POLICY

To establish an organized approach to search for a resident who is potentially missing and to ensure that if a resident is found to be missing that the appropriate authorities are notified. To ensure compliance with OAR 411-057-0140(5)(c).

PROCEDURES

Time is of the essence when it is suspected that a resident is missing. When a staff member suspects that a resident may be missing, the Missing Resident Alert will be issued immediately.

If a resident is suspected to be missing, the following will be implemented immediately by the Executive Director or designee:

- The person believing that a resident is missing will initiate the “Missing Resident Alert”.
- Person responsible for answering the telephone during the day shift and on the evening or night shift, and the medication aide will check the sign in sign out log to determine if the resident has been taken out of the community by family members.
- Care givers and activity staff will initiate a systematic room by room search of all rooms (including bathrooms and closets) in the entire community until the resident is located or until it is determined that the resident is not physically in the building.
- Maintenance and housekeeping staff who are on duty will search the immediate grounds for the missing resident.
- If Maintenance or housekeeping staff are not on duty, the Medication Aide will assign one caregiver to search the immediate grounds for the missing resident.

If the search of all rooms and the immediate grounds fails to locate the missing resident the following will be initiated:

- If sufficient staff are available to initiate a close neighborhood search, 4 people will search for no longer than 20 minutes by driving through the immediate neighborhood.
- If sufficient staff are not available to initiate a close neighborhood search simultaneously in each direction any available staff will be sent to search in first a north, then south, then east, then west direction. At the same time the police will be notified and asked to assist.
- Notify police that community staff have begun a search and that their search is starting toward the north, then south, etc.
- Business Office staff if on duty, or Medication Aide if no Business Office staff are on duty, will locate a picture of the resident and make it available for the police.
• Give the police a physical description of the resident including a description of the clothing the resident is thought to be wearing.
• Notify the resident’s family.
• Notify other applicable persons such as the owner, corporate or regional staff.

Once resident is found the Executive Director or designee:
• Notifies the family
• Documents event in the resident’s care record.
• Notify the resident’s physician of the event if resident was exposed to extremes in heat or cold or lack of water or food that could place them at risk for adverse health outcomes.
• Initiate an incident report.
• Investigate the incident to determine the cause or contributing factors.

Executive Director or LN will:
• Assess resident for further elopement risk.
• Implement elopement risk interventions.
• Provide direction to caregiving staff via an Incident Report and resident’s service plan

If resident is not found the Executive Director or designee will:
• Notify the resident’s family, if they are not already aware.
• Notify the resident’s physician.
• Notify DSHS
• Initiate an Incident Report.
• Investigate the incident to determine the cause or contributing factors that may exist that could place other residents at risk.
• Implement elopement risk interventions as needed.
• Notify the owner, corporate staff or regional staff as applicable for direction regarding:
  o Any physical plant issues that contributed to the elopement needing to be corrected.
  o How to handle media inquiries.
  o How to handle family concerns.

RELATED POLICIES/REFERENCES
FORMS
Incident Report