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3. The attending physician should be notified of the resident's status.
  4. The family/responsible person will be contacted and informed of his/her status (ensure all the above steps are documented in the nursing notes).
  5. The care plan shall be updated.
    - a. Consider implementing additional measures such as the addition of a wander bracelet if not in current use and 15-minute safety checks, and document in resident record.
- L. Complete an incident report and follow the facility's incident reporting process.
- M. Ensure the incident and events are documented objectively in the resident record, including:
- Circumstances and precipitating factors
  - Interventions utilized to return the resident to the unit
  - Resident's response to the interventions
  - Results of reassessment upon the resident's return and the condition of the resident
  - Care rendered
  - Notification of police, family, and physician
  - Physician orders following notification
  - Additional prevention strategies implemented
- N. Administrator shall report the incident to Division of Facility Services.
- O. Report elopement in Quality Assurance/Risk/Safety committee.
- (Missing Resident Emergency Protocol based on protocol developed by LTC Alliance, LLC.)*

### ***Emergency Job Tasks Missing Resident***

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
  - a. Assign each staff member a section to search the facility to minimize overlapping or overlooking of an area.
  - b. Contact the police to report the resident missing.
  - c. Provide the police with a picture and provide pertinent information such as:
    - What the resident was wearing
    - How the resident was ambulating, i.e., with a cane, walker, etc.
    - The resident's cognitive status, i.e., confused, alert
    - Information as to where the resident may be going, if known
    - Resident's previous address and family's address
  - d. Ensure the attending physician is notified of the resident's status.
  - e. Ensure the family/responsible person is contacted and informed of his/her status (ensure all the above steps are documented in the nursing notes).
  - f. Ensure care plan is updated.
  - g. Report the incident to Division of Facility Services.
  - h. Report elopement in Quality Assurance/Risk/Safety committee
2. Director of Nursing
  - a. Report to the named nursing station.
  - b. Assist with resident search and follow-up actions as directed by Incident Commander.
  - c. Ensure the resident is examined for injuries.
  - d. Ensure the attending physician is notified of the resident's status.