MISSING-PERSON & REUNIFICATION INTAKE LOG

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Highly sensitive; restrict access and minimize data	Use only for legitimate reunification activity; close cases promptly

Missing-person information requires disciplined handling. Use one case number, separate reported missing from confirmed status, protect children and vulnerable people from unauthorized release, and coordinate with legitimate authorities or humanitarian services where available.

INTAKE

Case number

Date / time reported

Person sought (minimum necessary identifying information)

Reporter name / contact / relationship

Last confirmed contact date / time

Last confirmed location (protect if sensitive)

Immediate vulnerability / medical concern (minimum necessary)

VERIFICATION AND COORDINATION

Date/time	Source / organization contacted	Information received	Confidence / verification	Next action	Recorder

MISSING-PERSON & REUNIFICATION INTAKE LOG

STATUS AND CLOSURE

Current status: open / located / reunited / referred / other

Authorized reunification / release contact

Closure date / time

Where the authoritative case record is retained

Information that must be removed from public postings

PROTECTION RULES

- ☐ Do not use social media as the sole authoritative registry.
- ☐ Do not publicly release children, survivors, shelter locations, or vulnerable-person details without appropriate authority and consent.
- ☐ Distinguish reported missing, located, reunited, and confirmed-death information.
- ☐ Close duplicate cases and preserve an audit trail of the merge.

Source basis: Built To Resist Chapter 28 and First-Week Rebuilding Board.
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