

**Dane County Assisted Living Quality Program
Missing Person Procedure**

When it is noted that a resident is missing:

1. Do an *immediate and thorough* check of each room, closet, bathroom (all rooms accessible to residents).
2. Check *immediately* with staff on previous two shifts to determine the time of the disappearance. Document responses from staff.
3. Check log book to verify that resident is not signed out with a family member or other visitor.
4. Contact the Administrator or on-call staff *immediately*.
5. Administrator or on-call staff will *immediately* contact family members to inquire about resident's last contact with them and to inform them that resident is missing.
6. Contact case manager if during business hours (or leave voice mail if not during business hours).
7. If missing resident has not been located within *fifteen minutes* of noting that they are missing, the administrator or on-call staff will notify the police department (**911**) to initiate a missing person search.
8. The administrator or on-call staff will provide police with a description of the missing person and other relevant information.
9. An incident report will be completed by the person noting that a resident is missing. The incident report will be given to the administrator.
10. The incident will be reported to the Division of Quality Assurance by the administrator within 24 hours of noting the disappearance.

When the resident is located:

1. Check for injuries and provide first aid or emergency care, if necessary.
2. Notify resident's family, police, and case manager that resident has been found.
3. A note will be entered on resident's ISP regarding elopement. The ISP will be updated to include updated elopement prevention interventions.
4. The incident report will be updated.