

PROCEDURE STATEMENT

When an admitted adult patient is reported missing, specific responses will take place which include searching for the missing patient, and notification of direct supervisor, house supervisor, Administrator on-call, Health Science Campus Security, and outside agencies, if necessary.

PURPOSE OF PROCEDURE

To ensure the safe return of the missing adult patient.

PROCEDURE

The Health Science Campus Security and EHRS will conduct a drill annually. Auxiliary personnel, who will assist health Science Campus Security in the search for the missing adult patient, will include:

1. Environmental Services
2. Facilities Maintenance
3. Grounds (if applicable)
4. Nursing
5. Transport Services
6. University of Toledo Police

In the event that an adult patient has been reported missing the following should occur:

- a. Nursing staff will contact the operators immediately. They will provide a general description of the adult patient.
- b. Security will immediately dispatch officer(s) to last known area and conduct camera sweep to verify the Code call need. If patient is not found within immediate search

- g. All search personnel will make a search of the building in an attempt to locate the patient. Health Science Campus Security and UT Police will patrol parking areas and any on-duty Grounds personnel will make a check of the outlying parking areas and buildings in attempts to locate the adult missing patient. If the patient is not located the search will be expanded accordingly.
- h. If the missing patient is not located, UT Police may request assistance from other police agencies to assist in locating the patient if there is an immediate safety concern.
- i. Health Science Campus Security will complete an Incident Report.
- j. Nursing Department for which the adult patient went missing will complete an incident report in Safety Net.

Source: Office of Public Safety

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