



LOST OR MISSING PERSON PROTOCOL

If a member leaves the AFC qualified setting without the AFC caregiver's consent or knowledge the following steps should be taken:

1. Caregiver to notify other members of the household of the absence of the AFC member to determine if they are aware of the member's whereabouts.
2. If it is determined that the member is missing the person who was last in contact with the missing person should call 911. Required information includes but is not limited to:
 - a. The time and place last seen.
 - b. Description of the clothes the individual was wearing.
 - c. Any identifying characteristics.
 - d. Language spoken including communication barriers.
 - e. Note if the person carries a cell phone.
 - f. Any immediate medical needs.
 - g. Note any location where person has gone frequently, has talked about going to, or has been found in the past.
 - h. Contact information for the police to let someone know when the person is located.
3. Notify Top Aid Healthcare as soon as possible of the member's disappearance. AFC staff will help facilitate a search.
4. The AFC caregiver should attempt to locate the missing member, while leaving another responsible person in the qualified setting in case the member returns.
5. Once the situation is resolved the member has been found, there may be a need for medical screening to determine if there was a clinical reason the person left the home.
6. The AFC caregiver must complete an Incident report form outlining the details of the situation, the resolution, and the plan moving forward.

Protocol For Death of a Person In Home

In the Unlikely event that a person dies in the AFC home setting, the following steps should be taken:

1. Do not move the person.
2. Call 911 or emergency services to request assistance.
3. Once police arrive and permission is given, Notify PCP.
4. Physician or medical examiner will pronounce person's death.
5. Arrange for person to be removed to a funeral home as indicated in their burial plans.
6. The funeral home will transport person as necessary.
7. Notify Top Aid Healthcare as soon as possible. We will notify other involved parties (i.e - next of kin, other agencies, etc.)

Caregiver Signature: _____

Client Signature: _____