girl scouts
heart of central
california

Missing Persons

6601 Elvas Avenue Sacramento, CA 95819 • *t* 916.452.9181 • *f* 916.452.9182
girlscoutshcc.org

1. There should be a system for tracking the presence of all event participants. The use of a central sign-in / sign-out area, the buddy system and periodic head counts are three suggested methods.

2. If a person is thought to be missing —

   A) Question those who last saw the person. Ask for time and location last seen. Record information.

   B) Check event headquarters area to see if the person left the site and with whom.

   C) An adult who is an event staff member should check the area where the person was last seen. A systematic search of all activity areas will be organized by a designated staff member. A search team comprised of adults will use the buddy system and search assigned areas. They will report back to the search coordinator.

   D) If the person is not found, notify the event director who will activate the crisis plan and contact authorities. Gather additional information about the missing person. Was the person angry, depressed, or particularly excited about something? Did they reveal any plans to go somewhere? Did they have a favorite place at the event site where they might go? Did they have a favorite person at the event with whom they liked to spend time?

3. Plan for missing persons —

   A) How often will participants be counted to ensure that all are present? _____

   B) What are the procedures for contacting persons who have registered for the event and do not show up at the designated time? _____

   C) What are the procedures for notifying event staff of “no show” or “early departure” participants?

   _____

   _____

   D) List areas you will search — be specific to your site: _____

   _____

   E) Who will coordinate the search? _____

   F) Names of designated persons for site search: _____

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MISSING PERSONS (continued)

G) Who will contact the parent/guardian? _____

When will the contact be made? _____

Parent/Guardian or emergency contact _____

Assigned council staff person _____

Law enforcement officials _____

H) Who has written copies of the missing persons plan? _____

I) How will event staff know about their role as part of this plan? Will this plan be practiced by event staff?

J) Who will complete an incident report? _____

Notes:

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Missing Person Description

Last Seen Location: _____

Approximate Time Last Seen: _____

Missing Person's Name: _____

Age, or Date of Birth, if known: _____

Any known Medical Problems? Take any Medications? _____

Does the Missing Party have a cell phone: Y or N **Phone Number:** _____

Gender: **M or F** **Race (circle):** Black White Hispanic Asian Other: _____

Approximate Height: _____ Feet _____ Inches **Approximate Weight:** _____ Pounds

Hair color (circle): Brown Blond Red White/Gray Bald Other: _____

Clothing last seen wearing (circle items that apply and list color of the corresponding item):

Hat _____ Skirt/Dress _____

Jacket _____ Socks _____

Shirt _____ Shoes _____

Shorts _____ Carrying Anything _____

Pants _____

Any Scars/Marks? _____

Any incidents prior to disappearance (i.e. arguments? Homesick? Etc)? _____

_____

_____

If missing person has a vehicle, vehicle description (circle) Car Truck SUV **Color:** _____

Make: _____ **Model:** _____ **License Plate:** _____

Case number provided by law enforcement:_____

Cc: Service Unit Coordinator or Member Support Specialist

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