

THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE	DEPARTMENT / RESPONSE AREA: (Insert dept. name)	
CODE AMBER SUB PLAN	DATE OF LAST REVIEW: (Insert date of last revision)	
PREPARED BY: (Insert name of staff)	APPROVED BY: (Insert name of dept. manager)	Template version (EP use only): 2

PURPOSE: Document provides department specific information to be completed during a Code Amber. Sub-plan must be stored in the unit's emergency code binder with the current Code Amber policy.

REFERENCES: Refer to Code Amber Policy (EMER-80) for Hospital wide instructions

1. DEPARTMENT SPECIFIC INFORMATION:

Code Amber Response Area Lead:

- Upon code activation, (insert role, e.g., Manager or Unit Leader) or designate dons emergency code vest and ensures response instructions are carried out within the designate search area.
- If the aforementioned staff are not present, one person must be delegated to wear the vest. In all instances, staff should be well informed as to their roles and responsibilities when wearing the vest.

Description of Designated Code Amber Search Area:

The physical space that this response area is responsible for searching

- All physical areas within (insert department name).
- Stairwell (insert name of all stairwells within or adjacent to your area), searching one floor up and one floor down.
- All hallways, corridors, utility rooms, and staff meeting rooms immediately outside of your area.
- All adjacent public areas, including washrooms (include courtyards and/or terraces if applicable).

Code Amber – Exit Points

This response area is responsible for monitoring and securing the following external exit points:

- Insert location of exit points for which your department is responsible for securing and monitoring upon Code Amber

Commented [MR1]: INSTRUCTION: Complete this section in consultation with adjacent departments to ensure all areas within the vicinity are searched.

For consistency, the defined search area should be the same for Code Black, Amber, and Yellow.

Commented [MR2]: INSTRUCTION: Refer to Code Amber, Appendix 1 – "Code Amber Exit Points" to complete this section.

Mark as N/A if not applicable.

2. DEPARTMENT RESPONSE INSTRUCTIONS:

CODE AMBER ACTIVATION

A) Infant/Child is Missing From Your Response Area and is **Not** Located Following an Initial Search:

- Designate dons emergency code vest and ensures response instructions are carried out as per Code Amber policy.
- Call Switchboard (55) to activate Code Amber - Search.
- Provide Switchboard with as much information as possible about the infant/child, and abductor (if applicable).
- Complete Missing Infant/Child Profile and Suspected Abductor Profile (if known/applicable). *EMER-80 Appendix 2. If infant/child is a patient, keep original copy in patient's chart. Copies will be provided to the Police and/or Incident Manager if requested*
- Vacate and seal the room from which the infant/child is missing with caution tape for any instance where criminal activity is suspected. *Further direction may be provided by Incident Manager/police.*

B) Code Amber - Search is Announced Overhead

- Department staff immediately monitor and secure designated exit points.
- Direct anyone wishing to exit/enter the Hospital to the Main Entrance or Emergency Waiting Room Entrance.
- Notify Sister Unit in external building.
- Submit eObservation Search Code Report immediately after full search of area complete. *If results are not submitted within 10 minutes anticipate a call from Admitting requesting a search status update.*
- Continue to search in communication with adjacent areas.
- If the missing infant/child is seen/found notify Switchboard (55).
- Escort the infant/child to the Information Desk for identity verification and family reunification.

CODE AMBER DEACTIVATION - Switchboard Announces "Code Amber All Clear"

- Update patients and visitors (and sister unit if applicable).
- Participate in debriefings with your department.
- Speak to your supervisor regarding any physical and mental health needs as a result of the incident.

Note: If a missing infant/child is not located following a Hospital-wide search, or if there is reason to believe that they are not on Hospital property, response may shift to **Code Amber - Stand Down**. This will be announced via overhead page upon the Incident Manager's direction. At this time, staff are to return to their normal duties while remaining observant.

Commented [MR3]: INSTRUCTION: Delete bullets if they are not applicable for the response area, e.g., notifying sister unit, etc.