



<b>Title: Silver Alert</b>
<b>Policy #: 29</b>
<b>EXPIRES: When Replaced</b>
<b>ISSUED BY: Church Council</b>
<b>SIGNED:</b>

---

## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	2/24/09		TO DEVELOP A PLAN IN THE EVENT OF A MISSING PERSON
1.1	6/2/14	S. TRAKEL	TO ADJUST FOR STAFFING CHANGES
1.2	3/19/19	S. TRAKEL	TO SIMPLIFY PROCEDURE

---

## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to staff.

---

## 3 Policy

If a participant is missing from The Gathering Place or Memory Matters, the church office will be notified. All available staff will assist in searching for the missing person.

---

## 4 Procedure

- Someone from The Gathering Place or Memory Matters will notify the church office that someone from their program is missing.
- An overhead page of "Silver Alert" will be made
- All staff members need to immediately assist in searching the building and grounds for the missing individual
- Once the individual is found, an overhead page of "Silver Alert All Clear" will be made.
- If the individual is not found after all areas have been searched, a TGP Staff person will contact the police and then the participant's family.

---

## 5 Forms

None