

## VIRGINIA SEARCH AND RESCUE COUNCIL

## LOST PERSON REPORT/CHECKLIST

PURPOSE: This form is designed to help the interviewer collect information in an efficient and coherent manner and may be used as a guide for conducting an interview.

Part I: Information critical to immediate decisions. For lookout broadcasts, use those line items in CAPITAL LETTERS, if applicable. Mark N/A if not applicable, UNK if unknown.

1. Date \_\_\_\_\_ Time \_\_\_\_\_
2. DES Control No. \_\_\_\_\_ Mission No. \_\_\_\_\_
3. Interviewer \_\_\_\_\_ Title \_\_\_\_\_
4. Information given by \_\_\_\_\_
5. If by phone, call back number \_\_\_\_\_

## LOST PERSON

6. NAME \_\_\_\_\_
7. NICKNAME(S) \_\_\_\_\_ ALIASES \_\_\_\_\_
8. Occupation \_\_\_\_\_
9. Local address \_\_\_\_\_
10. Home address \_\_\_\_\_  
\_\_\_\_\_
11. Local phone \_\_\_\_\_ Home phone \_\_\_\_\_

## PHYSICAL DESCRIPTION

12. AGE \_\_\_\_\_ SEX \_\_\_\_\_ RACE \_\_\_\_\_ HT \_\_\_\_\_ WT \_\_\_\_\_ BUILD \_\_\_\_\_
13. HAIR COLOR \_\_\_\_\_ LENGTH \_\_\_\_\_
14. SIDEBURNS \_\_\_\_\_ BEARD \_\_\_\_\_ MUSTACHE \_\_\_\_\_
15. BALDING? \_\_\_\_\_ Describe \_\_\_\_\_
16. EYE COLOR \_\_\_\_\_ GLASSES? \_\_\_\_\_ REGULAR \_\_\_\_\_ SUN \_\_\_\_\_ CONTACTS \_\_\_\_\_
17. Facial features/shape \_\_\_\_\_ Complexion \_\_\_\_\_
18. DISTINGUISHING MARKS, SCARS \_\_\_\_\_

- 19. DISABILITIES \_\_\_\_\_
- 20. GENERAL APPEARANCE \_\_\_\_\_
- 21. PHYSICAL CONDITION \_\_\_\_\_
- 22. MENTAL CONDITION \_\_\_\_\_

CLOTHING WORN

- 23. HAT                    Style \_\_\_\_\_ Color \_\_\_\_\_
- 24. SHIRT                Style \_\_\_\_\_ Color \_\_\_\_\_
- 25. SWEATER             Style \_\_\_\_\_ Color \_\_\_\_\_
- 26. JACKET              Style \_\_\_\_\_ Color \_\_\_\_\_
- 27. PANTS                Style \_\_\_\_\_ Color \_\_\_\_\_
- 28. RAINGEAR            Style \_\_\_\_\_ Color \_\_\_\_\_
- 29. FOOTGEAR            Style \_\_\_\_\_ Color \_\_\_\_\_
- 30. GLOVES              Style \_\_\_\_\_ Color \_\_\_\_\_

EQUIPMENT

- 31. PACK \_\_\_\_\_ Color \_\_\_\_\_
- 32. EXTRA CLOTHING \_\_\_\_\_
- 33. FOOD & WATER \_\_\_\_\_
- 34. SKIS, GUN, CAMERA, ETC. \_\_\_\_\_
- 35. OTHER EQUIPMENT CARRIED \_\_\_\_\_

TRIP PLANS

- 36. POINT LAST SEEN (Be specific) \_\_\_\_\_
- 37. TIME LAST SEEN \_\_\_\_\_
- 38. Last Seen by Whom \_\_\_\_\_

39. DESTINATION \_\_\_\_\_

40. PROPOSED ROUTE \_\_\_\_\_

\_\_\_\_\_

41. Date/time due and meeting point \_\_\_\_\_

\_\_\_\_\_

EXPERIENCE

42. FAMILIAR WITH AREA? \_\_\_\_\_ How Recently? \_\_\_\_\_

43. GENERAL EXPERIENCE \_\_\_\_\_

44. Actions taken so far and by whom \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

45. When \_\_\_\_\_

SOURCE OF REPORT

46. Person Reporting: Name \_\_\_\_\_

47. Relationship to missing person \_\_\_\_\_

48. Address \_\_\_\_\_

49. Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

50. Where can he be reached next 12 hours \_\_\_\_\_

OTHERS IN PARTY

	Name	Address	Phone #	Relationship
51.	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Complete Lost Person Report form for each person missing.

Part II: This information will be needed to make search decisions. Obtain it as soon as possible. Use more than one form if you are interviewing different people. Remember, different people may not have the same information so don't fail to ask. If a question has been answered on Part I, write Part I in the appropriate space.

52. Additions to physical description: \_\_\_\_\_  
\_\_\_\_\_

Footwear:

53. Sole type \_\_\_\_\_  
54. Is sample of sole available? \_\_\_\_\_  
55. Where? \_\_\_\_\_ Picture? \_\_\_\_\_ Print? \_\_\_\_\_  
56. Glasses: Describe \_\_\_\_\_  
57. Any extra clothes: \_\_\_\_\_  
58. Any extra shoes: Style \_\_\_\_\_ Color \_\_\_\_\_  
59. Scent articles? \_\_\_\_\_ What? \_\_\_\_\_  
Where? \_\_\_\_\_

Equipment:

60. Pack: Style \_\_\_\_\_ Brand \_\_\_\_\_ Color \_\_\_\_\_  
61. Tent: Style \_\_\_\_\_ Brand \_\_\_\_\_ Color \_\_\_\_\_  
62. Sleeping bag: Style \_\_\_\_\_ Brand \_\_\_\_\_ Color \_\_\_\_\_  
63. Food: What \_\_\_\_\_ Brands \_\_\_\_\_  
Amount \_\_\_\_\_  
64. Water: Canteen style \_\_\_\_\_ Amount \_\_\_\_\_  
65. Flashlight \_\_\_\_\_ Matches \_\_\_\_\_ Knife \_\_\_\_\_  
66. Map \_\_\_\_\_ Compass \_\_\_\_\_  
67. Ice axe: Brand \_\_\_\_\_ Covers? \_\_\_\_\_  
Snow shoes: Type \_\_\_\_\_ Brand \_\_\_\_\_  
Binding type \_\_\_\_\_  
68. Tour skis: Brand \_\_\_\_\_ Length \_\_\_\_\_ Color \_\_\_\_\_  
Binding type \_\_\_\_\_ Binding brand \_\_\_\_\_  
69. Ski wax: Type \_\_\_\_\_ Brand \_\_\_\_\_ Colors \_\_\_\_\_  
70. Ski poles: Type \_\_\_\_\_ Length \_\_\_\_\_ Color \_\_\_\_\_  
Brand \_\_\_\_\_  
71. If rental equipment, rental markings \_\_\_\_\_  
72. Ropes/hardware \_\_\_\_\_  
73. Fishing equipment: Type & Brand \_\_\_\_\_  
74. Camera: Type & Brand \_\_\_\_\_  
75. Money: Amount \_\_\_\_\_ Credit cards \_\_\_\_\_  
76. Firearms: Type \_\_\_\_\_  
Brand \_\_\_\_\_ Ammo \_\_\_\_\_

Trip Plans:

77. Going to \_\_\_\_\_  
Via \_\_\_\_\_  
Transportation \_\_\_\_\_  
78. Purpose \_\_\_\_\_  
79. How long? \_\_\_\_\_

80. How many in group? \_\_\_\_\_  
 81. Group affiliation \_\_\_\_\_  
 82. Started at \_\_\_\_\_ Date & Time \_\_\_\_\_  
 83. Car located at \_\_\_\_\_ Make & Model \_\_\_\_\_  
 License \_\_\_\_\_ Verified by \_\_\_\_\_  
 84. Pickup/return time \_\_\_\_\_ Where? \_\_\_\_\_

## Others in Group:

85. Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Car License \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Car License \_\_\_\_\_  
 Any alternate plans/routes/objectives discussed? \_\_\_\_\_

## Last Seen Details:

86. When \_\_\_\_\_  
 87. Where \_\_\_\_\_  
 88. By whom \_\_\_\_\_ Present? \_\_\_\_\_  
 89. If not, location \_\_\_\_\_ Phone \_\_\_\_\_  
 90. Weather \_\_\_\_\_  
 91. Going which way \_\_\_\_\_ How long ago \_\_\_\_\_  
 92. Special reason for leaving? \_\_\_\_\_  
 93. Unusual comments upon leaving? \_\_\_\_\_

## Experience:

94. Familiar with area? \_\_\_\_\_ How recently \_\_\_\_\_  
 95. If not local, other areas of experience \_\_\_\_\_  
 96. Taken outdoor classes? \_\_\_\_\_ Where \_\_\_\_\_  
 When \_\_\_\_\_  
 97. Taken first aid training? \_\_\_\_\_ Where \_\_\_\_\_  
 When \_\_\_\_\_  
 98. Been in Scouts? \_\_\_\_\_ Where \_\_\_\_\_  
 When \_\_\_\_\_  
 99. Military service \_\_\_\_\_  
 100. How much overnight experience? \_\_\_\_\_  
 101. Ever been lost before? \_\_\_\_\_ Actions \_\_\_\_\_  
 102. Ever go out alone? \_\_\_\_\_  
 103. Stay on trails or go cross country? \_\_\_\_\_  
 104. How many long trips before? \_\_\_\_\_  
 105. If not regular hiker, general athletic interests and  
 ability \_\_\_\_\_

## Contacts Person Would Make Upon Reaching Civilization:

106. Home address \_\_\_\_\_  
 107. Phone \_\_\_\_\_ Anyone home? \_\_\_\_\_  
 108. Local contact \_\_\_\_\_ Phone \_\_\_\_\_  
 109. Friends \_\_\_\_\_ Phone \_\_\_\_\_

Health - General Condition:

- 110. Physical handicaps \_\_\_\_\_
- 111. Known medical problems \_\_\_\_\_
- 112. Knowledgeable physician \_\_\_\_\_  
Phone \_\_\_\_\_
- 113. Known psychological problems \_\_\_\_\_
- 114. Knowledgeable person \_\_\_\_\_  
Phone \_\_\_\_\_
- 115. Prescription medication \_\_\_\_\_
- 116. Prescribing physician \_\_\_\_\_
- 117. Consequences if lost \_\_\_\_\_
- 118. Amount carried \_\_\_\_\_
- 119. Eyesight without glasses \_\_\_\_\_ Spares? \_\_\_\_\_

Actions Taken so Far:

- 120. By friends, family, etc. \_\_\_\_\_  
\_\_\_\_\_
- 121. Other actions taken \_\_\_\_\_  
\_\_\_\_\_
- 122. When \_\_\_\_\_  
\_\_\_\_\_

Part III: Information that may be significant later in the mission. Can be obtained after initial actions are taken and further investigation and information on the subject is necessary.

Personality Habits:

123. Smoke? \_\_\_\_\_ What \_\_\_\_\_ Brand \_\_\_\_\_ How often \_\_\_\_\_  
 124. Drugs \_\_\_\_\_  
 125. Drink? \_\_\_\_\_ Brand \_\_\_\_\_  
 126. Hobbies/interests - fishing, flowers, climbing, photography \_\_\_\_\_  
 127. Does person work for spare money? \_\_\_\_\_  
 128. Outgoing or quiet; likes group, or alone? \_\_\_\_\_  
 129. Evidence of leadership \_\_\_\_\_  
 130. Ever been in trouble with law? \_\_\_\_\_ When? \_\_\_\_\_  
 How? \_\_\_\_\_  
 131. Hitchhike often? \_\_\_\_\_ Accept rides? \_\_\_\_\_  
 132. Feelings toward authority \_\_\_\_\_  
 133. Any current family/girlfriend problems? \_\_\_\_\_  
 134. Religion \_\_\_\_\_ Serious? \_\_\_\_\_  
 135. What does person believe in? \_\_\_\_\_  
 136. What does person value most? \_\_\_\_\_  
 137. Who is person closest to: In family \_\_\_\_\_  
 In general \_\_\_\_\_  
 138. Where born and raised? \_\_\_\_\_  
 139. Any history of depression, running away? \_\_\_\_\_  
 140. Status in school \_\_\_\_\_ Draft \_\_\_\_\_  
 141. Who last talked at length to person? \_\_\_\_\_  
 Where? \_\_\_\_\_ Subject? \_\_\_\_\_  
 142. Any recent letter? \_\_\_\_\_  
 143. Give up easily or keep going? \_\_\_\_\_  
 144. Will person hole up and wait or keep moving? \_\_\_\_\_

For Children, Elderly, Mentally Handicapped:

145. Afraid of dogs? \_\_\_\_\_ Horses? \_\_\_\_\_  
 146. Afraid of dark? \_\_\_\_\_  
 147. What training regarding what to do when lost? \_\_\_\_\_  
 148. What are actions when hurt? \_\_\_\_\_  
 149. Talk to strangers; accept rides? \_\_\_\_\_  
 150. Active type or lethargic? \_\_\_\_\_

For groups overdue:

151. Any personality clashes in group? \_\_\_\_\_  
 152. Any strong leader types not actually the leader? \_\_\_\_\_  
 153. What is competitive spirit of group? \_\_\_\_\_  
 154. What would be actions if separated? \_\_\_\_\_  
 155. Any persons especially close friends? \_\_\_\_\_  
 156. What is experience of leader and rest of group? \_\_\_\_\_

Family:

157. Father's occupation \_\_\_\_\_  
158. Mother's occupation \_\_\_\_\_  
159. Parents separated or similar problem? \_\_\_\_\_  
160. Does family wish to employ special assistance? \_\_\_\_\_  
What type? \_\_\_\_\_  
161. Name, address, phone of father/mother/husband/wife/son/  
daughter to notify if found in good condition: Give most  
appropriate kin for information or contact when found.

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

162. Person to notify if found in very poor condition or  
dead: Should be friend, relative, or minister of  
next of kin.

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_