Herbert Protocol Questionnaire Guidance Document

The Herbert Protocol Questionnaire is a document filled out by family, carers, or the person themselves to provide An Garda Síochána with important information about a vulnerable person to assist in the course of search if that vulnerable person goes missing.

In case of an emergency ring 999/112 straight away and ask for An Garda Síochána.

How the Herbert Protocol Questionnaire works:

1. Complete the Questionnaire:
Using this guidance document, fill out the Herbert Protocol Questionnaire with as much detail as possible about the person it relates to.

2. Store the Questionnaire:
Keep the Questionnaire in a safeplace where you can find it quickly if you need it.

3. Provide the Questionnaire:
Provide the Questionnaire to An Garda Síochána when reporting the vulnerable person missing.

Herbert Protocol Questionnaire - Guidance Document

The Herbert Protocol Questionnaire contains 27 sections, which should be completed using the guidance below.

PERSONAL CONTACT DETAILS

1	Details of the full name i.e. First name(s) and Surnames
2	Please provide the name the person responds to should it be different from their given name.
3	Please advise if the person knows and will respond to their own name?
4	Details of current address, Eircode and how long they have been living there.
5	Details of Date of Birth in format DAY/MONTH/YEAR
6	Please confirm the nationality of the person
7	Provide current Languages spoken, mother tongue/ native language, or unable to speak.
8	Provide mobile number and provider if it is known.
9	List any GPS trackers the person might have, like a smart watch, GPS bracelet mobile phone, or even a hearing aid with tracking.

PHYSICAL APPEARANCE DETAILS

10	The Person's Gender.
11	The Persons weight. If unknown please provide details of the persons build e.g. tall, small, slim
12	The Persons Height.
13	The Persons Eye Colour. Please advise if they wear glasses.
14	The Persons Hair Colour, and if they wear a wig or hair piece.
15	Details of skin colour, complexion.
16	Please provide details of **identifying physical or visual features** such as birthmarks, tattoos, scars, facial hair.

MEDICAL DETAILS

17	Details of known medical conditions and medications.
18	**Message in a Bottle (MIAB)** provides emergency services with quick access to critical personal and medical details. The kit includes a plastic container and a form that lists medical information like allergies, and medications, along with emergency contacts. The container is kept in a fridge.

	• If person is using **MIAB**, please attach a copy to the Herbert Protocol Questionnaire. • If person is using another Alert system in relation to medication, please attach a copy to the Herbert Protocol. (This can be included in 'Additional Information')
19	The listed symptoms are just some of what a person may experience. Please tick what might be relevant to the person or provide symptoms the person may display.
20	Does the person have communication difficulties, do they have difficulties expressing themselves or understanding others, How is the person's temperament, can they become agitated violent or aggressive? (physical or verbally) Is there anything that helps them self-regulate and return to a calmer state? Do they have any physical impairments, How is the person's judgment and decision making? Does the person panic if they get lost or if a stranger talks to them? These are just some examples and guidelines. Please provide whatever you feel necessary under this section.

TRAVEL AND ASSOCIATED LOCATIONS

21	Please provide details of vehicle the person might have access to; make, model, registration, colour. Or if the person uses a pedal cycle or other mode of transport.
22	Please provide details of travel passes, which mode of transport they frequent, (Bus, Train, Luas etc.) and details of which route they may favour, e.g. **BUS** or **TRAIN + DETAILS OF ROUTE**
23	Details should include places the person likes to visit, e.g. day care centres, churches / places of worship. Places of emotional sentiment e.g. a particular walking route, or building/location they used to visit.
24	Details of walking or mobility aids.
25	How does the person react to strangers? E.g. fear, stress, aggression, confusion
26	Has the person gone missing before? If yes, provide details of where the person was found, for how long was the person missing, did the person realise they had been missing?
27	Please provide details of previous home addresses.
28	Please provide all known information of previous workplaces addresses.
29	**Please include any additional information that may be of assistance.** Are there any upcoming plans they are aware of i.e. a family holiday or event? Are there any organisations/neighbours'/ local people/services the person might try to find or connect with i.e. local taxi service assisting with visits? It may be useful to include names of people, places they like, favourite pets that the person may react positively to.

Guidance for if the person goes missing.

- If the person this questionnaire relates to goes missing, carry out a quick cursory search of the home and surrounding area e.g. garden, shed, etc.
- If you are unable to locate them, **ring 112 immediately** – Ask for An Garda Síochána
- Inform An Garda Síochána that have a Herbert Protocol Questionnaire ready.
- Provide the Herbert Protocol Questionnaire to An Garda Síochána as soon as possible.