

---

## 5. Code Pink: Missing Resident

### \_\_\_\_\_ (facility name) Emergency Procedure MISSING RESIDENT

The following procedure shall be utilized when a resident is determined to be missing.

- A. “Code Pink” will be announced with the resident’s unit
- B. Note the time that the resident was discovered to be missing.
- C. The staff members assigned to the resident’s unit will report to the nursing station and verify that the resident has not been signed out.
- D. Administrator and Director of Nursing \_\_\_\_\_ (facility to fill in appropriate titles/positions) will be notified if not on the premises. Activate Recall Roster if necessary.
- E. Facility management staff should report to the Incident Command Post for a briefing and instruction.
- F. Activate the Incident Command System (ICS) to manage the incident. The most qualified staff member (in regard to the Incident Command System) on duty at the time will assume the Incident Commander position.
- G. A thorough search shall be initiated by staff members to locate the resident. If the resident is not located, proceed with the following:
  1. Staff members will search the entire facility and grounds.
  2. All areas of the facility, grounds, and neighboring streets are to be systemically searched.
  3. The Administrator/Incident Commander will assign each staff member a section when searching to minimize overlapping or overlooking of an area.
  4. When conducting a search, it is important to look under beds and furniture, in walk-in refrigerators/freezers, in closets, under desks, behind doors, as well as in storage rooms, behind boxes, in boxes, and on shelves. A resident who has eloped may be frightened and may be hiding. **Being thorough is extremely important.**
  5. When finished searching a section, staff members should report back to the Administrator/Incident Commander.
- H. If the resident has not been found after a period of ten minutes of the search, the Administrator/Incident Commander will call the police to report the resident missing.
- I. When the police arrive the Administrator/Incident Commander will provide the officer with a picture and provide pertinent information such as:
  1. What the resident was wearing.
  2. How the resident was ambulating, i.e., with a cane, walker, etc.
  3. The resident’s cognitive status, i.e., confused, alert.
  4. Information as to where the resident may be going, if known.
  5. Resident’s previous address and family’s address.
- J. The family/responsible party and attending physician will be notified if the resident is not found in the facility or the grounds.
- K. When the resident has been found:
  1. The Administrator/Incident Commander shall notify all staff members that the resident has been found.
  2. The resident should be examined for injuries.