



Initial Response Checklist for Missing Persons

NOTE: This checklist is intended to be used as a resource for initial response. This includes actions to be taken by Law Enforcement Agencies.

- Conduct a brief interview and investigation to determine if the missing person incident may require a search.**
 - If a search is warranted, determine search urgency using the **Relative Search Urgency Assessment Tool**. Children, persons with Alzheimer's or dementia and other high risk categories qualify for high urgency action.
 - For children, see NCMEC's *Investigative Checklist for First Responders* and or Missing Children with Special Needs-Lost Person Questionnaire.
 - For persons with Alzheimer's or dementia, see *Alzheimer's and Related Disorders Checklist* or the *Alzheimer's Caregiver Questions Card*.
- Complete a Missing Person Questionnaire when interviewing reporting party.**
- Issue a region wide B.O.L. for missing subject and enter the missing subject into NCIC. (SP-067 or SP-183)**
- Conduct a hasty search and/or neighborhood canvass of the surrounding area using patrol resources.** Keep track of what area was searched for future planning. A hasty search involves trained personnel moving quickly to scan high probability areas to locate a person.
- Set-up containment in search area ASAP** utilizing law enforcement or SAR resources.
- Secure or isolate all trash receptacles/dumpsters in containment area.**
- For additional assistance, contact the Virginia Emergency Operation Center (VEOC)** at 1-800-468-8892 and request to speak to the VDEM Search and Rescue Coordinator.
- Secure the area around the Point Last Seen (PLS)** to preserve clues such as human scent and footprints.
- Identify video cameras along suspected path.** Determine if any of them made a recording that can be taken and reviewed.
- Secure a command post.** Please do not use the immediate area of the point last seen or the subject's residence as the command post. Desirable facilities for a command post would include sufficient parking, power, workrooms and bathrooms.
- Request K-9 assistance if appropriate. Identify the location of scent articles for dog handlers.** Whenever possible, allow the dog handlers to collect items who should then coordinate with investigative team.
- Identify the location of scent articles for dog handlers** to collect when they arrive on scene. Whenever possible, please allow the dog handlers to collect items.
- Obtain a recent photograph** of the missing subject and prepare a flyer.
- Obtain cell phone number / provider information** of the missing subject for exigent circumstance and location data. Note cellular data may be extremely time sensitive.
- Appoint a **supervisor who will assume incident command** of the search.
- Request that the **Reporting Party (RP)**, and others that have information about the missing subject, **be available for interviews** by investigators and search and rescue members.
- Identify a Public Information Officer (PIO)** from your agency to manage the media.

Manage the search and keep track of what areas have been searched and what areas have not been searched until Trained SAR personnel arrive.