

Missing persons form

(Details for records only, not to be announced over the P.A)

Event information	
Event name:	
Venue:	Date:
Person dealing with the incident:	Contact number:

Missing persons information	
Name of individual:	Age:
MALE FEMALE	Date of Birth:
Hair colour:	Clothing description:
Eye colour:	
Name of parent/carer/next of kin:	Any other relevant information:
Time and place individual last seen:	Time staff were informed:
Individuals home address:	
Action taken:	
Any other comments:	
Name of person completing form:	Position:

Found persons form

(Details for records only, not to be announced over the P.A)

Event information	
Event name:	
Venue:	Date:
Person dealing with the incident:	Contact number:

Found persons information	
Name of individual:	Age:
MALE FEMALE	Date of Birth:
Hair colour:	Clothing description:
Eye colour:	
Name of parent/carer/next of kin:	Member of event staff in charge:
Details of person who "found" individual:	Time staff were informed:
Details of person collecting individual:	
Any other comments:	
Name of person completing form:	Position: