

INSTRUCTIONS FOR CONDUCTING A SEARCH FOR A MISSING RESIDENT

CONDUCTING A SEARCH OF THE BUILDING:

1. Decide how many people are going to participate in the search. Determine who will search what areas. Call them to a central location and give the following instructions. (Do Not simply ask them to begin searching for someone on their unit.)
 - Search assignment.
 - Assign search keys (Master keys) are located in the vault by closet by Nurse Coordinator Office. A Master key will be needed for A-Wing, kitchen/basement and Center section.
 - A methodical search means: open every locked door in the area and search the room thoroughly. Look in every closet. Look under beds and furniture that could conceal a resident. Take measures to ensure a resident does not pass by you, while you search inside a room, to an area that has already been searched. This may mean searching in pairs.
 - After you complete the search of your assigned area, check-in with the Charge nurse and report your findings. If you have a search key, return the key to the person in charge.
 - Person in charge must account for Master keys at the end of the search.

2. The following areas must be thoroughly searched: all resident living units, Multi-Purpose room, Center Section, including all offices and storage areas, dining rooms, kitchen, including walk-in coolers and freezers, basement areas, including all storage rooms, offices, restrooms, work rooms and boiler room.

CONDUCTING A SEARCH OF THE OUTSIDE AREAS CLOSE TO THE FACILITY:

1. Decide how many people are going to participate in the search. Determine who will search what areas. Call them to a central location and give the following instructions: (Do Not simply ask them to begin searching for someone outside).
 - Search assignment.
 - Walk the perimeter of your assigned area, look in every place that could conceal a resident, if at night make sure you have a flashlight, check places like indentations, in the building, stairwells, vehicles, behind bushes and trees.
 - After you complete the search of your assigned area, check-in with the Charge nurse and report your findings.

2. The following areas must be thoroughly searched: areas between E and F wing, between F and D wing, between D and A wing to include front parking lot, behind trees and bushes to the north of the parking lot between A and G wing, between G and B wing and between B and E wing to include back parking lot, state vehicles. Garages, stairwells, pay close attention to areas around chimney, dumpsters, garden road, and garage by garden road, area between parking lot and Mormon Church fence.