

PROCEDURE NO. 2-6-11

ISSUED: 06-08-98
REVISED: 02-07-25
REVIEWED: 02-07-25

SUBJECT: Missing Person Search Plan

PURPOSE: To establish a plan to be followed in the event an individual supported should become lost and to carry out the mandate of Office of Program Services Policy No. 2

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When an absence of an individual supported is detected, the immediate supervisor for that home should be contacted immediately. Staff should use the chain of command if they do not receive a call back within 10 minutes.

The individual support plan and emergency plan for the home describes if a person supported has alone time. If the person does not have alone time or has exceeded their allowable alone time, a search should then be initiated using appropriate help as determined by the Supervisor, i.e. co-workers, neighbors, 911, police or sheriff. Staff should have the following information for those participating in the search:

- Person's full name
- Age
- Description, including attire last seen in
- Last known whereabouts
- Medical concerns (Medication, seizure condition, dementia, etc.)

The Program Director will be notified if the person is not found within thirty (30) minutes. The Program Director will notify the Chief Operating Officer and the Central Missouri Regional Office. The Program Manager will notify family/guardian if applicable and the Support Coordinator at Boone County Family Resources.

When the missing person is found, a GER (General Event Report) report needs to be completed on Therap, by the person responsible for direct-line supervision of that person. The Program Manager will use the GER to complete an EMT into the CIMOR system. Please review procedure 2-6-26 Critical Incident Procedure. **This is a critical event and must be submitted to CMRO the same business day or by the end of the next business day if after hours. If it occurs after hours, a verbal report must be made to BCFR and CMRO after hours on-call lines.** The program file should reflect the following information:

1. The time and date the person was found missing
2. The time and date, the person was found.
3. Where the person was found
4. The apparent physical/emotional condition and any medical attention required
5. Within twenty four (24) hours, a plan will be developed and submitted to the Director of Residential and Community Services addressing the causes of the problem and what should be done to lessen the chance of a future occurrence.
6. The ISP Team will meet within five (5) working days and amend the plan if needed.

Approved by: _____ Date: _____
Director of Community and Residential Services