

IMPORTANT PARTICIPANT INFORMATION

- 1. All participants must fill out 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 number listed on the missing party's registration form at the parking area or for bicycle information. If the car or bicycle 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, remind participant of the finish line policy.
- 3. CONTACT.** If the party still cannot be reached, determine whether the emergency contact can provide more information about possible other plans after the meet or other places the party may be. Avoid alarming the emergency contact as the party has not been not declared missing yet.

SEARCH AND RESCUE (SAR) PROCEDURE

- 1. Contact club leader(s).** Start documentation. Ask experienced participants to remain as possible searchers as soon as you consider a party potentially missing. The president and board of directors is prepared to support the SAR effort. The meet director should maintain contact with the emergency contact in order 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 for response. Sound car or air horn to indicate finish location and to let participant know that time is up. If found, participant 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 a 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 Command Post:** Track resources. Assign responsibilities. Think ahead. Record what happens & when.

IN CASE OF MISSING PARTY

1. Gather information about the party:

Who are they and how well prepared are they?

- Name? Age?
- 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 and 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): 1) Serves as liaison to relevant agencies and/or landowners; 2) Assists in planning of search; 3) Delegates duties, such as recorder, communications, and logistics (H2O, radios, vehicles).