



Missing Resident Search

Checklist Sample

In the event a resident is found missing an immediate search will be initiated and below steps will be taken.

Resident Name			Date and Time		
Person Responsible	Action Step		Findings	Completed	Time of completion
Caregiver	#1	<ul style="list-style-type: none"> • Check the resident sign in and sign out log, transportation log, daily rounding log • Check in with activities staff, dining room, beauty salon, rehab and/or family visitor spaces 			
Caregiver	#2	<ul style="list-style-type: none"> • Notify administrator & AL Executive director 			
Administrator	#3	<ul style="list-style-type: none"> • Administrator will initiate an immediate search and call a missing person code "PINK" via radio to inform all department heads of the missing resident 			
Assigned staff	#4	<ul style="list-style-type: none"> • Meet in designated command center area with phone and community keys, resident record, emergency information and resident photo 			

Resident Name		Date and Time		
Person Responsible	Action Step	Findings	Completed	Time of completion
Assigned staff	#5 <ul style="list-style-type: none"> • Search community interior including resident rooms, showers, under beds, closets, locked rooms, stairwells, storage closets and resident common areas. • Mark each room as rooms are searched. • Scan perimeter at primary doors, windows, porches, and courtyards during the interior search 			
Assigned staff	#6 <ul style="list-style-type: none"> • Expand search to include the grounds, courtyards, parking lots, parked cars, streets, buildings, bodies of water, ditches, bushes, nearby places and routes resident frequents 			
Administrator or Designee	#7 <ul style="list-style-type: none"> • If resident is not found within one hour, administrator or designee will contact family member/responsible party and local law enforcement (and Alzheimer's Safe Return Program) to report resident location concern (this may be done earlier as deemed appropriate) • Provide name, nickname age, gender, photo, physical and mental condition, clothing description, time discovered missing, names and phone numbers of families, friend, routes to previous residences and places resident likes to go, such as church or shopping 			
Assigned staff	#8 <ul style="list-style-type: none"> • Continue search 			
Assisted living manager	#9 <ul style="list-style-type: none"> • Notify residents attending physician 			
Communications Director and/ or Executive Director	#10 <ul style="list-style-type: none"> • Meet regularly with family to discuss event and mitigation changes made to resident care plan/service plan 			
Communication Director and/ or Executive Director	#11 <ul style="list-style-type: none"> • All communications about the event will be collected and provided to the communications director • No correspondence or communications will be provided to outside entity 			

Resident is located					
Resident Name		Date & Time			
Person Responsible	Action Step	Findings	Completed	Time of completion	
Administrator or Designee	#12	<ul style="list-style-type: none"> Communicate with the team and discontinue the search by calling "Code Pink All Clear" via radio or communication system 			
Administrator or Designee	#13	<ul style="list-style-type: none"> Notify resident's authorized representative and the local law enforcement Keep authorized representative informed of steps taken 			
Assisted living manager	#14	<ul style="list-style-type: none"> Complete resident assessment immediately Update elopement risk assessment If evidence of injury or complaints of pain, send to emergency room Notifying attending physician and family of resident's condition 			
Administrator or Designee	#15	<ul style="list-style-type: none"> Place resident on short-term monitoring and 1:1 supervision Refer to physician for evaluation to rule out root cause 			
Administrator Designee	#16	<ul style="list-style-type: none"> Notify state agencies via telephone or writing of the event within 24 hours and in writing within seven days 			
Administrator or Designee	#17	<ul style="list-style-type: none"> Update plan of care with the new interventions and communicate findings 			
Administrator or Designee	#18	<ul style="list-style-type: none"> Conduct a root cause analysis Submit findings to QA/Risk Management Committee meeting for review and recommendations 			
Communications Director and/or Executive Director	#19	<ul style="list-style-type: none"> Meet regularly with family to discuss event and mitigation changes made to resident care plan/service plan 			
Communications Director	#20	<p>All communications about the event will be collected and provided to the Communications Director</p> <p>No correspondence or communications will be provided to outside entity</p>			

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