



RESPONDING TO A MISSING PERSON/ULOA

Community Emergency Search Procedure

It is the procedure of LADD that immediate and appropriate action is taken when a person supported is identified as missing or on an unauthorized leave of absence.

In the event of a person missing or an unauthorized leave of absence (ULOA), the following procedures will be followed:

****If there is a written plan in place for the person leaving the program LADD employees are to follow these guidelines and instructions unless safety is compromised ****

1. Quickly search immediate area as soon as it is discovered that someone is missing. If person is unable to be located do a quick search outside of the program.
2. Contact Management using the Emergency Procedures-Responsible Person List. Management may call local authorities to assist in the search. Management may also arrange for additional staff/management to assist in search if other persons cannot be left alone.
3. Ensure the safety of all persons supported and give an accounting for all persons involved to Management.
4. Begin a **Community Emergency Search Worksheet** which is located in the Emergency Guidebook and the Vehicle Log. During the search, the Community Emergency Search Worksheet needs to be completed for the missing person. Start with the Date and Last Seen Wearing Sections and then immediately begin the search. As the search progresses, staff will document each location checked and the time of the check.
5. Management will contact guardian and Contract Agency.

Staff should conduct the search as follows:

1. The safety of the person is the primary objective.
2. Begin by searching immediately within and around the program.
3. Progress to neighboring buildings and/or lots.
4. Continue toward the person's preferred destinations

Once the person is located, processing needs to occur with the person supported to understand why they left without talking with their staff and what can be done in the future to prevent this from occurring.

WE MAKE THE DIFFERENCE