

## Initial Response 6-Step Action Plan

Step	Recommended Actions
<b>Step #1</b>	<p><b>Initial Responder</b></p> <ul style="list-style-type: none"> <li>⊖ Fill in the First Notice Record Sheet, <u>Form 1</u>.</li> <li>⊖ Maintain contact with informant(s) directly or know where they are.</li> <li>⊖ Identify the Incident Controller and notify all personnel.</li> <li>⊖ Fill in the Missing Person Initial Profile, <u>Form 2</u>.</li> <li>⊖ Identify the category of missing person(s); record on <u>Form 2</u>.</li> </ul> <p><b>Incident Controller</b></p> <ul style="list-style-type: none"> <li>⊖ Carry out an Urgency Analysis using <u>Form 3</u>, and respond accordingly. Contact Search Adviser.</li> <li>⊖ Define the Operational Period Schedule, record start/finish times on <u>Forms 4 and 7</u>.</li> <li>⊖ Fill in the Incident History, <u>Form 4</u>. Delegate functions.</li> <li>⊖ Identify the IPP, mark it on the map and protect it.</li> <li>⊖ Locate, interview people who might know the person(s) and what happened.</li> <li>⊖ Check the Probability Zones for Lost Person Behaviour of the category of missing person (<u>Form 5A</u>).</li> <li>⊖ Carry out a Topography Analysis. Mark on map: <ul style="list-style-type: none"> <li>• Any known hazardous locations.</li> <li>• Barriers to mark out the Initial Search Area (ISA).</li> <li>• Likely trails or travel routes in the Initial Search Area.</li> <li>• Any magnets in the Initial Search Area.</li> <li>• Check, modify ISA boundaries against the LPB distance travelled data.</li> </ul> </li> </ul>
<b>Step #2</b>	<ul style="list-style-type: none"> <li>⊖ Carry out a Scenario Analysis; record likely scenarios on <u>Form 5B</u>. <ul style="list-style-type: none"> <li>• Identify the range of possibilities that might have caused the person(s) to become lost or overdue.</li> <li>• Consider "worse case" scenarios.</li> <li>• Identify highest risk scenarios.</li> <li>• Consider the potential that this is a result of a criminal act; List suspicions.</li> </ul> </li> <li>⊖ Conduct mental "risk assessment;" Identify safety concerns.</li> </ul>
<b>Step #3</b>	<ul style="list-style-type: none"> <li>⊖ Prepare Incident Action Plan (<u>Form 6</u>):</li> <li>⊖ Write down your mission Goal.</li> <li>⊖ Record searching/confinement/investigation Objectives.</li> <li>⊖ Break down each Objective into Tasks.</li> <li>⊖ Prioritize all of your Tasks and give each a Task Priority number.</li> </ul>
<b>Step #4</b>	<ul style="list-style-type: none"> <li>⊖ Establish what resources are needed to meet each Task for the 1st Op Period.</li> <li>⊖ Record them on the Resources Sheet, <u>Form 7</u>). Note ETA if en route.</li> <li>⊖ List the resources currently available and their status on <u>Form 7</u>.</li> </ul>
<b>Step #5</b>	<ul style="list-style-type: none"> <li>⊖ Designate the Incident Control Point, mark location on the incident map, and notify all personnel. Locate yourself there.</li> <li>⊖ Make yourself clearly identifiable as the Incident Controller.</li> <li>⊖ Appoint people to fill subordinate roles as required.</li> <li>⊖ Designate as needed: Search Base, Staging Areas, Helipad, and other facilities. Mark their locations on the incident map.</li> <li>⊖ Assign resources to Tasks, starting with the Priority 1 Task.</li> <li>⊖ Record the tasked resources as "assigned" on the Resources Sheet (<u>Form 7</u>).</li> </ul>
<b>Step #6</b>	<ul style="list-style-type: none"> <li>⊖ Brief and deploy available resources to priority Tasks in accordance with your plan.</li> <li>⊖ Assign arriving resources to Tasks after check-in.</li> <li>⊖ Continue with the investigation (on and off site).</li> <li>⊖ Maintain resource status.</li> <li>⊖ Prepare a written brief using <u>Form 8A</u> as a checklist.</li> <li>⊖ Debrief resources on return, using <u>Form 8B</u> as a checklist, and keep a written record.</li> <li>⊖ Start thinking about what you are going to do next.</li> </ul>