

Action Card 01: Missing Person	
Action in the event of being informed of a missing person	
Equipment	<ul style="list-style-type: none"> • Appropriate personal clothing • Telephone/radio • Torches
Coordinator Action	<ul style="list-style-type: none"> • Establish a control station • Allocate search teams and areas • Circulate description/photo of missing person • (Through the Equipment Officer) Arrange for issue of appropriate equipment • Maintain communication with: <ul style="list-style-type: none"> • The Parish Council and emergency responders • Volunteers • Update appropriate websites
Communications Officer Action	(If situation requires:) <ul style="list-style-type: none"> • Maintain the Volunteers' website • Brief volunteers on information produced by responding agencies
Volunteer Action	<ul style="list-style-type: none"> • Conduct search of allocated area in pairs • Maintain communication with the control station and report frequently location and progress • Ensure safety and follow health and safety guidelines • Record observations for subsequent analysis • Question/pass information to passers-by • Do not enter private property
Action on Finding Person	<ul style="list-style-type: none"> • Volunteers: <ul style="list-style-type: none"> • Move to a safe space • Report to Coordinator • Coordinator reports to emergency responders
Post Emergency Procedures	<ul style="list-style-type: none"> • Volunteers finding person: <ul style="list-style-type: none"> • Handover to emergency responders • Record a brief statement • Other volunteers return safely • Coordinator: <ul style="list-style-type: none"> • Inform all volunteers that emergency is over • Maintain control station until all volunteers have returned safely