

**SECTION 5**



**48 HOURS**

**&**

**BEYOND**

**CHECKLIST**

# 48 Hours & Beyond Checklist

REMEMBER ..... YOU ARE UNDER LOTS OF STRESS

Confirm your contact person

Give the police information

Ask police to release a picture

Assign a family media spokesperson

Assign phone monitoring

Meeting with family and friends

Answer phone 24 hours a day

Designate “organizers”

Start poster

Start research

Facebook group

Info to police

Connect with community organizations

## 48 Hours & Beyond Checklist

This is a list of important things to help you search when a loved one is missing.

- **Confirm your contact person with the police.**

Give the police the contact person's name and correct contact numbers.

The contact person is responsible for

- Asking the police for regular updates

- Following up with the police

- To streamline communication, the contact person should be the only person talking to the police.

- **What to give to police**

- All cell phones/calling cards/contact numbers for your loved one,

- Include bills/statements with account numbers if you can.

- **Ask police to release a picture** of your missing loved one to the media

- It should a picture you have chosen

- Add a statement on behalf of the family.

- Use the sample statement (Section 4) to help write this statement.

- **Assign a family media person.**

who

This person should be comfortable and confident speaking to the media

They should keep things clear and brief.

They should be able to remain calm when dealing with reporters may ask hard or inappropriate questions.

**They should be the only person talking to the media,** to insure the media always knows the right person to call and always get correct information.

When incorrect information goes out to the public, it is very hard to correct it.

You can assign a back-up media contact if your first contact is not always available.

- **Assign a family member to coordinate/ organize phone monitoring.**

This person can also be responsible for checking in with family members who need support.

- **Have a meeting with family and friends to plan**

Plan what needs to be done to continue the search

Decide on who is responsible for each task.

Try to have regular check-in meetings so to brief everyone

Add anything new to the list of things that need to be done.

- **Remember to make sure someone answers the phone 24 hours a day**

Clear all voicemail after writing down messages

That way messages are not missed, if a call is not answered.

- **Choose one or two designated “organizers” to**

Follow up with all family and friends who have been given search-related tasks to make sure that these tasks are getting done.

This person may be a close family friend.

Family members may be too busy searching or too stressed to keep everyone organized.

“Organizers” should attend check-in meetings.

- **Ask all family members to make a list of friends** who may be able to offer supports

- Meals

- Childcare

- Rides

- Putting up posters, etc.

- Grocery shopping

- This frees family members for police and media work, and ensures they can take a break and get some rest.

- **Start to work on a poster**

- To distribute to the public

- Use the Draft Missing Poster in this toolkit (see Section\_\_).

- Photocopy and put the poster up everywhere

- Include ALL the places, where your loved one regularly hangs out.

- Make an electronic version of this poster

- Circulate it to your entire email contact list

- Encourage friends and family to do the same

- **Research the following details** about your loved one’s family, friends, and acquaintances, so that you can provide them to the police for further investigation.

Ensure you list full names, phone numbers and addresses wherever possible.

You can also call these people yourself

Advise them your loved one is missing

Request any information they may have.

- Make a list of your loved one's
  - Doctors,
  - Dentist
  - Other care providers.
- Look up
  - Provincial medical card number
  - Any additional health care card numbers
- If your loved one is in school or in training, list
  - Location/ addresses
  - Teachers, trainers, counsellors etc.
- List banks, credit unions, or cheque cashing places that your loved one deals with.
  - Access copies of their bank/credit card statements (if possible) and keep these handy for police.
- If your loved one has Indian status, look up
  - Treaty card number
  - Contact information for their band office.
- Identify if your loved one has a passport
  - Try to located it
  - Find out if they have it with them
- Start a Facebook page or group for your loved one**
  - Share information about their disappearance
  - Invite ALL of your Facebook contacts.

There are Facebook groups for missing persons to help you share information across Canada  
Search “Red Circle Alert” and “Families of Sisters in Spirit” in groups, and request help.

If you need help using social media, please refer to the Social Media Section 2 in this toolkit.

- **Provide police with on-line information** on all of your loved one’s accounts including

Facebook

Twitter

Myspace

Instagram

TikTok

SnapChat

Hotmail, Gmail or any other email/online providers.

Police may have the ability to check activity on these accounts.

- **Many people and organizations want to help your family!**

The Useful Resources Section 8 in this toolkit can connect you with organizations that can assist you with

Producing posters

Childcare

Emotional and spiritual support, and more.

□ Place your loved one’s toothbrush or hairbrush, and a piece of worn clothing, in sealed “Ziploc” bags in case the police request it in future (for DNA testing).

□ **REMEMBER YOU ARE UNDER LOTS OF STRESS.**

So are family and friends.

Use the Self-Care Guide Section 6 in this toolkit.

Try to eat, and sleep, regularly.

Your loved one needs you to stay healthy!