

48 Hours & Beyond Checklist

This list is designed to support you with the important things you can do to continue the search when a relative or friend is missing.

- Confirm with the police or RCMP who the contact will be, and make sure the police have their name and correct contact numbers. This contact will be responsible for asking the police for regular updates – they CAN call the police to follow up. To streamline communication, this person should be the only person talking to the police.
- Provide the police with all cell phone/calling card/contact numbers for your loved one, including bills/statements with account numbers if you can.
- Ask police to release a picture you have chosen of your missing loved one to the media along with a statement on behalf of the family. Use the sample *Media Release* found in the “**Working with Police and Media**” section of this toolkit to help you draft this statement.
- Assign a family media spokesperson. Ideally, this person should be someone who feels comfortable and confident when speaking to the media and can keep things clear and brief. The spokesperson should be able to remain calm when dealing with reporters who may ask hard or inappropriate questions. To make sure the media always knows the right person to call and always get the correct information, the assigned media contact should be the only person talking to the media. When incorrect information goes out to the public, it is very hard to correct it. You may also want to assign a back-up media contact if your first contact may not always be available.
- Assign a family member to be the coordinator for organizing phone monitoring. This person can also be responsible for checking in with family members needing support.
- Have a meeting with family and friends to plan what needs to be done to continue the search and decide on who is responsible for each task. After the first planning meeting, try to have regular check-in meetings so everyone knows what is going on and so anything new can be added to the list of things that need to be done.
- Again, make sure someone is answering the phone 24 hours a day and all voicemail is cleared so 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 as family members may be too busy searching or too stressed to keep everyone organized on a day to day basis. ‘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.) This frees family members to be available for police and media work, and ensure they can take a break and get some rest.

- Start to work on a poster to distribute to the public using the *Draft Missing Poster* in this toolkit. Photocopy and put the poster up everywhere; especially all the places where your loved one regularly hangs out. If you are able to make an electronic version of this poster, circulate it to your entire email contact list, and encourage friends and family to do the same (an electronic version of the poster for customizing and printing is available at www.kanikanichihk.ca).

- Research the following details about your loved one 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 and let them know your loved one is missing and request any information they may have.
 - Make a list of your loved one’s doctors, dentist and other care providers.
 - Look up their provincial medical card number as well as any additional health care card numbers they may have.
 - If your loved one is in school or training of any kind list where, as well as any teachers, trainers, counsellors etc. that they may have mentioned.
 - List banks, credit unions, or cheque cashing places that your loved one deals with. If you can access copies of their bank/credit card statements (if any) keep these handy for police.
 - If your loved one has status, look up their treaty card number, as well as listing the contact information for their band office.
 - Identify whether your loved one has a passport, and if so, might they have it with them or has it been left at home?

- Start a Facebook page or group for your loved one to share information about their disappearance and invite ALL of your Facebook contacts. There are also several Facebook group for missing persons that will help you share this information across Canada – just search “Red Circle Alert” and “Families of Sisters in Spirit” in groups, and request that they help you. If you need help using social media, please refer to the *‘Using Social Media’* information sheet in this toolkit.

- Provide police with the information on all of your loved one's online accounts including Facebook, Bebo, Twitter, MySpace, Hotmail, Gmail or any other email/online providers. Police may have the ability to check activity on these accounts.

- There are many people, and organizations, who want to help your family get through this. The *Medicine Bear Resource Guide* will help connect you with organizations that may be able to assist you with producing posters, childcare, emotional and spiritual support, and more.

- If foul play is suspected, ask about a Crime Stoppers video or any other ways you can inform the public. Talk to your assigned police officer about this or call Winnipeg Crime Stoppers at (204) 786-8477 or Manitoba Crime Stoppers at (204) 983- 4951.

- Place your loved one's toothbrush or hairbrush, as well as an article of worn clothing, in sealed 'Ziploc' bags in case the police request it in future.

- Be mindful of how much stress you, your family and friends are under. Take a moment to look at the *Self-Care Guide* in this toolkit and try to eat, and sleep, regularly. Your loved one needs you to stay healthy!

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