**PURPOSE:**

This policy outlines the facility policy in the case of a missing resident.

**SCOPE:**

This policy applies to all Trouves employees

**POLICY:**

1. Trouves works with the community to return missing residents in a timely manner.

**PROCEDURE:**

1. Verify if the resident has signed out on social leave or has an appointment outside of the facility. If the resident is past their estimated time of return, contact the resident's responsible party immediately. If the resident is not located, continue the search.
2. Conduct a facility wide search for the resident by having the receptionist, or person in charge, make the following announcement, "(Missing resident's name) please report to the front desk". This will alert all facility personnel that the resident is missing and to begin conducting a facility wide search.
3. All personnel will immediately begin searching room to room in all areas of the facility, the grounds and perimeter area. If the resident is not located within 30 minutes, the person in charge will call 911 and report the resident as missing.
4. Notify the DON or Administrator. They will notify, DSHS, CRU, Tacoma Police Department, Beacon Crisis Alert and Guardian/family.
5. The person in charge, or designee, will notify the responsible party, and resident's physician if necessary, to inform regarding the missing resident. Throughout the process, continue to keep the responsible party informed regarding the search.
6. Secure from facility personnel the following information:
7. Time resident was last seen.
8. What were they wearing?
9. Did the resident display any unusual behavior prior to exiting?
10. Did the resident indicate where they might go if they left the facility?
11. Did the resident have a purse, wallet or any money with them?
12. Cooperate fully with any law enforcement, or emergency personnel involved in the search. Once the resident has been located, the person in charge, or designee, will arrange for transportation

**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None

**Effective Date:**

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**Greg Unruh, CEO Date**

**Trouves Health Care Corporation**

**Information Contact:**