**FAMILY ASSISTANCE CENTER**

**JOB AID**

**Missing Person Tracking Leader**

**You report to**: Data Management/Accountability Unit Leader

**You Supervise**: Missing Person Tracking staff (if assigned)

**Mission**: Use available resources to track missing persons at the Family Assistance Center.

**Organizational Structure**



**Missing Person Tracking Leader Resources**

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| **Resource** | **Description** |
| **Position-specific resources** | |
|  |  |
| Data Management and Missing Person Tracking Procedures | SOP for Data Management and Missing Person Tracking |
| Tracking Forms | Tracking Form (Missing Person Tracking) |
| Laptop computer |  |
| Landline or mobile telephone |  |
| **Common resources** | |
| Site Organizational Chart/Situation Board | * Current organizational chart * Site floor plan/map * Other visuals as determined by incident or event * Information on conference call phone numbers * Briefing schedule * Other information as necessary |
| ICS Forms | ICS 214: Activity Log |
| Electronic filing system | Shared electronic files for the incident, located  O:\HSPHD Emergency Response\*name of the event* (found on the Situation Board once created for the incident or event) |

**Attachments**

**Forms and resources:**

* Data Management and Missing Person Tracking Procedures
* Survivor Form
* Missing Person Form
* Tracking Form
* Site floor plan/map
* ICS 214 Activity Log (FEMA)

**Missing Person Tracking Leader**

**Specific Responsibilities**

* Follow procedures as outlined in the Data Management and Missing Person Tracking Procedures
* Use laptop and telephone to search for missing persons, as listed on the Tracking Spreadsheet
* Provide possible matches according to Data Management and Missing Person Tracking Procedures

**Immediate**

After you have reviewed immediate common tasks, review and complete the following tasks specific to your role as **Missing Person Tracking Leader**

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| **Done** | **TASKS** |
|  | * Check in and receive site orientation at the check-in/check-out station * Read this entire job aid and review the organizational chart * Receive orientation from the Data Management/Accountability Unit Leader * Familiarize self with procedures, forms and reporting requirements * Assist with set-up of area as needed * Provide orientation to staff you supervise |

**Intermediate and on-going**

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| **Done** | **TASKS** |
|  | * Monitor function of your area and provide updates to Data Management/Accountability Unit Leader as requested * Troubleshoot problems as they arise and take to your supervisor when appropriate * Document data tallies as requested by your supervisor * Ensure that appropriate number of forms and tools are available * Request break coverage from your supervisor * Determine break coverage for your area |

**Shift change & Demobilization**

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| **Done** | **TASKS** |
|  | * Prepare to stand down the area when requested by supervisor, as determined in Demobilization Plan * Brief staff person assigned to next shift * Note items that need resupply and communicate to supervisor * Participate in scheduled debriefing sessions * Gather information for final situation report |