

## Saxons Orienteering Club

### Missing Persons Procedure

#### **Introduction**

Event organisers should be familiar with, and follow, the British Orienteering document “A missing competitor – Emergency Safety Procedures” (attached as an appendix 1). This Saxons document is meant to be used as an abbreviated check list and a means of recording information in real time during an incident.

Circumstances will obviously be different for different sized events and different terrains. This document refers to distinct roles of organiser, planner, controller and SI/registration teams which is appropriate for larger events but for smaller events these roles may be compressed into one or two people. However, the principles will remain the same.

#### **Preparation and Prevention**

The event risk assessment should have considered and addressed any specific issues relating to missing or injured persons (e.g. access for emergency services, mobile phone coverage, availability of search party etc.). The organiser should also ensure that appropriate maps, communication equipment and first aid kit are available.

It is usually assumed that control collectors will form any search party. Organisers should make this expectation clear before the event and ask them to be equipped for a search in potentially adverse weather conditions.

#### **Responsibilities**

It is the responsibility of the organiser to ensure that all competitors are known to have safely returned at the end of the event and also that all helpers are likewise accounted for. In practice managing a missing person incident will require all the event officials to work together under the leadership of the organiser.

#### **Routine safety checks**

Once everyone has started the SI team need to establish the exact numbers of starters on each course. This is best done by downloading the start and/or check boxes (see separate Saxons procedure for this), however if the event is strictly entry-on-the-day (and no opportunity for anyone to start without registering) then registration forms may be sufficient.

As competitors download, the SI team will keep a tally of those remaining out on course. Even before courses close the team should be aware of anyone who has been out for an unexpected length of time and alert the organiser. Once courses close a formal assessment needs to be made to decide whether everyone is safely accounted for and the organiser and controller informed.

It is possible that parents, partners or friends may alert the organiser about overdue people or there may be reports of someone having problems out on the course.

#### **Possible late or missing competitor**

Organiser must assess the situation to determine:

**Is the person really unaccounted for?** - did they really start? if so, how long ago? could they have forgotten to download? could this be a duplicate entry in Autodownload? have they been seen since their run?

**What do we know about this person?** - experience, age, usual speed, any known medical condition, what are they wearing?

**Situation** – weather now and forecast, remaining daylight, length of course, size of area?

**Initial checks and searches** – before escalating to a full search it is wise to check for predictable problems and do anything to reduce the search area. Consider the following:

- If the missing person is following any safety bearing where would they end up?
- Can you rapidly search the perimeter of the map (by car?)?
- Possible errors on their course, e.g. parallel error?
- Where could they have run off the map?
- What if they picked up the wrong map?
- Any particularly hazardous or remote areas?
- Get a pair to run the course? forwards or backwards?

There is understandable caution about raising the alarm and organising emergency services in response therefore the most difficult decision is to initiate the search. BO rules make it clear that the responsibility for this decision lies with the organiser. The reality is that this is likely to be a joint decision with the Controller and Planner.

If the decision is to wait when will this be reviewed?

In the case of a night score event it is likely that a search will need to be initiated very quickly before people disperse.

### **Preparing a full search**

Firstly, the organiser, planner and controller must agree the emergency search structure and responsibilities. The following roles must be fulfilled:

**Information** - usually SI/registration as they have access to event data and SI units

**Organisation** – usually the organiser as central person, should remain available at a central point

**Search** - usually the planner as they have best knowledge of the courses and terrain

**Overview** – usually the controller – keeping out of the detail

*Notes*

*1) The BO procedure suggests a different division of responsibilities which may be more appropriate for a very large event.*

*2) Where, for example, a controller is from a different club they may have different expectations of the procedures, close communication is essential.*

The remainder of this procedure takes the form of information gathering forms to act as a prompt and check-list.

Part 1 - INFORMATION on missing person and SI record.

Part 2 - ORGANISATION – event log

Part 3 - OVERVIEW

Part 4 - SEARCH LOG a two part form, half to be kept at base and half to go with the search team

## Emergency Plan Part 1 – INFORMATION

### Details of missing/injured person

Name	
Age	
Sex	
Club	
Course	
Start Time	
Experience	
Car Reg	
Any known medical conditions	
Any known injury	
Description, height/build/clothing?	
Alone or accompanied? Friends names....are they still here?	
Emergency contact name	
Emergency Phone	
Other information	

### Possible sources of information

<p>Registration form          Fabian4 competitor information spreadsheet          Fabian4 download of ICE questions          Reading SI boxes, Clear, Start, Finish and controls form the course.</p>	<p>Phone any contact numbers          Look person up in BO ranking to judge experience          Ask other people from their club          Cars in car-park</p>
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## Emergency Plan Part 1 – INFORMATION (2)

Data from SI

Dibber number SIAC or basic?	
Clear? Y/N time	
Start? Y/N time	
Finish? Y/N time	
How many controls on course?	Does SI box timing agree with clock time?
<b>Control number, Downloaded? Visited? Time?</b>	<b>Control number, Downloaded? Visited? Time?</b>
1	15
2	16
3	17
4	18
5	19
6	20
7	21
8	22
9	23
10	24
11	25
12	26
13	27
14	28

## Emergency Plan Part 2 – ORGANISATION – EVENT LOG (1)

Evaluation		Time
Name of missing person		
Who raised concern & reason?		
Last known sighting? Where they seen before? Ask around.		
Any special concerns? -Did they leave a medical form at registration? -Age, health, vulnerability? -Weather? Darkness?		
Search of immediate area -Assembly, parking, toilets		
Check for car in car park, keys at registration?		
Identify First Aider, keep them available.		
Inform and assemble event officials and potential search party.		
Attempts to contact ICE number		
<b>Initial Search</b>		
Initiate limited search of terrain. e.g.perimeter, run course backwards. - details in search log		
Collect some/all controls from course (leave flags in situ for navigation).		
<b>Review situation</b> Is it time to contact emergency services? If not now, when?		

## Emergency Plan Part 2 – ORGANISATION – EVENT LOG (2)

Escalation to Full Search		Time
Agree search strategy and responsibilities.		
Contact instructions (radio/phone) Report back time - details in search log		
<b>Review situation</b> Is it time to contact emergency services? If not now, when?		
<b>Contact with Emergency Services</b>		
Initial non-emergency alert (101)		
Police emergency may request Kent Search and Rescue for dog teams		
Incident number		
Meeting place, where, who?		
Ambulance? Where, who, access?		

**Emergency Plan Part 2 – ORGANISATION – EVENT LOG (3)**

<b>Wrap-up, Debrief and Recording</b>		Time
Ensure everyone locally knows the outcome (as appropriate).		
Contact and stand-down external bodies (as appropriate).		
Ensure all searchers and others are accounted for		
Any further controls, kites or equipment to be collected from the course?		
Keep record of all activities (i.e. this log)		
Complete BO Accident Report Form (as appropriate)		
Final outcome and initial observations.		

### Emergency Plan Part 3 – OVERVIEW

Missing person's friends and family -Ensure they are cared for and kept informed -They should not form part of the search party but remain at base to receive them back.	
Other helpers not immediately involved. -Ensure they are cared for and kept informed	
Watch for knock-on effects of delay in packing -up event.	
Does land owner need to be informed?	
Make arrangements for the return of items belonging to the missing person.	
In case of serious incident such as a fatality or a missing child then British Orienteering Chief Executive must be informed. Peter Hart (Chief Exec.) 07348 462432 BO Office 01629 583037	
Press and media All approaches from the media should be directed to the Police and the Chief Executive warned.	



**Emergency Plan Part 4 – SEARCH LOG** Fill-in both copies (there should be 8+ copies of this form available)

**Registration copy**

Search Team Details	
Names	
Search Area	
Instructions	
Time out	
Report back instructions (radio/phone)	
Time due back	
Contact numbers: Team:	

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**Team copy** – detach and take with search team

Name of missing person:

Search Team Details	
Names	
Search Area	
Instructions	
Time out	
Report back instructions (radio/phone)	
Time due back	
Contact numbers: Organiser:	