

**K-9 ONE SEARCH AND RESCUE
FIRST ARRIVING CHECKLIST FOR SEARCH OF A MISSING PERSON**

TIME	BY	ACTIONS TO BE TAKEN
		Begin a SAR incident sign in sheet and a Unit Event Log. Document start times, all pertinent information, actions and decisions.
		Conduct a rapid assessment of situation and a complete interview of all witnesses / complainants
		Capture all critical contact names and telephone numbers
		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
		Obtain or produce maps
		Determine in the case of a missing child if the incident is an abduction and warrants a request for an "Amber Alert".
		Establish on scene Incident Commander (IC) and initiate Incident Command System according to National Incident Management System (NIMS)
		Begin Missing Person Report / Questionnaire
		Determine and secure the Point Last Seen (PLS) or the 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 ½ 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 checklist located on the reverse side of this form
		Request specialized and qualified resources to respond to the scene: <ul style="list-style-type: none"> ▪ Trained Search Manager ▪ Trained Ground Search & Rescue Teams ▪ Search Dog Handlers ▪ Helicopter or Fixed Wing Aircraft ▪ Mobile Incident Command Post Vehicle
		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
		Determine areas close by that can be used for a command post and staging area for incoming resources. (consider restrooms, food and shaded parking)
		Secure all scent articles that have been previously touched by the victim. If articles cannot be secured until K9 handlers arrive, preserve them using the following procedures: <ul style="list-style-type: none"> ▪ Always use rubber gloves. ▪ Keep articles separate and do not allow them to touch each other which may cause cross contamination ▪ Place separated articles inside of clear plastic or evidence bags (do not use a standard trash bag because of the deodorizers that are used in them which can mask the scent for the canine)
		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 and close to the area to determine the person's possible location
		Check all areas that victim frequents (malls, schools, work, restaurants, lounges, etc.)
		Check area hospitals, emergency services, shelters, and taxi and bus services
		Determine if any vehicles are missing in the area, if the victim 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.