

GROUP HOME TORNADO DRILL LOG

HOME NAME _____	HOME MANAGER _____	DATE ___/___/___
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TORNADO WATCH <input type="checkbox"/>	TORNADO WARNING <input type="checkbox"/>	PRACTICE DRILL <input type="checkbox"/>	TIME _____ AM <input type="checkbox"/> PM <input type="checkbox"/>
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NUMBER OF RESIDENTS PRESENT _____	STAFF MEMBERS PRESENT _____
TORNADO SHELTER AREA USED: _____	_____
EMERGENCY RADIO AVAILABLE Y <input type="checkbox"/> N <input type="checkbox"/>	_____
CORDLESS PHONE AVAILABLE Y <input type="checkbox"/> N <input type="checkbox"/>	_____

STEP BY STEP ACTIONS TAKEN BY STAFF

TIME FROM START OF DRILL TO ALL RESIDENTS AND STAFF IN SHELTER AREA	_____
TIME FROM ALL RESIDENTS AND STAFF IN SHELTER AREA TO END OF DRILL	_____

SUPERVISOR EVALUATION AND RECOMMENDATIONS

HOME MANAGER SIGNATURE _____	DATE ___/___/___
SUPERVISOR SIGNATURE _____	DATE ___/___/___

POLICY AND PROCEDURES
Consumer

Consumer: **(C10) Consumer Absent Without Notice**

Date: December 2004, Revised March 27, 2009

Policy: **It is the policy of AEC to respond promptly and make all reasonable attempts to locate the consumer that is absent without notice.**

Procedures:

If a consumer is absent without notice, the licensee/program supervisor or direct care staff shall do the following:

1. Make a reasonable attempt to locate the consumer by making appropriate telephone calls to determine the consumer's location and searching the immediate area, keeping in mind staffing requirements of the home.
2. A direct care staff shall immediately call the licensee/program supervisor.
3. Contact the local police authority.
4. Make a reasonable attempt to contact the consumer's designated representative and responsible agency.
5. The licensee/program supervisor shall submit a copy of the written report to the consumer's designated representative, responsible agency and licensing consultant within 24 hours of each occurrence.

Technical Approval by: Vice-President

Approved: 