**Annex J-1 Missing Runner Checklist**

**Emergency and Search Plan**

**[A] Confirm missing**

Not downloaded [ ]

Started (MTR zero/startlist check) [ ]

Check car/other cars/other competitors [ ]

‘phone home/mobile (if possible) [ ]

Are we concerned? No [ ] If No, review situation at.........................

 Yes [ ]

If Yes: Check download [ ] & car [ ] again

 Confer with Controller [ ]

 Make initial contact with police (101) [ ]

 Agree when to contact police for search assistance [ ] (...................)

 Implement search, [B], below

**Emergency contact 🕿 numbers**. Team leader:

**Local Police:** called? YES/NO

|  |  |  |
| --- | --- | --- |
| Name | Mobile 🕿 | Team number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Information about missing person:**

|  |
| --- |
| Course |
| Name and age |
| Fitness level |
| Time out |
| Any known/perceived medical problems |
| Clothing participant is wearing |
|  |
|  |

**[B] Initial Search recall/return time=.............................(**sunset:............….)

Stop potential help leaving [ ]

Ask 1st aid & caterers to stay [ ]

Stop control collection [ ]

Get full description, **log** on pro-forma [ ]

Keep family member (etc.) in assembly [ ]

Organise car perimeter search\* **& log** [ ]

Organise backwards ribbon search\* **& log** [ ]

Organise forwards ribbon search\* **& log** [ ]

Competitor found [ ] **log & contact police** [ ]

Competitor not found by...........contact police [ ] (**& log**)

\*Searchers need radio, ‘phone, ‘phone list, whistle, (head) torch, map (course/OS), missing person description, agreed recall/return time ***and to leave their own ‘phone number (refer Radio Communications Plan (Annex O))***

**Preparations for search:**

❑ search area defined for each group out?

❑ whistles, torches, first aid kit, Search and Rescue kit, space blanket, water, extra clothing?

❑ briefing details:

1. Don’t touch any effects suspected of belonging to participant but note position and report (should search dogs be used later);
2. Pause frequently, looking ahead, backwards and to the side, calling out the person’s name. Don’t use whistles unless (5) and (6) below;
3. If you find participant and they require further assistance, use normal whistle call for help = 6 1s blasts at 1s intervals, repeat at 1 minute intervals;
4. If search over or called off, 10 short whistle blasts every minute;
5. If participant is found and cannot move, one searcher stays and one goes to base;
6. Return to base by the predetermined time.

|  |  |  |
| --- | --- | --- |
| **Preliminary search** | **Time out:** | **Time in:** |

Team 1: perimeter and/or a main track or ……….

Team 2: sweep of course of missing person in direction of course following likely route choices and other defined possible areas.

Team 3: sweep of course in reverse direction and other defined possible areas.