

KLAAS KiDS

f o u n d a t i o n



Search & Rescue Forms

Briefing Checklist

GETTING READY TO SEARCH

☐ **Get a Task Assignment Form from the Documentation Unit - (Choose EASY - MEDIUM or HARD Assignment)**

Make sure you have:

- ☐ **Missing Person Fliers**
- ☐ **Field Notes Log Sheets**
- ☐ **Gather ENTIRE TEAM**
- ☐ **Assign team leader and assistant team leader**

Have team members sign TAF with their name & Cell #

- ☐ **Have ALL team members take a picture of Filled out TAF (so they have #'s)**

SAFETY

- ☐ SAFETY is paramount
- ☐ If ill or injured while searching immediately inform the team leader.
- ☐ No unsafe activities, use caution around environmental hazards.
- ☐ Carpool so searchers arrive and return at the search area and search center at the same time.
- ☐ Team **always** stays together. At least three team members must be always together, NO ONE should work alone.
- ☐ **ALL team members MUST return to the search center at the conclusion of search.**

WHEN TO CALL POLICE

- ☐ **ONLY CALL 911/POLICE FOR MEDICAL EMERGENCY OR LIFE SAFETY**

SEARCH PRIVACY AND CONFIDENTIALITY

- ☐ Search information and details **are confidential** and are **never** revealed to anyone from the media or the public.
- ☐ Searchers are NEVER to post any details of the search for missing person on social media, during or after the search.

BRIEF

- ☐ Volunteers must stay with their team; absolutely no volunteer is allowed to work alone
- ☐ Stay in your shift and mapped areas
- ☐ Always listen to your gut and avoid dangerous situations
- ☐ Hand out flyers only, never give personal information out about yourself
- ☐ ALL team members must be debriefed at the search center at conclusion of search period
- ☐ Account for all team members before leaving the search area

GETTING READY TO SEARCH

- ☐ Search for the small stuff and you WILL find the big stuff
- ☐ Make sure that you are close enough to each other that both of you can see what you are looking for-if you are not, move closer together
- ☐ **Do not touch anything – use your GPS camera App and radio it in**
- ☐ **If it is too sensitive to radio in – call the Search Center phone #**
- ☐ **Do not bring any items back to the search center**

REPORTING TIPS & OBSERVATIONS

- ☐ Write tips and observations on the “FIELD NOTES LOG SHEET” – **use all your senses**
- ☐ All tips should be documented on field notes sheet and brought back to search center. If a tip is actionable, call the search center via Zello.
- ☐ Report any sightings, within the last 24 hours of the missing person to your search center communications number/Zello.
- ☐ Report any potential evidence IMMEDIATELY to the search center communications number/Zello. **Do not touch anything. Photograph and report only**
- ☐ Document and debrief any other suspicious activity to include location, number, and description of suspicious personnel, make and model of vehicles.

BEFORE YOU HEAD OUT

- ☐ Carpool to the location. **Find a safe and legal place to park within or close to the search area.**

APPS

GPS CAMERA APP - minimum 2 in team

- ☐ Test and email to self
- ☐ Email address is on TAF that team has taken pic of
- ☐ **Call in via Zello & let the center know that you will be sending a photo**
 - ☐ In Subject line put Team #, identifier, phone # (404 black pants 4086411727)
 - ☐ **Send photo(s) immediately – send each in separate email**
- ☐ **Make sure you put something down for size reference & do NOT be too close**

CalTopo/SARTOPO - minimum of 3 in team

- ☐ Sign Up
- ☐ Login
- ☐ Scan QR Code to Get on correct map
- ☐ Label as Team # (JUST THE #'S) **then** First Name Last Name (should auto populate your name)
- ☐ Explain how to start/stop tracks (see attached sheet)

ZELLO - minimum 1 in team

- ☐ Scan QR Code to get to correct channel
- ☐ Test Comms with Search Center
 - ☐ Call in when leaving search center
 - ☐ Call in when arriving at search area
 - ☐ Set timer and call in every 30 min
 - ☐ Call in when leaving search area

Flyer Distribution Checklist

Introduction

A mile a minute. That's how fast your child can disappear.

When Polly Klaas was kidnapped on October 1, 1993, it took seven days for the mailed missing child flyers to arrive at their destination. Thanks in large part to social media, flyers can now be created, downloaded, and electronically distributed in hours if not minutes. First create a missing person page on Facebook, then post a downloadable flyer. Create a discussion tab where people can publish where they have posted flyers so that the distribution can be managed. Notify your friends list and other missing person pages.

Once a person has been reported missing to law enforcement, flyers need to be quickly and physically posted within a 5-mile radius of the victim's last known location. Continue to expand the radius until the missing person has been located: 100-miles, 200-miles, etc. Special attention should be paid to mainstream and social media outlets, law enforcement agencies, truck stops, fast food outlets, gas stations, convenience stores, strip malls, hospitals, and highway conveniences where people regularly congregate. Receive permission from businesses before posting flyers in their windows.

Check them off as they are completed:

FOOD

- Restaurants
- Fast food restaurants

SCHOOLS

- Schools & School districts
- Libraries, public and school
- Universities
- Dining Halls
- Mail area
- Common areas

FLYER DISTRIBUTION CHECKLIST

STORES

- Grocery stores
- Retail stores
- Shopping centers

GOVERNMENT

- Post offices
- City Govt buildings
- Meter readers
- Chamber of Commerce

BANKS

- Banks
- Drive up ATM's

DELIVERY & COURIERS

- UPS & FedEx
- DHL
- Bicycle Couriers

UTILITIES

- Phone companies/trucks
- Gas and Electric Companies
- Water & Sewer Companies

GAS STATIONS

- Service stations (every store if possible)
- Truck stops

TRAVEL

- Hotels
- Airports
- Rental car agencies
- Public transportation (Buses)
- Uber/Lyft
- Amtrak/Train
- Cab companies

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FLYER DISTRIBUTION CHECKLIST

GROUPS (BY EMAIL OR IN PERSON)

- Jogging
- Cycling
- Mom's groups
- Riding (horse and motorcycle) Groups
- Team in training
- Girl/Boy Scouts
- Big Brother/Big Sister
- PTA
- Suicide prevention lines

MEDICAL

- Hospitals
- Doctor's offices
- Morgues

HOUSING

- Apartment complexes
- Homeless shelters and community kitchens

MISC.

- Sporting events
- Parks

OTHER MEANS OF DISTRIBUTING FLIERS

- Ask churches to hand out at their services
- Ask local papers will insert flyers in the paper
- Ask pizza companies to place on each box
- Ask larger businesses if they will forward to all branch locations
- Ask delivery truck drivers to drop off flyers at every stop they make

MISSING PERSON CLUE LOG

[illegible]

Press Release Template

MEDIA CONTACT: (Insert media contact name)
(Insert contact email address)

(Insert contact phone number)

For Immediate Release

(Insert missing person name) VOLUNTEER SEARCHES TO BE CONDUCTED (INSERT DATE AND TIME).

(Insert City, State): (insert missing person name, date, and circumstances of disappearance) “(insert quote) It's like she literally vanished,” said (insert family members name).

Volunteers are being asked to report to (include search information including staging location, date, and time).

Volunteers must be at least 18 years of age and bring photo identification. “Dress appropriately for the weather, wear long pants and sturdy, covered toe shoes. We need people who can do foot searches as well as individuals who are willing to work in the (Insert name of search center here: Find Sierra Search Center). We are also looking for donations of food and office supplies.

(Insert missing person's name) family and volunteer search center would like to thank everyone who has volunteered so far. We will continue to assist law enforcement and the (missing person's name) family with future searches.

For more information about the search or information on how you can donate supplies, volunteers can call (insert contact person's name phone number and email address).

###END###

SEARCH: _____

[illegible]

Total Searchers to Date: _____

Task Assignment Form

Search Name:

Team #:	Segment/Sector:	Mission ID:	Date:	Time Out:
# Personnel:	Est. Search Time:	Search Planner:	Briefer:	Search Center #:

Assignment Type (Check One)
☐ Search Team ☐ Reconnaissance Team ☐ Flyer Distribution Team ☐ Other

Task: Conduct a search/outreach within your assigned sector according to the attached map

Document:

- ☐ Individual responses carefully and legibly, utilize the Field Notes Log Sheet as needed
- ☐ Record on attached map/questionnaire the locations (business names) where materials have been provided

Report:

- ☐ Report any sightings, within the last 24-hrs. of a missing child to your command center communications
- ☐ Report any observations of possible evidence to your command center communications number
- ☐ Document and debrief any other suspicious activity to include location, number, and description of suspicious personnel, make and model of vehicles.

Carpool to the location and drive the search area. **Find a safe and legal place to park within or close to the search area.** If assigned to an area that permits walking the area, stay together and remain vigilant.

At No Time should you separate from your team.

If you notice criminal activity, an accident, personnel needing immediate medical attention notify 911 immediately and call the RESPONSE CENTER. Stay near the scene until emergency personnel arrive; aid as governed by the Good Samaritan Law or according to your level of training. **Your involvement in this effort in no way allows you to disregard or violate any local, state, or federal law.**

Team Members:	Contact Information:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

Briefing Outline:

☐ Overview ☐ Task Assignment Form ☐ Missing Person Flyers ☐ Field Notes Log Sheet ☐ Maps
☐ Leads Handling ☐ Transportation ☐ SAFETY ☐ CalTopo ☐ Zello

OVERALL MAP OF MAJOR ROADWAYS IN YOUR SECTOR

Team Debriefing Checklist

- ☐ Get the team's TAF from the Documentation Unit
- ☐ Collect the TAF the team took to the field
- ☐ Make sure you have collected extra:
 - ☐ Flyers
 - ☐ Field Notes Log Sheet
 - ☐ Badges/Name Tag Identifiers
- ☐ Is the entire team present? If not, mark who is not and why on TAF

BEGIN DEBRIEFING

- ☐ Was the entire assignment completed?
 - ☐ If not, mark on TAF & map what area was not completed
- ☐ Review field notes with the team and follow up with any questions there may be
- ☐ Review tips that were called in and see if they may have additional information they did not relay at the time.
- ☐ How was the information received in the field?
 - ☐ What worked well?
 - ☐ What didn't work?
- ☐ Were there any areas when the team did not feel safe?
- ☐ Were there any areas that the team feels should be canvassed again?

REMIND AGAIN:

SEARCH PRIVACY AND CONFIDENTIALITY

- ☐ Search information and details ARE CONFIDENTIAL and are NEVER revealed to anyone from the media or the public
- ☐ Searchers are NEVER to post any details of the search or MP details on social media during or after the search
- ☐ Remind team members to sign out when they leave
- ☐ THANK THEM FOR THEIR HELP!!! MAKE SURE THEY UNDERSTAND THAT THEY DID MAKES A DIFFERENCE

Team Debriefing Form

Debriefing Team #		Date:		Time In:		Debriefed:	
All Members Present:		Complete Entire Assignment:		All Equipment Returned:			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Narrative: (Be Specific)							
KLAAS KIDS FOUNDATION							
Additional comments/follow-up recommendations:							
PRIORITY: HIGH <input type="checkbox"/>		MEDIUM <input type="checkbox"/>		LOW <input type="checkbox"/>			
DISPOSITION <input type="checkbox"/>		LAW ENFORCEMENT <input type="checkbox"/>		SEARCH MANAGER <input type="checkbox"/>		FOLLOW-UP <input type="checkbox"/>	
Team Leader Signature:				Debriefed Signature:			

10 DAY BATTLE PLAN

There is no waiting period for reporting missing children (U.S. Code-Title 34 Section 41308). The Battle Plan is primarily for the missing person's family. We recommend that you print it out, put it in a binder, keep it close and use it as a reference as the case progresses.

Day-1

INFORMATION LAW ENFORCEMENT IS GOING TO WANT:

FIRST NAME:		EYE COLOR:	
MIDDLE NAME:		BRACES/GLASSES:	
LAST NAME:		PIERCING/TATTOOS:	
AGE:		SCARS/BIRTHMARKS:	
DOB:		LAST SEEN WEARING:	
RACE:		MISSING ITEMS:	
HEIGHT:		DATE LAST SEEN:	
WEIGHT:		TIME LAST SEEN:	
HAIR COLOR:		PLACE LAST SEEN:	

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Hour-1

- ☐ Contact law enforcement-911; write down the officer(s) names, phone numbers and case number
- ☐ Request to law enforcement that your child be entered into the National Crime Information Center's (NCIC) database and write down the NCIC number

DATE & TIME CALLED:	
LAW ENFORCEMENT AGENCY:	
OFFICER NAME:	
OFFICER'S PHONE NUMBER:	
CASE NUMBER:	
PHONE NUMBER FOR PUBLIC TIPS:	
NCIC#:	

The First 6-hours

- ☐ Search your house and make sure your child is not hiding under furniture, in the attic, parked cars, outbuildings, etc.
- ☐ Check every area: Search their room for information that might help you find them. Look for letters, receipts of purchased items and any documentation that may show places visited, intent or motives.
- ☐ Do not clean their room or wash their clothes.
- ☐ Call every friend, parent, or neighbor you can think of and ask for their help. Have they seen your child? Spread the word on your social media. If you recently moved into the area, include contacts in the area you moved from (See worksheet at end to keep track of who you called).
- ☐ Keep a notebook by the phone to jot down all names and numbers of anyone who calls.
- ☐ Always keep a notebook with you to jot down all thoughts, questions and record all information that is told to you. You won't remember all of it.
- ☐ Write a detailed description of clothing the missing person (MP) was last seen wearing, and any personal items that may be with the MP. Include glasses, braces, birthmarks, scars, tattoos, piercings.
- ☐ Make a list of the MP's friends, acquaintances, teammates, co-workers, or anyone else who might have information or clues about the MP's whereabouts. Include telephone numbers, address, social media accounts and email address if possible (See worksheet at end to keep track of this information).
- ☐ A current and accurate unfiltered picture is crucial, so find several current pictures and videos of the MP. Call friends of the MP if needed to get pictures of them.
- ☐ Make a list of MP's favorite places, habits and routines (examples: loves water, hates crowds, always walks the same route to X-spot, etc.). work on creating a timeline of the MP's activities, behavior, etc. over the past 4-weeks. (See worksheet at end to keep track of this information).
 - ☐ Has the MP been associating with new people online or in person? Who are the new people, and do you have a picture of them or know their social media information?
- ☐ Find all electronic devices, including old ones, that your child uses. Do not change passwords or turn off their social media accounts. If law enforcement warrants taking the devices, they will have personnel who can access that information. Ask your other children if they know any or all the social media platforms the missing child uses. Keep in mind they may feel like they are snitching, but you must explain to them that it is okay and that they are helping. Ask your kids if they have the missing child's passwords, and what other social media sites they are using along with the names/handles for those sites.

- ☐ Request that law enforcement put out a Be on The Lookout (BOLO/BOL) bulletin to agencies in surrounding areas/counties. If law enforcement doesn't make the calls, you should.
- ☐ Also include:
 - ☐ State Parks
 - ☐ National Parks
 - ☐ Coast Guard
 - ☐ Harbor Patrol
 - ☐ Lake Patrol
 - ☐ School Police Departments/Resource Centers
 - ☐ College Police
- ☐ Ask about involving the FBI in the search, or better yet call them yourself.
- ☐ Give law enforcement all the facts and circumstances related to the disappearance of the MP. Include whatever efforts have already been made in the search for the MP. Yes, tell them about fights, problems, changes in behavior, sexual interactions, and drugs. All this information may be important, and law enforcement are not there to judge, but to help find the missing.
- ☐ Inform law enforcement how the MP should be approached. Would they likely hide from strangers? Will they talk? Will they be violent? Will they come to a stranger or only to a family member? Is there a "safe" word that the family uses to know that a stranger is "ok"?
- ☐ Call the National Center for Missing and Exploited Children (NCMEC) at 800-THE-LOST (800-843-5678) to ask for help with photo distribution
 - ☐ For adult call the National Center for Missing Adults at 800-690-FIND
- ☐ Make sure someone stays at the location where the MP would likely return to. It does not have to be a family member, but someone known to the child needs to be at the house, the car, the campsite, etc.

12-24 HOURS

Social Media:

- ☐ Share flyer and information on your social media (FB, IG, Twitter, Snapchat, TikTok). Make sure the profile is set to "public" so that it can be shared by others.
- ☐ Create a Facebook page.
 - ☐ "Help Find First Name Last Name from City, State".
 - ☐ Enlist family/friends to help moderate page.
 - ☐ Post all updates and information on this page as a central location for information.
 - ☐ Post most current flyer, pics, links, media coverage, testimonials to engage the community.

- ☐ Logging in to MP's social media accounts will almost certainly send a notification to their email notifying that someone is logging in. This will also log them out on any other devices. Snapchat/TikTok/FB/Instagram and Twitter all have direct messaging features. Check current and saved messages in all these apps (note: Snapchat and Instagram may not save conversations depending on settings the missing person has set, so there may be conversations that cannot be seen). Snapchat has a map feature that, when enabled, allows friends to see your location, so have a friend of the MP look at the map to see if their location is on (note: if they have not opened snapchat in 8-hours there will be no location even if the feature is turned on).

Flyer Distribution:

- ☐ Enlist friends, family, neighbors, volunteers to post and distribute flyers
- ☐ Ask real estate agents, apartment and property managers, farmers and anyone else with access to uninhabited or outbuildings to search those locations for your missing child.
- ☐ [Flyer Distribution Checklist](#)
- ☐ Hold a press conference to talk about your child. Talk directly to your child "We are coming to get you", appeal to anyone who may be harboring your child, "Please return our child to his/her family", and implore the public to help, "If you have seen anything, anything at all".
- ☐ If you are unable to arrange your own press conference, tag onto law enforcement's daily press briefing.

Personal Well Being:

- ☐ Take care of yourself and your family. Be sure to eat and rest as much as possible.
- ☐ Solicit help from friends and neighbors to bring meals, transport other children, take care of pets, etc.
- ☐ Refrain from drugs or alcohol until the case is resolved because you might be required to make critical decisions.

Day 2-3

- ☐ Ask local businesses and the public to assist in securing a Volunteer Center with working utilities and necessary office supplies.
- ☐ Release new photographs of videotape of your missing child.
- ☐ Announce reward options.
 - ☐ Money should be held in a secure escrow account.
 - ☐ Account should require 2 signatures. One should be a non-family member.

Day 4

- ☐ Announce and hold a candlelight vigil at a relevant or central location. Be sure to bring plenty of candles, matches and photographs of your child. Remember to notify the

media. (Create a makeshift media list by Googling local media outlets and saving their contact information. Distribute via email to local assignment desks or reporters.

Day 5

- ☐ Announce a Saturday Night Fundraising event two or three days in advance. Cake sales and spaghetti feeds are easily facilitated.

Day 6

- ☐ Declare a Look for (Missing Child's name) Day a couple of days in advance. Remind real estate agents, apartment and property managers, farmers, and anyone else with access to uninhabited or outbuildings to search those locations for your missing child.
- ☐ Remind the public about the upcoming Saturday Night Fundraising event.

Day 7

- ☐ Discuss ongoing efforts to create a Volunteer Center, remind the public about the Saturday Night fundraising event and reiterate how important it is to participate in the Look for (MP's Name) Day.
- ☐ Release new pictures or videotapes of your child via social media.

Day 8

- ☐ Secure the cooperation of another missing child's family and arrange a joint appearance to publicly appeal for the return of both children.
- ☐ Announce the results of your Saturday Night Fundraising event.

Day 9

- ☐ Announce Volunteer Center progress.
- ☐ Announce another Saturday Night Fundraising event.
- ☐ Release new pictures or videotape of your child.
- ☐ Announce the results of the Look For (MP's Name) Day.

Day 10

- ☐ Announce plans to attend upcoming City Council Meeting so that you can present a City Council Wish List.
- ☐ Discuss ongoing volunteer efforts to locate and secure the release of your missing child.
- ☐ Implore the public to step forward with relevant information.

MISSING PERSON'S PHONE INFORMATION:

MISSING PERSON'S PHONE #	CARRIER	PASSWORD

MISSING PERSON'S SOCIAL MEDIA INFORMATION:

PLATFORM	USER ID	PASSWORD
Facebook		
Snapchat		
Instagram		
TikTok		

MISSING PERSON'S MESSAGING APP INFORMATION:

PLATFORM	USER ID	PASSWORD

FRIENDS OF MISSING PERSON CONTACT INFORMATION

NAME	PHONE #	ASSOCIATION

TIMELINE

NAME	PHONE #	ASSOCIATION

CALLS MADE

[illegible]

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Volunteer Sign In/Out Sheet

SEARCH NAME:	SEARCH DATE(S):	DATE PREPARED:	TIME PREPARED:
NAME	PHONE #	TIME IN	TIME OUT
PAGE ____ OF ____	PREPARED BY (LOGISTICS)	IC5 211 LEVEL 3	TOTAL SIGNED IN ON PAGE