

# Guidance Notes to help you complete The Herbert Protocol Form

The Herbert Protocol form should be completed by the individual(s) who know(s) the person named in this document best. It can be completed in short-time, and should be updated as necessary on a regular basis, so that the information is as current as possible.

It is not a medical document, but will provide pertinent information about the person at the time that the document is completed.

Please note - the 'missing now' section will be completed by you, at the time when the person that you care for in this document goes missing. Without delay you should call 999 to report the person missing then complete the "missing now" section as best you can.

## Background

**First name and Last name/family name** - Their full name as in official documents, birth certificate or passport.

**Known as/Nickname** - The name that they are usually known as, or the name that they usually like to be called.

### First Spoken Language

**Mobile phone number** - Their mobile phone number (if they have one)

**Do they have a GPS Tracker? If yes, give details** - If they have got a tracker:

Does it work via GPS (satellite) and GPRS (phone) signals or Bluetooth, does the tracker have an active phone SIM card, is it managed (on a contract/pay monthly basis), or topped-up?

Does it have an SOS button, or a call monitor function? What is the approximate amount of time that the battery will work when turned on, and where will the tracker usually be kept – in a bag, or on an item of clothing?

**Current address** - Home address, or address of care home where they reside with the full postal code.

## Physical Description

**Date of Birth/Age**

**Gender/Sex**

**Build** - Slim, large, athletic, stocky etc.

**Race/Ethnicity/Complexion** - British, Irish, Caribbean etc.

**Height** - Approximate height.

**Weight** - Approximate weight.

**Marks/Scars/Tattoos** - Location/description/photo

**Hair colour/Cut** - How is the person's hair styled, curly straight, long, thinning, bald etc.

**Eye colour/glasses** - Do they wear glasses or usually need any other vision aid? Do they have limited visibility?

**Other distinctive feature (e.g. facial hair)** - Anything that is not listed above that you can think will assist us in finding the person.

## Medical History

**Medical conditions** - Do they have any other/additional long-term health conditions, and how are these conditions usually managed?

**Communication difficulties** - Do they usually communicate verbally, or by using gestures, pointing or a mixture?

How would they usually communicate pain, discomfort, thirst or hunger?

Do they have hearing a impairment? If using sign language, in which language and regional dialect?

**Physical impairments** - (also see questions section – below) Does the individual have a disabling condition or other health impairment that requires adaptation, do they need/use assistive devices or mobility aids such as crutches, canes, wheelchairs and artificial limbs to obtain mobility?

**Vital medication** - Name of medication(s), do they need help in taking their medication, do they prefer liquid medication?

**Frequency** - If they take medication, what dosage is prescribed, how often should they take it, and at what regular/usual time(s) would they take it?

**Symptoms if medication missed** - What would be the immediate effects of missing a dose of medication, what are the longer term effects of missing a dose?

**GP's name, surgery address and telephone number**

**Additional Information for searchers:** e.g. is the use of touch appropriate, are they scared of dogs, what things could make them anxious, are they left handed, do they have any allergies, can they, or do they usually speak any other languages?

## Life History

Remember people with dementia can have stronger recollection of earlier memories than more recent times.

**All Occupation/Hobbies/Passions/Interests/Volunteer work** - Include career history, voluntary experience, clubs and memberships, hobbies, sports or cultural interests.

**All Favourite place(s) to spend time** - List favourite or significant places, including old family/friend's homes, pubs and clubs, shopping centres, leisure centres or sporting arenas.

**Typical modes of travel (bus pass, etc.) List Oyster card/freedom pass number**

- Does the individual like to, or very often travel by bus, tube or train? Would they use public transport to travel to a possible favourite place?

**All Favourite/likely destinations:** as above - List favourite or significant places, including old family/friend's homes, pubs and clubs, shopping centres, leisure centres or sporting arenas

**All favourite footpath/track** - Are there any routes/roads/walks that they would often take, or used to take on a regular basis in the past? (e.g. usual journey to old work place, or to visit an old friend)

**Family or friends living nearby** - Do they have any other close family or friends living locally?

## Questions

**How easily can the person walk?** - Are they fully mobile, or do they usually need help in getting around?

**If walking, how far** - Can they usually walk/what length of time can they usually walk for, **before becoming tired** or short of breath?

**Do they use a stick or other walking aid?** - Do they usually need a walking aid, is their mobility affected by variable surfaces, can they use the stairs, do they need handrails, can they stand unaided (and usually for how long)?

**How might they react to being upset or scared?** - What would be the best way to approach them when they are found that would re-assure them that they are now safe/okay? - Would you expect them to be sad/tearful/upset/panicky/scared/withdrawn/show a sense of helplessness/relief/be oblivious to everything?

Are there any environmental factors that could make them feel anxious: open spaces, loud noises, large/noisy crowds, tall buildings, darkness, busy roads, traffic/vehicle sounds?

**Are they able to drive?**

**Do they have a car?** - Give details of vehicle, including make/model, colour and licence plate

**Do they visit – Church/Mosque/Synagogue/Temple?** - Have they any religious or cultural considerations, how often would they usually visit their place of worship?

**Houses/friends who they visit?** Are there any people/places that they usually visit, or have previously visited on semi-regular occasions now or in the past?

**All Previous addresses – Approximate dates** (Previous home addresses - as accurate/comprehensive as possible)

**All work/school names and addresses – Approximate dates** (as accurate/comprehensive as possible)

**If missing previously, where found?** - Give details of the area/location where previously found – was it a previous home address/work address/address of friends, or favourite place (as listed above)?

**Circumstances: How found/how far/time missing**

**Additional information:**

## Carer/Family Information

**Your name**

**Relationship to person named on the form** - Are you a relative, or carer?

**Your Address**

**Your Home phone number**

**Your Mobile phone number**

**Alternative contacts (guardian/social worker)**

## Missing now

**Time last seen** - What time did you last see them?

**Place last seen** - Where did you last see them?

**Medication last taken** (If known) - When did they last take their medication, and do they carry this medication with them in a bag/on their person?

**Clothing** - What were they wearing, anything distinctive, item of clothing that can be easily identifiable?

**Car details/carrying anything/have cash or bank cards**

**Situation/recent discussion/recent notable date/contact with friends or family** - Is there anything that you're aware of that happened recently that could have triggered this disappearance, such as a recent conversation?

Is there an anniversary date or is there a significant date due/recent?

**Any other information**

Any other information that you think would be useful in locating the person