

MEMO

To: All Staff & Professional Staff

From: Crystal Edwards, Code Amber Executive Sponsor

Date: March 11, 2024

RE: Code Amber Search Drill Scheduled for March 18, 2024 (Evening)

The Hospital's [Code Amber – Missing or Abducted Infant/Child \(EMER 80\)](#) policy has been revised. As a part of the updated policy launch a scoped after hours Code Amber Search drill has been scheduled for the evening of Monday March 18, 2024. The purpose of this drill is increased familiarization for all staff on revised processes and the new eObservation search reporting process in particular (see all [staff memo and safety huddles](#) issued via email Dec. 7, 2023). This drill is anticipated to take approximately fifteen minutes.

Managers:

- Circulate this memo to staff, including employees without regular access to email, and post the attached drill poster in your unit.
- Ensure that the most up to date versions of the Code Amber policy and sub plan are in your emergency code binder.

How do I prepare for this drill?

- Review the Code Amber sub plan for your area and be aware of any instructions specific to your role.

What am I expected to do during the drill?

Upon overhead Code Amber Search drill announcement **all staff** will:

- Communicate with patients and visitors during the drill that this activity is part of the Hospital's emergency preparedness training and patient care services are continuing as normal.
- Designated departments will monitor assigned exits points.
- All open departments will immediately conduct a systematic search their assigned response area and submit Code Amber Search eObservation results as soon as the search is complete. *Note: no late search results are accepted after the "all clear" is announced as the incident will be closed-out in eObservation.*
- If the individual matching the description is found call Switchboard (55) and escort them to the Information Desk. *Note: a staff member will be simulating a child for the purposes of this drill.*

What happens if a real emergency occurs during the drill? If the drill must be stopped due to a real emergency, Switchboard will immediately announce "Code Amber Drill – All Clear" overhead, followed by "NO DUFF, NO DUFF + relevant colour code announcement".

Thank you for your participation and cooperation. Any questions or concerns can be directed to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or mesha.richard@tbh.net)

Sincerely,

Crystal Edwards, Code Amber Executive Sponsor, Director, Women & Children's and Adult & Forensic Mental Health Programs (ext. 6530 or Crystal.Edwards@tbh.net)