

**Illinois Search and Rescue Council**  
**CHECKLIST FOR A SEARCH OF A MISSING PERSON**

DATE PREPARED:	TIME PREPARED:
PREPARED BY:	INCIDENT #:

TIME	BY	ACTIONS TO BE TAKEN
		Conduct a rapid assessment of situation and a complete interview of all witnesses/complainants
		Develop a basic synopsis of the situation and basic physical and clothing description of the missing person and relay to dispatch for relay to all units.
		Determine in the case of a missing child if the incident is an abduction and warrants a request for an "Amber Alert". If this may be necessary contact the Illinois State Police.
		Establish on scene Incident Commander (IC) and initiate Incident Command System according to National Incident Management System (NIMS).
		Begin Missing Person Questionnaire and initiate a log documenting the date and times of all actions taken during the search.
		Determine and secure the Point Last Seen (PLS) or Last Known Position (LKP) of the missing person and prevent or eliminate anything from destroying the scent. Examples would be exhaust from motor vehicles and establishing command post and vehicle/personnel staging at immediate scene.
		Search the interior of the entire residence or building where the person was last seen. (Pay close attention under beds, in closets, etc). Repeat this every 30 minutes by different personnel.
		Begin roving patrols of the area on all roadways leading away from Point Last Seen (PLS) and/or Last Known Position (LKP).
		Establish a perimeter at a minimum of 1/2 mile from PLS (or LKP) with vehicles or personnel at main roadways leading away from PLS (or LKP).
		Search all outbuildings on the property of the missing subject, using care not to unnecessarily contaminate the area.
		Conduct an assessment of the situation and complete a search urgency evaluation using the Search Urgency Rating Factor form.
		Request specialized and qualified search and rescue resources to respond to the scene.
		If requesting a helicopter or fixed wing aircraft for the search, obtain Lat/Long Coordinates of PLS/LKP and provide them at time of request (DD MM.MMM/ WGS 84)
		Secure all scent articles that have been previously touched by the missing person. If articles cannot be secured until K9 handlers arrive, preserve them using the following procedures: <ul style="list-style-type: none"> <li>• Always use disposable gloves.</li> <li>• Keep articles separate and do not allow them to touch each other which may cause cross contamination.</li> <li>• Place separated articles inside of paper/evidence bags (Do not use plastic or trash bag because of the deodorizers that are used in them can mask the scent for the K9)</li> </ul>
		Begin a neighborhood check of the entire area - beginning with immediate neighbors. Consider using reverse 911 or a "Child is Missing" Services if such services are available.
		Contact all friends and family in an close to the area to determine the person's possible location.
		Check all areas that missing person frequents (malls, schools, work, restaurants, lounges, etc.
		Check hospitals, emergency services, shelters, and taxi and bus services.
		Determine if any vehicles are missing in the area, if the missing person drives.
		Request the assistance of a criminal investigator, if warranted, to assist with any electronic tracking of cell phones, bank accounts, credit card statements, etc.
		Repeat the search of interior of the entire residence or building where the person was last seen.