

PROCEDURE

Subject: Elopement/Unaccounted for Patient

Effective Date: 8/13/12

Initiated By: Elopement Committee

Approved By: Clinical Manager Committee

Reviewed: 12/13 RT, 11/14 RT

Revised:

Purpose: To provide procedures to follow when youth or adult patients elope or leave campus (or offsite meeting location) unannounced.

Admissions:

Admissions staff will inform family members if their family member elopes/leaves from our facility, we will do everything possible to ensure his/her safe return. If there is an initial determination the patient is an elopement risk, the patient's chart will be flagged as such. If the patient attempts to walk away, staff will follow and intervene in a supportive manner. If the patient continues to leave, Security and the Program Director will be notified to monitor the situation. If the patient is successful in leaving the property, the emergency contact will be notified. *For youth patients: Cumberland Heights' staff will follow in pursuit and the local authorities will be contacted with the name and description of the patient as well as with information for the parents/emergency contact.* Once the patient is found, he/she will be returned to the property and monitored by staff. The necessary follow up action will be determined by the clinical and/or medical team.

Youth Elopement:

Initial Response:

Staff will look thoroughly in the surrounding area of the patient's last whereabouts. He/she will communicate the potential elopement to other staff members to aid in the search or to watch the other patients. Staff should remain calm in order to not alarm other patients. Staff may ask patients if they know the location of the patient in question.

Confirmed Elopement:

If a staff member witnesses a patient's leaving or has concluded that he/she is not in the surrounding area, SECURITY and MEDICAL should be alerted. The Program Director and/or Clinical Director or designee should be contacted in order to coordinate the search. That person will then:

- Name a search coordinator
- Assign personnel to conduct search
- Communicate area(s) to be searched
- Notify emergency contact
- Notify Police 615-862-8600. Provide a description of the patient including clothing worn at time of elopement.
- Contact Executive Manager

If at all possible, staff should continue to track the patient until he/she agrees to return to campus or can be picked up by authorities. Staff should stay in contact with the search coordinator as the search continues. Once the patient is found, staff should seek guidance from the Program Director/Clinical Coordinator or designee on how to proceed.

Offsite Elopement:

If a patient has eloped while off site (AA meeting, recreations, etc.) staff should contact the Program Director/Clinical Coordinator or designee. The other patients should be secured by having one staff member stay with them and the other staff member conduct a thorough search of the area. If the patient cannot be found, police are to be contacted using the non-emergency number of **615-862-8600**. Staff will then contact the Program Director/Clinical Director or designee on actions taken and for further instructions.

Adult Leaving Campus:

Initial Response:

Staff will look thoroughly in the surrounding area of the patient's last whereabouts. Other staff members should be notified to assist in the search. Staff should stay calm in order to not alarm the other patients. Patients may be asked if they know the location of the patient in question.

Confirmed Unaccounted For Adult Patient:

Staff should notify SECURITY AND MEDICAL if a patient is witnessed leaving the campus or has not been located. The Program Director/Clinical Coordinator or designee should be contacted to coordinate the search. That person will then:

- Name a search coordinator
- Assign personnel to conduct search
- Communicate area(s) to be searched
- Notify emergency contact
- Notify Police 615-862-8600. Provide a description of the patient including clothing worn at time of elopement.
- Contact Executive Manager

The emergency contact listed in the record will be notified as well as the physician. The physician will give instructions regarding the need for contacting police **for patients who are within 24-hours from last detox medication administration or who have other medical/psychiatric issues.**

Offsite Unaccounted For Adult Patient:

If a patient leaves while off site (AA meeting, recreations, etc.), the Program Director/Clinical Coordinator or designee should be contacted as soon as possible. A search of the area in which the patient was last seen should occur. If only one staff member is off site with the group, the staff member should remain with the group. Staff will follow instructions given by the Program Director/Clinical Coordinator or designee regarding continuing the search and returning to campus.

Documentation:

Staff should keep notes on times, locations and persons involved and document the full account in the electronic medical record as soon as possible. Once the situation is over, a debriefing will occur with co-workers and supervisors.