

This form is part of the emergency procedures documentation and may be used when a person goes missing for a 'reasonable' time. The possibility that someone might go missing should always be the subject of a few words in your own Risk Management plan (Missing Person Procedure). Indeed Box 34 in the Leader and Heads Checklist of EX A1 and Box 32 in EX B1, each require a Missing Person Procedure to be established. Whilst it might appear to be sufficient to depend on the Missing Person Form EX D6, this is not the intention; it could be very prudent for Excursion Leaders to plan what action might be taken if a party member goes missing at any time.

It is VERY difficult to give definitive advice about when to inform the authorities in the case of a missing person. Indeed it is recognised that there is often some difficulty in deciding whether to take immediate action or to wait awhile. In general, though, it is far better to inform someone as soon as possible so that any decision to invoke search procedures is shared.

The location of the incident plays a huge part in deciding when to inform. Someone missing from the indoor swimming lesson (provided they are not underwater) may not raise too much alarm but overdue during a motorway service station toilet stop most certainly will.

The key to avoiding such issues may well be a mix of the following procedures –

- Careful explanation to everyone, that being parted from the group or leader during activity or travel is very disruptive and potentially very dangerous.
- The fixing of strict rules about meeting times and places.
- The appointment and use of buddies, pairs or partnerships.
- Collecting everyone's PERSONAL mobile numbers
- The use of carry cards.
- Everyone knowing what to do if parted.
- The use of mobile phones when available.
- Briefing for what to do when and if separated from the group or buddy.

Obviously this an easy list to write but experience shows that proper briefing for such eventuality is rarely given.

Once it is established that someone is missing from the party, assuming they do not answer their mobile phone, then all leaders should be informed and one should go over the last known movements or go to the last known position of the missing person.

Experience has again shown that the sooner you inform the home-base contact and begin the process of informing the authorities, the better. When talking to the home-base contact you should discuss the need to inform the Service.

The home-base contact may have a difficult time deciding when to inform the parent/guardian. Again it is quite difficult to give definitive advice for this action but the parent/guardian will have intimate knowledge of the missing person and may be able to assist in all sorts of ways. It is quite common for a missing person to telephone home before taking any other action.

Of utmost importance is the need to SHARE the problem with other leaders and to inform the rest of the party what action is being taken.

Blank copies of the form should be carried routinely during off site excursions, particularly when the trip is away from direct and immediate home support.

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**EDUCATION & LEISURE SERVICES
MISSING PERSON FORM EX D6**

FORM EX D6
WHITE 2 sides
Side 1 of 2

Excursion leaders should write a Missing Person Procedure as required in Leader's Checklists EX A1 and EX B1. This form may be used when a party member goes missing and is designed to assist any official involved in that search.

Excursion leaders should familiarise them selves with the Support Note EX D6

1 Establishment

2 Contact Name

3 Contact Telephone Number

Party Leader's Name & Contact Number

(If different)

4 Name of missing person in full:

Attach photo if possible

5 Home address and postcode:

6 Telephone numbers. Next of kin _____

Missing person's mobile _____

7 Other relevant emergency information:

8 Description:

Height

Approximate Weight

Build

Eye Colour

Hair Colour

Marks/scars

Ethnic Origin

Other

>>>Over

9 Other distinguishing characteristics:

10 Date, place and time last seen:

11 Circumstances under which missing:

12 Description of clothing being worn:

13 Any other relevant information:

14 Form completed by:

(Print name)

Signature:

Date: