



IMPORTANT PARTICIPANT INFORMATION

- 1. All participants must fill out the car license number, personal contact numbers (home, cell) and emergency contact number(s) at the sign in sheet before starting a course.**
- 2. All participants must check out at the finish prior to departure.**

MISSING PARTY PROCEDURE

If a participant has taken a very long time to complete the course, the meet director should consider the possibility that the party is missing or injured.

- 1. CAR.** Look for the car license number¹ listed on the missing party's registration form at the parking area. If a car is found, assume that the party has not yet returned.
- 2. CALL.** Call the emergency contact telephone number(s) listed on the missing party's registration form. If located at home or by cell phone, then they are no longer considered missing. Remind them of the finish line policy.
- 3. CONTACT.** If the party still cannot be reached, use the emergency contact to gain more info about possible other plans after the meet or alternate locations. Avoid alarming the contact, since the party is not declared missing yet.

SEARCH AND RESCUE (SAR) PROCEDURE

- 1. Contact club leader(s).** Start documentation. Keep key people as soon as you consider a party missing. The president and board of directors are prepared to support the SAR effort. The meet director should also stay in contact with the emergency contact to exchange information.
- 2. Attempt to locate the party** by sending experienced club members on the missing team's course in both directions. Use whistles and call name often and listen to any response. Sound car horn to indicate finish location and to let them know that time is up. If they are found, they must be reminded of the cutoff time and brought back to the finish area. If they are injured, render care and arrange for transport. At least one club member (preferably the meet director) should stay at the finish area.
- 3. Call 911,** if the missing team is not found after a sufficient search effort. This will initiate the formal search with the proper authorities. NOTE: An official on-site search should only be initiated once it has been reasonably determined that the team is still out and cannot be located at home or by their emergency contact. Contact land manager, inform of situation.
- 4. Establish a Command Post:** Track resources. Assign responsibilities. Think ahead. Record.

IN CASE OF MISSING PARTY

¹ Or bicycle information. Note if the person did not drive or bike to the start.

1. Gather information about the party:

Who are they and how well are they prepared?

- Age? Name ?
- Experience level?
- Fitness level and general health?
- What are they wearing?
- Do they have a watch? Whistle ? Cell phone?

2. Think about the possible scenarios:

Where could they be missing? Establish a map for tracking search areas.

- What course were they on?
- Did anyone else on that course or other courses see them?
- How long have they been out?
- Where are the most likely places to go off the course?

Why is the party missing? They could:

- Be injured but conscious - able to respond to voice/whistle
- Be injured and unconscious - must be physically found
- Have run off the map
- Have been distracted, then become disoriented (common with young children, and people on courses too difficult for their ability)

3. Command Post functions: expands as incident expands. Document the effort.

Incident Commander: usually the Meet Director. Delegates, appoints others to duties, such as: recorder, logistics (H2O, radios, vehicles), plan and execution of search, communications, and/or liaison to agencies and land owners.

Board Member Contact Numbers:

President:	Trond Jensen	575-5706	Executive VP:	Dela Grey	242-4878
Secretary:	Kathy Farynairz	360-5016	Treasurer:	Dan Billman	345-1749
VP of Media:	Karen Bronga	333-0610	VP of Equipment:	Bill Johnson	952-0518
VP of Mapping:	Toby Schwoerer	444-4947	VP of Training:	Jen Joliff	348-0237
VP of Events:	Jill Follett	346-2294	VP of Events #2:	Mike Robinson	272-2246
VP of Membership:	Andrew Lee	562-2448	Member at large #1:	Joyce Goodell	348-0012
Member at large #2:	Regan Sarwas	230-0433	Member at large #3:	Chris Tomsen	696-1977