



**PIONEER MEDICAL CENTER**

P.O. Box 1228, Big Timber, MT  
406-932-4603 Fax: 406-932-5468

<b>POLICY and PROCEDURE</b>	
<b>Title</b>	Code Amber: Elopement Response Plan
<b>Manuals</b>	ADC - PCECT
	ALF - PCECT
	CAH - PCECT
	HOS - PCECT
<b>Approved By</b>	Date: <u>01/21/2015</u> By: <u>Erik Wood</u> Title <u>CEO</u>

<b>Highlights</b>	<b>Policy Statement</b>
<p><b>What is an Elopement?</b></p>	<p>Elopement occurs when a resident/patient leaves the Pioneer Medical Center’s premises without notification or authorization (i.e.; an order for the discharge or leave of absence) and without any necessary supervision to do so. The PMC will provide an appropriate response in the event a resident/patient wanders away from the PMC premises. Staff shall investigate and report all cases of missing residents.</p>
<p><b>Resident/Patient Observed Trying to Leave Premises</b></p>	<p style="text-align: center;"><b>Procedure</b></p> <p>The Pioneer Medical Staff shall promptly report any resident/patient who tries to leave the premises or is suspected of being missing to the Director of Nursing, Charge Nurse, and/or Supervisor.</p> <ol style="list-style-type: none"> <li>1. If an employee observes a resident/patient leaving the premises, he/she should:           <ol style="list-style-type: none"> <li>a) attempt to prevent the departure in a courteous manner;</li> <li>b) instruct another staff member to inform the DON/ADON, Charge Nurse, and/or Supervisor;</li> <li>c) should the attempt fail, the staff member shall obtain the assistance of other staff members in the immediate vicinity;</li> <li>d) if there are no available staff, the staff member shall immediately notify the DON/ADON, Charge Nurse, and/or Supervisor and other staff that the resident/patient has left the premises, then return quickly to the resident and continue attempting to redirect the resident safely back into the building, and;</li> <li>e) staff members are not to leave the resident/patient for any reason if the resident/patients’ safety is in immediate jeopardy.</li> </ol> </li> </ol>
<p><b>Resident/Patient Not Observed Leaving Premises</b></p>	<ol style="list-style-type: none"> <li>2. If an employee <u>does not</u> observe the resident/patient leaving the premises and he/she cannot be quickly located:           <ol style="list-style-type: none"> <li>a) a staff member will dial #35 and announce on the overhead paging system, “Code Amber” giving the department and/or the location of where the resident/patient went missing. Repeat the announcement X 3, slowly and clearly;</li> <li>b) a staff member will call to notify the Assisted Living, Clinic &amp; Rehab Services;</li> <li>c) the Charge Nurse or Supervisor will notify:               <ol style="list-style-type: none"> <li>i. Sheriff’s Department by calling 911, and;</li> <li>ii. any other regulatory agencies required by law.</li> </ol> </li> </ol> </li> </ol>
<p><b>All Staff to Perform a Thorough Search</b></p>	<ol style="list-style-type: none"> <li>3. Upon notification that a resident/patient is missing a thorough search will be initiated by:           <ol style="list-style-type: none"> <li>a) calling all staff to a central location and giving specific instructions to:               <ol style="list-style-type: none"> <li>i. check all rooms, bathrooms, closets, elevator, and basement, etc. and;</li> <li>ii. assign two staff members to perform an outside search of the PMC grounds, if resources are available and it is deemed safe.</li> </ol> </li> </ol> </li> </ol>



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**Authorities Will Assume Command**

**Information to Provide Authorities**

**Steps to Take When Resident/Patient Returns**

**Training and Education**

4. Once the preceding instructions have been performed, the authorities will assume command of the search. The following pertinent information will be provided:
  - a) name and nickname;
  - b) sex;
  - c) age;
  - d) photograph (if available);
  - e) time discovered missing;
  - f) physical description: height, weight, race, and color of hair and eye;
  - g) where the resident was last seen;
  - h) general health and mental condition;
  - i) color and type of clothing being worn, if known;
  - j) previous home address, and;
  - k) address of any known friends and relatives.
  
5. Upon the resident/patients' return to the facility, the following steps will be carried out:
  - a) a staff member will dial #35 and announce on the overhead paging system "All Clear";
  - b) notify the DON/ADON, Charge Nurse or Supervisor and the resident/patients' responsible party;
  - b) notify all previously contacted persons and organizations of the residents' return;
  - c) the nurse will perform a complete nursing assessment on the resident/patient to determine if any injuries are present;
  - d) the nurse will contact the on-call provider if indicated and the provider will be asked to come in to the facility if deemed medically necessary;
  - e) the nurse will document in the resident/patients' chart and on the facility PIE form, and;
  - f) the resident/patients' care plan will be revised to reflect the occurrence of the elopement and a prevention plan will be developed.
  
6. Training and Education: Staff members should, as appropriate to their job responsibilities receive education and training on a continuing basis relating to at least the following:
  - a) general safety measures;
  - b) personal safety measures, and;
  - c) response procedures.

<b>Regulatory Reference Sources</b>	
<b>OBRA Regulatory Reference Numbers</b>	
<b>Survey Tag Numbers (optional)</b>	