

To: All Staff & Professional Staff  
From: Crystal Edwards, Code Amber Executive Sponsor  
Date: December 7 2023  
RE: Code Amber Policy Update

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*For circulation to All Staff & Professional Staff*

The Hospital's Code Amber (EMER-80) policy has been revised.

**Actions required:**

1. Read this memo and review the updated [Code Amber - Missing or Abducted Infant or Child \(EMER-80\)](#) policy to familiarize yourself with important process changes.
2. Managers to ensure that the updated policy is added to their area's emergency binder and that all workers review the attached safety huddles and policy.
3. Areas are to update their sub plans (see template attached) by December 31; please submit a copy to [TBRHSC.EmergencyPreparedness@tbh.net](mailto:TBRHSC.EmergencyPreparedness@tbh.net)

**Policy changes:**

- Maximum time of ten (10) minutes to complete a preliminary dept/area search prior to activating a Hospital-wide Code Amber – Search.
- Use of eObservation to report area search results versus previous process of notification to Admitting.
- Expanded definitions section now includes After Hours & Regular Hours, Guardian, and Sister Unit.
- External buildings response edited to match other recent policy updates.
- Updated response algorithm.

**Process Reminders:**

- All departments are required to maintain up-to-date Code Amber sub-plans.
- Code Amber – Search is initiated to locate a missing infant or child (age 15 or under) following an initial search of the unit/area the infant/child was last seen or if an abduction is suspected. Police are immediately notified and all exit points are secured/monitored by designated departments and anyone attempting to exit is redirected to the Hospital's Main Entrance or Emergency Department (ED) Waiting Room Entrance.
- Code Amber – Check is initiated to support the identification of a wandering child (age 15 or younger) found in the Hospital or on Hospital grounds.

**Education:**

- Safety Huddles (see attached)
- Code Amber – Search drills anticipated for early 2024. More details to come!

If you have any questions, please reach out to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or [mesha.richard@tbh.net](mailto:mesha.richard@tbh.net))

Thank you,  
Crystal Edwards, Code Amber Executive Sponsor, Director, Women & Children's and Adult & Forensic Mental Health Programs (ext. 9964 or [Crystal.Edwards@tbh.net](mailto:Crystal.Edwards@tbh.net))