



RACE Search and Rescue

Rapid Assistance To Community Emergencies, Inc

**A checklist for you to use in the event your loved one goes missing.
This checklist is only a guide and does not need to be completed in order.**

- Contact Law Enforcement.
 - Provide a filled out Find Safe Packet.
 - Ask for a name and contact information of who will handle the case.
 - Request the case be submitted to the Ohio Attorney General's Missing Person Office.
 - Insure you accurately describe the mental, emotional and physical state of the missing subject. This is not a time to hide anything, be honest with the police.
- Create a notebook or records system to record everything that you do and who you contact.
- Obtain phone records.
- Check bank accounts for activity.
- Create a missing person poster from the RACE template.
 - Provide to the media and ask friends to post them around town.
- Notify RACE via the Notify Form at www.OhioSAR.com/missing.
- Check with family and friends.
 - Stress the importance of telling the truth.
 - Ask the same question, in different ways several times.
 - Ask when they last were in contact with the missing subject. Use this information to create a timeline.
 - Advise them that the police are involved and may contact them.
 - Leave them with a phone number to call if they hear from the missing subject.
 - Contact them regularly.
 - Determine if a friend is also missing.
- Search their room or house for clues.
 - Create a list of missing items. This will include personal effects, wallet, purse, keys, phone or anything else the missing subject may have on them.
- Review their computer history.
- Contact local hospitals.
- Contact soup kitchens or homeless shelters.
- Contact local media.
 - Ask them to share their picture.
 - Ask to run a message on local radio.
- Create a Facebook page to provide information.
- Stay in constant contact with Law Enforcement.
- Create a tip line that is manned 24/7 or has a voicemail.
- Consider creating a reward.
- Contact transportation services and see if they picked up someone on the missing subjects street.