2016 Missing Person Scenario:

Please follow the instructions to complete your annual drill requirements. This drill should be performed during your assigned month, and unannounced to your staff.

1. Print out two pictures of the boy provided in the VERGE SOLUTIONS Emergency Drill Reporting Instructions and hide one of them somewhere in your clinic (empty exam room, utility closet, break room, etc).
2. Approach a staff member and announce THIS IS A DRILL (to reduce panic). Encourage the staff member to play out the drill scenario as he/she would in real situation, except DO NOT CALL 911.
3. Say you have lost your 4 year old son who was accompanying you to your appointment today and need their help. (Show them the second picture of the boy if they ask).
4. Items to observe:
   - How do they respond to you?
   - What additional information do they need to get from you? (more details about the child)
   - Who do they need to notify at this time? (911-SIMULATE CALL ONLY)
   - What should the clinic be doing at this time? (searching clinic, stationing staff at all exits to clinic)
   - If applicable, how do they notify other areas in your building?
   - What resources are available to assist you within Vanderbilt or in your community?

Debrief the drill with your staff. Evaluate if any changes need to be made to your missing person plan in your emergency subplan or if staff need to be re-educated about the plan. When finished, complete the emergency drill evaluation audit in VERGE SOLUTIONS.

If you have any questions, call Tamara Cooley at 615-343-0764 or email at tamara.cooley@vanderbilt.edu.

Thank you for your participation!