

SECTION 1



FIRST

24 HOURS

CHECKLIST

First 24 Hours Checklist

- TAKE CARE OF YOURSELF

- CONFIRM PERSON MISSING
- CONDUCT SEARCH
- MAKE CONTACT LIST

- REPORT TO POLICE
- CHECK SOCIAL MEDIA

- TAKE NOTES: COMMUNICATION LOG

- CONTACT ALL FAMILY & FRIENDS
- ASSIGN FAMILY CONTACT PERSON

- DETAILED DESCRIPTION
- DETAILED BEHAVIOURS



First 24 Hours Checklist

TAKE CARE OF YOURSELF & TAKE NOTES

You must stay healthy in this time of crisis.

Refer to the Self-Care Information Sheet.

SEEK SUPPORT

Family

Friends

Community organizations

CRISIS LINE: <https://www.kuu-uscrisisline.com>

OR CALL NATIONAL CRISIS LINE 1-800-588-8717 TOLL-FREE 24/7



THESE TASKS ARE ALL HAPPENING AT THE SAME TIME

HOUR 1: CONFIRM MISSING

- CONFIRM** with all family, friends and contacts that the person is missing.
- CONDUCT** searches with family, friends, hangouts and hospital.
- COMPLETE** the Family and Friends Contact List

HOUR 1: REPORT

- REPORT PERSON MISSING TO POLICE**

DO NOT WAIT 24 HOURS if you have noticed changes in their behaviours or routines. If you believe your loved one is at risk, tell police right away. Share all information with the police.

WORK WITH POLICE ON RISK ASSESSMENT

- CHECK ON-LINE ACCOUNTS** for your loved one's activity.
Email ~ Facebook ~ Twitter ~ Instagram ~ TikTok ~ Snap Chat ~ Blogs
- COLLECT MANY PHOTOS** of your loved one
FOR USE in the Missing Persons Poster and SHARE with POLICE.



Include many photos with different hair colors/hair styles.
With/without glasses
With/ without caps, hats, toques
Copy pictures from Facebook or websites and save to a computer
Pictures of what your loved one would look like when they are found.

WRITE IT DOWN

USE COMMUNICATION LOG AND RECORD EVERYTHING IN IT

KEEP DETAILED NOTES

RECORD search efforts

Who you talk to.

Date/time

Main points of conversation

All search efforts.

SHARE everything with police:

Communication Log

Family & Friends Contact List

Hospitals and Hangouts

Detailed Description

RECORD everything in Communication Log.

Police case number

Contact persons spoken to

Officer's badge number

Police will add your loved one name to the Canadian Police Information Centre database.

CPIC is a system that informs every police department in Canada. It gives police nation-wide access to information on your missing loved one.



CONTACTS

CONTACT all relatives, friends, foster-families



Include contacts in other communities and provinces

CONFIRM your loved one is not with them.

RECORD details of all conversations in Communication Log.

Include ALL CONTACT NUMBERS for your loved one

Home, work, school, cell, and other places they stay.

DATE & TIME of last time you, or others, had contact with them.

Where they were going.

Who were they with, etc.?

COMPLETE the Family and Friends Contact List

Log all the names, phone numbers, and addresses for people your loved one knows (see **Family & Friends List**, page___).

CONTACT all these people to

ADVISE them your loved one is missing.

ASK each person you speak to for more contacts for your loved one.

ASK if they had contact with them.

TELL them that police may contact them for their investigation.

Record ALL contacts and conversations for your search in Communication Log

Keep detailed notes of search efforts by you and your family and share with police.

FAMILY CONTACT PERSON

Who is the family contact for police?

Who are the alternate contacts?

Police try each number, going down the list.

These phone numbers must work, and have accessible voicemail.

Always record in the log when contacting anyone and making notes: this keeps all your notes in one place.

PLACE YOUR LIST NEAR PHONE

Keep your **Family and Friends Contact List** near the phone:



Support people
Their contact information
Others can follow up when you are not at home.

ANSWER PHONE 24 HOURS A DAY

SHARE PHONE DUTY with family members and friends.

CLEAR ALL VOICEMAIL boxes clear so messages are not missed.

DESCRIPTION AND BEHAVIOURS

CREATE DETAILED DESCRIPTION

Use the Detailed Description Form to write a description of missing person

Hair and eye color

Height and weight

Scars, tattoos

Distinguishing marks and piercings

What they were wearing when last seen.

Distinctive features

Jewelry always worn.

Write detailed **PATTERN OF BEHAVIOUR** for your loved one.

Typical day: Work?
 School?
 Childcare?
 Family Visits?
 Friends?
 Volunteer work?

Any changes to your loved one's routine, tell Police immediately.

HOUR 24

REVIEW RISK ASSESSMENT WITH POLICE.



Worksheet #1 Communication Log

Date Time Name of Contact In person/by phone Address/Phone Number Notes



Worksheet # 2 Family and Friends Contact List

Name of Family or Friend	Phone Number	Alternate Number	Notes

