

Subject: Missing Resident

Policy:

A missing resident requires immediate staff attention.

Procedure:

Follow the steps below until the resident is found.

1. Check the Sign-In/Sign-Out book.
2. Conduct thorough interior search of residence including, but not limited to, all resident rooms, common areas, closets, stairwells, offices, and rest rooms.
3. If found, complete an Incident Report only if this is an unusual behavior for the resident. If not found, continue to the next step.
4. Conduct thorough exterior search of the immediate grounds.
5. If found, complete an Incident Report according to procedure. If not found, continue to the next step.
6. The supervisor on duty contacts the Residence Manager or designee. The Residence Manager or designee will instruct the supervisor on duty to notify the local police department if necessary. The Residence Manager or designee will contact the resident's family or legally responsible party.
7. If the police department is notified, the supervisor on duty will provide a current picture of the missing resident.
8. When found the Residence Manager or designee will complete an Incident Report and Resident Log entry outlining the events surrounding the missing resident's departure.