

COMMUNITY LIVING BRANT Protocol for Missing Persons

If a person is missing, the following steps are to be taken.

The immediate area where the person was last seen is to be thoroughly searched by any available staff, including inside and outside locations. If the person is not located and if the person is in immediate danger to themselves or anyone in the community, the police shall be notified immediately. If feasible, staff will complete the "Print Vitals" section from the person's file on the AIMS database to give to the police. The Supervisor/On Call Supervisor shall be notified and will help coordinate further activities.

Staff who was working with the person when they went missing will determine where and when the missing person was last seen, the frame of mind they were in at that time and what they were wearing. (All staff should indicate what they thought the missing person was wearing to ensure they all recall the same attire.) If you do not remember exactly what the person was wearing, say so.

Key Considerations for Missing Person

- Review history of elopement.
- Check registration with the Safely Home Program.
- Contact Brantford Transit and provide them with a description of the missing person.
- If missing from a day program location, notify the usual home location.
- Complete incident report.
- Complete serious occurrence form, if required.

Once the missing person has been found, determine why the person went missing, what changes should occur to prevent a re-occurrence, what follow-up is required and who is responsible for the follow-up.

Identifying High Risk Individuals

Each location shall identify individuals at risk of elopement. To ensure the person's safety, an individual protocol will be developed and staff shall be orientated to this protocol.

This protocol shall be kept in the Emergency Response Manual of each location and updated as required. A copy shall also be filed in the On-Call Binders.

Information Sheet for People We Support

For each person supported by Community Living Brant who lives in a community residence funded by MCSS, up-to-date information including a photo will be stored on the AIMS database on the Overview page. In the case of a missing person staff will use the "Print Vitals" tab to print the information to give to the police. This would also be applicable for any individual who may be at significant risk when not accompanied by staff. This information will be reviewed annually or more often as required.

COMMUNITY LIVING BRANT

Independence Rating for People We Support

People who are supported by Community Living Brant and who live in a community residence funded by MCSS or any individual who may be at significant risk when not accompanied by staff will have a rating determining their level of independence. The following is the criteria for each:

Independent

Person is deemed to be independent. This means that they can travel within the community and can be left alone in their home for undetermined time periods without supervision. They are independent in road safety and present no danger to themselves or others when they are in the community without supervision. There must be supporting documentation to verify that this person has achieved total independence, (this could include: road safety training, public transit training, kitchen safety, calling 911, etc.)

Semi – Independent

Person is deemed to be semi-independent. They can be left alone for periods of time with some limitations. These limitations will be clearly identified. They may also have some level of independence in the community, but this must be clearly documented. There must be supporting documentation to verify that this person has achieved some level of independence, (this could include: road safety training, public transit training, kitchen safety, calling 911, etc.)

Supervised

Person is not to be left unsupervised.