**[*insert AFC name*] Missing Persons Policy**

**Effective Date:** [*insert date here*]

**Purpose:** This policy outlines procedures to be followed in the event that a person-served is discovered missing; including persons who wander or leave without notice. The primary objective is to ensure a prompt and coordinated response to locate and ensure the safety of the missing person.

**Scope:** This policy applies to all staff members at [*insert AFC name here*] involved in providing care for a missing person.

**Policy:**

1. **Preventive Measures:**
	1. Upon admission, accurate identification information should be obtained and documented.
	2. Persons-served with known risk factors for wandering or elopement should be identified and appropriate precautions should be noted by staff members.
2. **Reporting Procedures:**
	1. If a person is discovered missing, staff members must immediately notify the designated supervisor or appropriate authority within the facility.
	2. Complete a thorough sweep of the facility calling out for the person. If other persons-served are present in the facility, ensure they are all accounted for.
	3. Check the sign in/out log to see if the missing person has signed out.
	4. Available staff members should make a reasonable attempt to locate the missing person without jeopardizing the supervision of other persons-served in the facility.
	5. The Supervisor or appropriate authority within the facility will notify the contracted CMH authority verbally of the incident.
	6. If the health and safety of the missing person is an immediate concern or if additional staff members are not available to assist with search efforts, contact 9-1-1. Otherwise follow the discretion of the supervisor for contacting emergency services.
	7. When contacting emergency services, be prepared with the following information:
		1. Individual’s name, physical characteristics, and description of clothing they were last seen in.
		2. Address of the residence.
		3. The last location and time they were seen.
		4. Vulnerability of the individual, lack of safety skills, conditions, and any risk the individual may post to themselves or the community.
	8. The Supervisor or appropriate authority within the facility will notify guardians of the missing person and inform them of any actions taken that impact the ward.
	9. Once the missing person has been located, ensure that medical attention is not needed.
3. **Closure:**
	1. Following the incident, staff members involved may be required to undergo debriefing sessions to determine the cause and preventability of the missing persons incident.
	2. Ensure all incident reports have been completed and filed as appropriate. Obtain a copy of a police report if completed.
	3. Persons-served involved in the incident may be offered the opportunity to undergo debriefing sessions or counseling to address any emotional or psychological impact.
4. **Compliance:**
	1. All personnel at [*insert AFC name here*] are expected to adhere to this policy and comply with its provisions at all times.
5. **Statement:**

I acknowledge that I have read and understood the missing persons policy. By signing below, I agree to adhere to the procedures outlined in this policy and understand the importance of ensuring the safety and well-being of persons-served.

**Print Name: Signature:** **Date:**

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