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| **POLICY AREA**  | General |
| **TITLE OF POLICY** | 2.16 Missing Resident |
| **REGULATORY REFERENCE (if any)**  |  |
| **EFFECTIVE/REVISED DATE** | XX/XX/XXXX |

**POLICY:** When residents are noticed to be missing from [Name of AL] staff will conduct a thorough search to locate the resident.

**PROCEDURE:** In the event a resident is missing, the staff person that first notices a resident missing will notify the one of the following people, if they are in the community at the time, Assisted Living Director, Clinical Nurse Supervisor, or other licensed nurse who will assume the lead role and responsibility for initiating the following steps. If a direct care staff is the one to notice the resident missing and the Assisted Living Director, Clinical Nurse Supervisor, or other licensed nurse are not in the community the staff will assume the lead role in the following steps:

1. Notify and alert all co-workers within the building that a resident is missing. Include: name, apartment number, description, and where last seen.
2. Immediately search inside the building for the resident.
3. Call people listed on the emergency contact list and ask them if they have taken the resident out.
4. If a resident is not found notify the Assisted Living Director and/or Clinical Nurse Supervisor if not in the community.
5. Assign employees to search outside the community, covering all grounds in front of or behind building and in the immediate neighborhood, as safe to do so.
6. If resident is still not found, notify 911. Have the following information available:
	* Name of resident
	* Description of resident including what the resident was wearing
	* Time when resident was last seen
7. Cooperate with local law enforcement and provide any information necessary to identify and locate the missing resident.
8. Update the resident representatives, and contact the case manager if appropriate, to keep them updated with steps taken to locate resident.
9. When resident is found staff will immediately notify law enforcement, resident representatives, and the case manager, if any.
10. Staff will identify any community building that needs immediate attention to assure resident safety (i.e., alarms/locks are working properly, windows and doors are secured appropriately, etc.)
11. An incident report will be completed to include all information concerning the resident disappearance. Including the following:
	* Time of first alert concerning resident disappearance
	* Procedure taken; staff involved
	* Time of notification of 911 and others, if involved
	* Time when found
	* Community building needs addressed
12. [Name of AL] will review this policy and any individual resident plans that pertain to elopement at least quarterly, and all changes will be documented.