**Procedure Checklist for Missing Resident**

The following are the steps the facility should use when a resident cannot be located:

\_\_\_\_\_\_\_\_\_\_ Do a complete search of the building

\_\_\_\_\_\_\_\_\_\_ During the initial 15 – 30 minutes, have an outside search conducted, covering a radius of one mile of the facility. This should include searchers on foot as well as by car.

\_\_\_\_\_\_\_\_\_\_ Notify the Administrator and the Director of Nursing

\_\_\_\_\_\_\_\_\_\_ Record the time notification of each person or agency

\_\_\_\_\_\_\_\_\_\_ Interview staff and determine who was the last person to see the resident and what the resident was wearing

\_\_\_\_\_\_\_\_\_\_ Contact Resident’s physician

\_\_\_\_\_\_\_\_\_\_ Contact the resident’s family

\_\_\_\_\_\_\_\_\_\_ Notify law enforcement to assist with the search