



LOST/MISSING PERSON REPORT FORM

Purpose: To formally document details about a lost/missing person to help search efforts and provide information to law enforcement for any subsequent investigation.

File Number: F7

Last Reviewed: September 10, 2013

Pertains To: All employees, part time and temporary staff, contract workers, volunteers, interns and co-op students (collectively referred to as "STAFF")

The information gathered for this report should be from the most knowledgeable person available. In the event more than one person is missing in the same incident, use a separate form for each subject.

Incident Number:		Report filled out by:	
Date:		Time:	
Name of individual reporting loss:			
Address:			
Primary Phone:		Alternative Phone:	
Email:			
Relationship to missing person:			
Reason for reporting this person missing:			
LOST/MISSING PERSON			
Full Name:		Nickname(s):	
Name to call:			
Safe Word?	Y	N	Word:
		Who knows it?	
Subject's Primary Language:			
Home Address:			
Primary Phone:		Alternative Phone:	
Email Address:			



DESCRIPTION					
Age:	Race:	Gender:	Hgt:	Wgt:	DOB:
Hair Colour:		Hair Style:		Hair Length:	
Build:		Distinguishing Marks/Scars:			
General description and clothing worn when last seen: Note brand, style, pattern, colors, & size:					
DETAILS OF LOSS					
Location Missing From:					
Point Last Seen (PLS) :					
Day/Date Last Seen:				Time Last Seen:	
Last seen by whom:					
Vehicle description, if driving:					
Destination(s), stated intentions:					
Has this person been the object of a search in the past?					
If so, describe date(s), circumstances of loss, how long missing, when found, where found, condition when found and actions taken by subject while missing (if known):					
ADDITIONAL INFORMATION AND COMMENTS					
Resources Notified:					



JUNGLE CAT WORLD

WILDLIFE PARK

[illegible]

REFERENCES

- Peter Klose, Program Director, Jungle Cat World Wildlife Park
- Emergency Response International:

www.eri-online.com/uploads/MLSO_Missing_Person_Initial_Rpt.doc
www.eri-online.com/uploads/MLSO_Missing_Person_Rpt_Jan.05.doc