

First 24 Hours Checklist

Important steps to take when you become aware a relative or friend is missing.

- Confirm with all family, friends and contacts that the person is indeed missing. Conduct your own search with family, friends, hangouts and hospitals prior to reporting them missing to the police. It is **ESSENTIAL** that you keep detailed notes and documentation of who you talk to, when, and main points of the conversation as well as all efforts of your search. Use the **Communication Log, Family and Friends Contact list, and Checklist of Hospitals and Hangouts** included in this toolkit so you can share with the police.
- Contact all relatives, friends, foster-families and any contacts in other communities, and other provinces, to ensure that your loved one has not gone to stay with them. Remember to document the details of these conversations in your **Communication Log**.
- Use the **Detailed Description Form** in this toolkit to write down a detailed description of the missing person; hair and eye color, height, weight, scars, tattoos or any distinguishing marks or piercings and what they were wearing when they were last seen. Focus on distinctive features, as well as jewelry always worn by your loved one. Include ALL of the contact numbers (home, work, school, cell, other places they may stay) for your loved one. Also on this form, write down the last time you, or others, had contact with the missing person; where they were going, who they were with, etc.
- Write down a detailed pattern of behaviour for your loved one. Write down what your loved one's typical day would be like – Work? School? Childcare? Family Visits? Friends? Volunteering? Think about whether there may have been changes to your loved one's routine recently. If there have been any noticeable changes, bring this to the attention of police immediately.
- Report the person missing to the police! **It is not necessary to wait 24-48 hours** particularly if you have noticed a change in their behaviour or routines. If you believe your loved one is at risk (see **Working with Police** in this toolkit), you should definitely let police know, and share this information with them.
- Write down the case number, contact person spoken to as well as the Officer's badge number on the **front flaps of this toolkit** for easy reference.

- Once the police report has been filed, ask investigators when your loved one's name will be added to the CPIC (Canadian Police Information Centre) database. CPIC is a communication system that informs every police department in Canada allowing police nation-wide access to basic information on your missing relative or friend.
- Let all family members know who the contact person for police is. Police will contact only one person per family and try a maximum of two phone numbers. It is important that these phone numbers work, and have accessible voicemail.
- Use the attached ***Communication Log*** to record ALL contacts and conversations you have during your search for your loved one. Keep detailed notes of search efforts that you and your family conduct to share with police. Always use this log when contacting anyone or to make note of anything so that all of your notes are in the same place.
- Use the ***Family and Friends Contact List*** to log all the names, phone numbers, and addresses you can think of for people your loved one would have contact with. Ask each person you speak to for other contacts you may not have. Ensure you touch base with all of these people to let them know your loved one is missing, see if they've had contact with them, and to let them know the police may be in contact with them for their investigation.
- Check email accounts for activity. Also, check social media websites such as Facebook, Twitter or blogs to see if there has been any activity on the missing person's accounts that might assist you.
- Gather as many photos as possible of the missing person for police to use in the ***Missing Persons Poster*** included in this toolkit. Include different hair colors/hair styles if missing person changes their hair frequently. You can even use pictures on Facebook or other websites – just save them to a computer.
- It is vital that you care for yourself in order to stay healthy in this time of crisis: Refer to the ***Self-Care Information Sheet*** included in this toolkit.
- Seek support from family, friends and organizations: If you don't know who to turn to for help, call Ka Ni Kanichihk at (204) 953-5820 or use the ***Medicine Bear Resource Guide*** included in this toolkit.
- Keep your compiled list of support people and their contact information on the ***Family and Friends Contact List*** near the phone so others can make calls to follow up with contacts of your loved one when you are not at home.

- Make sure someone is answering the phone **24 hours a day** and delegate this ‘phone duty’ between family members and friends so you are supported. Keep ALL voicemail boxes clear so messages are not missed.

- Contact the Canadian Centre for Child Protection (Child Find Manitoba) at 1-800-532-9135 to request assistance in your search or visit www.missingkids.ca

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