

# UNIVERSITY OF TOLEDO MEDICAL CENTER

SUBJECT: CODE BROWN – MISSING ADULT PATIENT

Procedure No: SM-08-004

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## PROCEDURE STATEMENT

When an admitted adult patient is reported missing, specific responses will take place which include searching for the missing patient, and notification of direct supervisor, house supervisor, Administrator on-call, Health Science Campus Security, and outside agencies, if necessary.

## PURPOSE OF PROCEDURE

To ensure the safe return of the missing adult patient.

## PROCEDURE

The Health Science Campus Security and EHRS will conduct a drill annually. Auxiliary personnel, who will assist health Science Campus Security in the search for the missing adult patient, will include:

1. Environmental Services
2. Facilities Maintenance
3. Grounds (if applicable)
4. Nursing
5. Transport Services
6. University of Toledo Police

In the event that an admitted adult patient has been reported missing the following should occur:

- a. Nursing staff will contact X2600 immediately. They will provide a description of the admitted adult patient including the following:
  - a. Last Time Seen
  - b. Last Seen Location
  - c. Clothing/Color of gown
  - d. Age
  - e. Gender
  - f. Height
  - g. Weight
  - h. Color of Hair
  - i. Race
- b. Nursing staff will initiate the lost/missing patient Code Brown call by contacting Security for support. Security will immediately dispatch officer(s) to last known area and conduct camera sweep to verify the Code call need. If patient is not found within immediate search, Security will notify UT Police Dispatch for search assist and the operators for Code Brown overhead announcement.
- c. Should the request be made to announce a Code Brown, this will be done by the operators.
- d. The announcement to be made should include "ATTENTION ALL PERSONNEL: CODE BROWN IN (NAME OF BUILDING) including the gender, race, height, and clothing."
- e. Operators will then contact the Admin On-Call through the intellidesk system.
- f. HSC Security will utilize the emergency radio channel and announce a "Code Brown" including a detailed description of the admitted adult missing patient for assistance from auxiliary departments.

- g. All search personnel will make a search of the building in an attempt to locate the patient. Health Science Campus Security and UT Police will patrol parking areas and any on-duty Grounds personnel will make a check of the outlying parking areas and buildings in attempts to locate the admitted adult missing patient. If the patient is not located the search will be expanded accordingly.
- h. If the missing patient is not located, the UT Police Dispatch may contact other police agencies to assist in locating the patient if there is an immediate safety concern.
- i. Health Science Campus Security will complete an Incident Report.
- j. Nursing Department for which the admitted adult patient went missing will complete an incident report in Safety Net.

Source: Office of Public Safety

Effective Date: 4/1/03

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