

Emergency Planning Policy

1. It the policy of this facility to protect the safety of our residents through early assessment of their risk for exit seeking behaviors. Once identified we take steps to mitigate that risk, through an individualized care plan and good communication between staff, visitors, and families regarding supervision needs. If, despite these efforts, a potential missing resident is identified, the following actions will be implemented immediately:

INITIAL RESPONSE: See Procedures: Missing Person.

2. Incident Commander and Planning Chief:
 - In coordination with the Operations Section Chief, ensure completion of search procedure to ascertain whether or not the resident is actually missing.
 - Assign staff to double check resident's medical record for explanation such as discharge or family leave.
 - If there is no explanation in the record, continue the room-by-room search.
 - Check the outside premises and inside of all vehicles
 - Coordinate all search results and provide information to law enforcement on arrival
 - Provide all staff involved in search, with basic information about missing resident
 - Notify law enforcement and provide details of the incident and provide them with the missing resident information including:
 - Emergency Information Sheet
 - Height, weight, hair color, etc.
 - Any available photos
 - Distinguishing features
 - Clothing worn, articles carried
 - Medical equipment in use, etc.
 - Provide law enforcement with surveillance camera footage, facility maps, blueprints, master keys, card access, search grids, and other data as requested
 - Notify the on-call supervisor/back up Administrator. The backup Administrator will notify or request notification of the resident's TCRC representative, Regional Center Officer of the Day, Chief Executive Officer as the situation evolves.
3. Operations Chief:
 - Ensure continuation of resident care and essential services.
 - Ensure the safety of residents, staff, and visitors during the closure of entry and exit points; coordinate with law enforcement as needed.
 - Once missing resident is found, immediately assess for injuries or other harm that might have been sustained during the incident.
 - Initiate the interview in the facility or transfer to the ER for further assessment and treatment if indicated.

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4. Finance/Admin Chief:

- Monitor staff and volunteer usage, track time. If needed, screen volunteers to help with search.
- Document all costs, including claims, lost revenue, and expanded services and provide report to IC.

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