



**East Bay Regional Park District  
Lifeguard Service**

Facility: _____
Date: _____

# Missing Person Report

<b>Time Reported</b>	Time Incident Alerted to Lifeguards: _____	
<b>Victim</b>	Name: _____ Last Seen – When (time): _____ Where: _____ Activity: _____	
<b>Description</b>	Swimming ability: <input type="checkbox"/> None <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Race/Color: <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other Sex:            M            F Age: _____                      Date of Birth: _____ Height: _____ Weight: _____ Hair: <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blonde <input type="checkbox"/> Red Eyes: <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Hazel	
	Clothing: (suit, shirt, shoes, hat, pants, etc.)	
	Medical Problem:	
	Physical Characteristics:	
<b>Reporting Person</b>	Name: _____ Address: _____ Phone: _____ Campsite: _____ Car Location: _____	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  Reporting person must make Positive ID         </div> <div style="width: 30%;">Time Found: _____</div> <div style="width: 30%;">Location: _____</div> </div>		
Completed By: _____ Title: _____		
Action Taken: <input type="checkbox"/> Land Search <input type="checkbox"/> Pattern Dive / Walk Off <input type="checkbox"/> Found Child Procedure		

## Incident Command Checklist

- Alert head chair and backing lifeguards
- Initiate Missing Person report
- Determine who will be Incident Commander
- Determine need for additional resources
- Assign initial search groups (may require water search immediately)
- Alert Park staff and/or Dispatch (Control 1) as necessary by establishing command and giving status and requesting resources over radio (see example below)
- Establish command at head chair whenever possible  
(keep reporting party at head chair or with a staff member in radio contact with IC)
- Organize resources in groups/teams by task as needed  
(medical group, crowd control, search group – land & water, etc.)
- Keep track of, and continually evaluate situation status and resource status
- Maintain span of control
- Transfer command to qualified personnel face-to-face whenever possible. Give situation status, resource status and offer technical advice on lifeguard ability and how you may best be used next
- Following incident, finish paperwork, debrief as necessary, put chairs and equipment back in service

Example: “Control One and Tilden park staff, this is Lifeguard Smith at Lake Anza with **emergency traffic.**” (If incident requires Control One, repeat until they answer)

“We have a **Code 32**, I am establishing Lake Anza I.C. (Incident Command) at Chair #1. The child/adult is (give description, Age, Sex, Race, Clothing, etc.).”