

PATHWAYS ABILITIES SOCIETY

PROCEDURE: MISSING PERSON

Applies to: All Personnel, Volunteers and Persons Served

Effective/Revision Date:

1993

April 28, 2003

January 26, 2003

April 20, 2006

February 4, 2008

September 12, 2011

January 28, 2013

January 14, 2019

October 18, 2019

1. Ensure the person is missing and their absence not explainable. Systematically search the interior of house/facility, including basement, garage, closets, cupboards, etc.
2. Check:
 - The person's ShareVision site.
 - The schedule (applies to Activity Service only).
 - The Individuals and Caregiver Away in Advance ShareVision list.
 - The person's Consent and Community Support form.
 - The communication book if applicable.
 - With the supervisor and managers.
 - With other supported individuals.
 - With coworkers.
3. Notify the immediate supervisor. If she/he is not available, a manager or the executive director.
4. Check:
 - The front, back and side yard.
 - With neighbors and local stores.
5. Search the immediate neighborhood. This initial search should have a time limit (i.e. 10 or 15 minutes) determined by the following factors:
 - How long the individual has been missing.
 - Severity of individual's support needs.
 - Time of day (more urgency at night).
 - Time of year and individual's apparel.
 - Area (rural or urban).
 - Number of staff on duty (search may be longer if several staff are available).
6. Report back to the predetermined location.
7. If you determine the person is missing consult with the supervisor or manager and call the Police. Give them the:

- Person's name, height, weight, hair color, age, clothing description and a picture.
- Current medical or health issues.
- Severity of individual's support needs.
- Location of where the person was last seen.
- Possible whereabouts.

8. The supervisor will notify the executive director who will notify the funding body and if applicable the licensing body.

9. Staff completes a Critical Incident Report form as outlined in the procedure.

10. When the person is located, notify all appropriate persons.

12. The executive director or designate:

- If the incident is reportable to CLBC, prints the report, signs and faxes the report to CLBC. He/she brings the copy to the leadership meeting for review.
- Initiates the review of reports at the monthly leadership meeting for further analysis, strategy development, follow up and a potential referral to the Occupational Health and Safety (OH &S) committee in order to prevent reoccurrence.
- Inputs the results of the leadership meeting on the Incident Report.