

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Missing Person

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. As a staff person it is your responsibility to know where the residents in your care are at all times. If a resident or staff is suspected to be missing, you must immediately notify the supervisor or designated person in charge. The supervisor has the responsibility to follow these important first steps.
 1. Stay calm. Question those who saw the person last. Was the person angry, depressed or particularly excited about something? Did the person express any plans to go somewhere or have a favorite spot, friend or counselor? Ask for time and location the person was last seen and get description of what (s)he looks like (hair, eye color, clothing, etc.) Record all information.
 - Check the area where the person was last seen
 - Check sign-out log to see if the person left the facility and with whom
 - If not found, notify the Administrator-on-Call, follow instructions given.
Action taken and resolution will be determined by the Administrator-on-Call
 2. Write down the times of search and notification on an incident report as they happen.
 3. Assign specific internal search procedures so that all staff are aware of their responsibilities. Identify who is included in the search and who is to stay with residents.
 4. When the person is found, notify all staff who were involved in the search and contact the Administrator-on-call.

DISCUSSION: