

UNIVERSITY OF TOLEDO MEDICAL CENTER

SUBJECT: CODE BROWN – MISSING ADULT PATIENT

Procedure No: SM-08-004

PROCEDURE STATEMENT

When a patient is reported missing, specific responses will take place which include sealing off of all hospital entrances/exits, searching for the missing patient, and notifying Campus Police and outside agencies if necessary.

PURPOSE OF PROCEDURE

To ensure the safe return of the missing adult patient.

PROCEDURE

The Campus Police Department will conduct drills twice a year and schedule informational/training meetings. Auxiliary personnel, who will assist Campus Police staff in the search for the missing adult patient, will include the following departments:

1. Environmental Services
2. Facilities Maintenance
3. Grounds (if applicable)
4. Nursing Administration
5. Transport Services

In the event that a patient has been reported missing the following should occur:

- a. Staff should immediately call "77".
- b. If the missing patient is not from a locked-down unit, not pick-slipped, and does not have a dire medical condition, the senior Campus Police officer on duty will consult with the Administrative Coordinator to determine if a Code Brown should be called. Should a Code Brown need to be announced, the Campus Police officer will instruct the telephone operator to announce "ATTENTION ALL PERSONNEL: CODE BROWN IN (NAME OF BUILDING)".
- c. The Campus Police Department dispatcher will notify on-duty police and security personnel and will switch over to the emergency radio channel and call a "Code Brown" for assistance from support departments. The dispatcher will give location, description of patient and all other pertinent information to all above parties.
- d. All search personnel will meet in the lobby of the hospital. Officers and auxiliary personnel will respond to all entrances/exits of the building where the patient may try to leave. The remainder of personnel will make a search of the building in an attempt to locate the patient. The Campus Police officer that is on lot patrol and any on-duty Grounds personnel will make a check of the outlying lots and buildings in attempts to locate the patient. If the patient is not located the senior Campus Police officer will expand the search accordingly.
- e. An officer will talk to the nursing staff in order to obtain facts and other pertinent information related to the patient. Any information will be relayed to all auxiliary personnel.
- f. If the missing patient is not located the Campus Police Department will contact the Toledo Police Department or other pertinent police agency to assist in locating the patient.

Source: Campus Police Department

Effective Date: 4/1/03

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