

ADMINISTRATIVE POLICY

1 Observable Elopement

1.1 Staff will attempt to deter an elopement by using the following procedures:

- 1.1.1 Remind the supported person of his/her behavior program and that the choice to elope belongs to the person. If the person chooses to stay, he or she will maintain current level privileges. If the person chooses to elope, current level privileges will be suspended for a period of seven days.
- 1.1.2 As the person begins to walk away from the site, alert other staff members that you will be following the person. Keep the person in sight at all times. If you are alone, contact the on-call pager and provide the on-call beeper staff with details of the situation. Do not attempt to physically impede the person's path.
- 1.1.3 If there is a another staff member present to remain with other persons, continue to follow the person until the situation is resolved.
- 1.1.4 After an absence of five minutes, a second staff member will take a vehicle and attempt to locate the first staff member and eloping person, as long as there is another staff member/s available to remain with supported persons still at the site. If the second staff member locates the first staff member and the eloping person, he or she will attempt to return them to the site or may call the police as the situation warrants. If the police are called, the elopement should be reported as a "WALK AWAY" unless the person represents a threat to himself/herself or others. If the person does represent a such a risk, those risks should be conveyed to the police when making the report.

2 Out-of-Sight Elopement

2.1 If an elopement occurs and you are unable to visibly observe the person, the following crisis protocol will be followed:

- 2.1.1 Begin to look for the person on surrounding property (notify second staff before you leave the premises).
- 2.1.2 If you are unable to locate the person within five minutes, return to the program site and contact the on-call pager and provide the on-call staff with details of the situation.
- 2.1.3 Call the police and inform them of the person's elopement utilizing

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the procedure outlined in section 1.1.4 above.

2.1.4 Continue to look for the person until the person is found or until the police arrive.

2.1.5. If the person is found after the police are called but before they arrive on the scene, notify them immediately and cancel your request for their assistance. Next, notify the on-call pager staff person.

3 The following documentation must be completed for all incidents of elopement:

3.1 Unusual Incident Report

3.2 Elopement Checklist

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