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|  PROCEDURE FOR LOCATING LOST RESIDENTS | NO. 166 |
| **CHECKLIST EMERGENCY PLAN**\_\_\_\_\_ Conduct thorough search of room including closet, bathroom, under bed, etc.\_\_\_\_\_ Search in immediate area such as other residents' rooms, linen closets and bathrooms.\_\_\_\_\_ Appoint one employee to check non-resident areas such as laundry room, kitchen, and employee bathrooms.\_\_\_\_\_ Calmly alert other clients of the search so that they can give any information they may have and report to you if they can see the missing person.\_\_\_\_\_ Call the Administrator. Give all pertinent details of the incident.\_\_\_\_\_ If possible, family of missing person should be notified. If applicable, the responsible party should be called.\_\_\_\_\_ Local police authorities should be called and the systematic search of the area will be handled by them.**POINTS TO REMEMBER**1. Write down description of person being as accurate as possible. Try to recall what the resident was wearing when last seen.2. If possible, provide authorities with one or more photographs of the missing person.3. All available staff shall go look for the resident in areas where it is expected that the resident might go.4. Recheck areas periodically to make sure a place was not overlooked or that the person has not returned unnoticed while the search was going on.5. Record events accurately on client's charts including who was notified and what time.6. Remain calm and encourage the other clients to continue with their routines but to be alert for the missing person and report to you if they have any information that will be helpful.7. Incident should be reported to client's physician when person is found and possible ill-effects are noted.8. Notify Social Service and other personnel who are very familiar with the resident so they can be thinking of any place the resident may have talked about going or what the resident's mood has been. |
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