

# Missing Resident Policy



In the event that a resident is found to be missing from the facility, the following will be done:

1. The resident checkout log will be checked to make sure that resident was not taken out of the facility by family or guardian.
2. The entire inside of the facility will be searched including all resident rooms, bathrooms and closets.
3. The area outside and grounds surrounding the facility will be searched.
4. The administrator will be notified.
5. The resident's family or guardian will be notified.
6. Neighbors may be notified to see if they can help look around their homes and property.
7. Community law officials will be notified and engaged in the search.
8. Incident report will be filled out.

**By signing below, I acknowledge receipt of the above policy and have read and understand the contents herein.**

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First, Last Name

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Signature

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Date