECTION:	Missing Resident- Code Yellow		
SUBJECT:	Witnessed Elopement		

POLICY: The following guidelines are to be initiated when a resident who has been identified as unsafe to be outside the Home (unsupervised) is seen outside the Home.
A Regulated Health Care Professional must deem the resident as ‘unsafe to be outside unsupervised’.

PURPOSE: To ensure the safe and quick recovery of the eloping resident.
To ensure the safety of the staff.

PROCEDURE & SPECIFIC RESPONSIBILITIES FOR WITNESSED ELOPEMENT:

(A) PERSONNEL: All Staff

1. If you witness a resident (who is deemed to be unsafe outside the Home) unsupervised, request someone to notify the resident’s unit and attempt to return the resident to their home area.
2. Stay in close proximity to the resident until other staff arrive to assist to return the resident to the home area.
3. If unable to return resident to own unit without resistance a Code **WHITE** should be initiated (announced from the Command Center as per posted instructions).
4. Upon recovery of resident and under direction of the RN, page “Code **WHITE, ALL CLEAR**”, three (3) times.

(B) PERSONNEL: RN-responsible for resident

1. Proceed to the elopement area and assess situation to determine necessary intervention.
2. The RN assumes responsibility for assessing and directing staff.
3. The RN sends a cellular phone with the staff members involved with the eloping resident. Use of the phone ensures contact is maintained if staff members continue to walk with a resident. Ensure that weather appropriate clothing is sent to the resident and staff members.
4. Complete Incident Report evaluating the effectiveness of the recovery. Notify manager on-call if appropriate.
5. Participate in any Post Intervention Reviews conducted.

DATE APPROVED:	November 2018
DATE REVIEWED:	July 2026
DATE REVISED:	June 2022