Lost Person Checklist

1. Obtain Lost Person Information *(2nd page of this checklist)*

2. Notify Guest Services Lead (Guest Services notifies ERT Lead)

3. All Personnel go to Channel 2

4. One ERT person responds to **P**oint **L**ast **S**een - PLS

5. Begin pre-designated search areas

   a. Facilities Staff to rooftop – Visual search of area

   b. Parking staff begin mobile perimeter with cart

   c. Hasty search of PLS

   d. Search all restrooms

Lost Person Checklist

6. If not located – Call Roseville PD (916) 916-774-5010 – Set-up CCC in Rm. M101

1. (LP) Name: _____ Age: _____

2. Physical Description: _____

3. Clothing Description: _____

4. Meds / Illness / Spec. Circs: _____

5. Time Last Seen:_____ PLS: _____

Lost Person Checklist

6. ERT Notified   YES ☐   NO ☐   Time Notified: _____

7. Hasty Search Areas: _____

      _____

8. Call 911:   YES ☐   NO ☐   Time Notified: _____

9. Date:_____ Time: _____ R/P Name:_____

10. Your Name: _____ (Give card to ERT Lead)