1.   ASSESS. Is a runner lost / missing or injured?

<div style="float:right">**INCIDENT PLAN**</div>

Scenario	Factors	Further Action
Runner injured and immobile	Weather and temperature Seriousness of injury Accuracy of reporting (location and state) Runners intent	**Log** details Conduct **Rescue** Be prepared to **Search** if runner is not found
Runner injured but mobile	Accuracy of reporting Runner's planned route back Distance involved Weather	Confirm location of injured party and intended route. Send safety team with comms to assist runner back to registration.
Runner 'not accounted for' but no one reported missing	Runner may have not started after registering. Runner may have failed to download.	If no one reported missing and no cars unaccounted for then assume that runner failed to download or did not start. Check event area while bringing in controls.
Runner 'overdue'. Been out for up to double time expected	Check with friends: • Did runner actually start? • Did runner return but fail to download?	Establish a time at which the runner will be considered 'lost' and at which time **Search** will start
Runner 'lost' been out for more than double intended time or past course closed time	Assumed runner is injured or incapacitated	**Log** details Start **Search**

2.   SEARCH. When a runner is probably lost or injured.

Establish search centre	Responsibility for making this decision rests with the organiser, but taken in conjunction with the planner / controller. Assign tasks.
Conduct hasty search	While main search is being planned. Warn control collectors to look out, send swift runner, perhaps with loudspeaker.
Identify search method	Establish course details from planner. Record course, route, (probable) start time, possible options for becoming lost, possible areas for a bad fall. Consider missing person's course, terrain and searchers available. **Log** method, designated areas and search teams to areas.
Prepare searchers	Issue torches, comms, maps, whistles, compass, warm kit. Retain rescue kit at search centre.
Impose control measures	Comms plan, cut off time, time per search area.
Conduct search	Log search pattern and searched areas.

3.   RESCUE. Once missing person is located

Deploy	1st aid equipment, medic and helpers to scene.
Reassure	Comfort and protect runner who will be worried, disorientated, tired, hungry and cold. The missing person must not be left alone or made to feel guilty.
Stabilise	Administer basic treatment to prevent worsening of condition and to enable evacuation.
Evacuate	Only attempt to move the missing person if the this can be achieved without exacerbating any injury or adding risk to the search team otherwise call for emergence services

4.   MANAGE. A serious incident when emergence services are required.

Be prepared to brief emergence services on what has happened, what action has been taken so far, what documentation is being maintained.
Support Emergency Services until the incident is over. Additional volunteers may be needed
Account for all those involved in the search
All organisations informed need to be informed that the search has ended, including families / friends.

5.   FOLLOW UP. After the event:

Fill in the BOF Incident Form, ideally before people disperse
Make a measured examination of the incident with all involved to ensure a clear understanding of what actually happened and what, if anything, should be learned.

SAFETY EQUIPMENT

Search Eqpt	Medical Pack	Rescue Pack
Maps (event and OS)	Disposable gloves	Survival bag, foil blanket
Mobile phones / radios	Neck collars, various size	Stretcher, pillow, blanket, rollmat
Mobile phone numbers list	inflatable splint, tubigrip	Long-johns & long sleeved vest.
Compass and whistle	Antiseptic cream	Fleece top, hat, socks
Head torches and batteries x 4	Tweezers/ scissors	High energy food
Cylumes	Adhesive tape, wound dressing,	Flask of hot water
Pocket resuscitation mask	Pocket Resuscitation Mask	Water bottle
Emergency food	Strapping and triangular bandages, filed dressings	Hi vis vest
	Ice packs	

ORGANISATION TASKS

Role	Responsible	Tasks
Command	Controller	• Command and Control. Oversight not detail. Make key decisions. • Plan next contingency option. • Mediate in dispute.
Search	Organiser	• Organise search plan. • Issue search equipment and control medical equipment. • Provide maps of course, key for access routes, SI key. • Coordinate search. Record & report progress
Liaison	Planner	• Inform Emergency Services (Police, Ambulance, Mountain Rescue). Obtain Incident Ref No. • Inform family, landowner, BOF Office. • Handle media if necessary. • Manage remainder of event.
Information	Registration	• Open and keep log. • Call out other club members to help. • Organise catering for search all involved.

SEARCH METHODS

Course Backwards	Limited utility if considerable route choice exists
Perimeter Check	Used if area is bounded by tracks and roads. Despatch searcher on a quick tour by vehicle / foot to check for the missing runner.
Sectoring	Divide terrain into areas, bounded by features. Allocate searchers to areas and sweep systematically. Slow and labour intensive.
Ribbon Searching	Covers linear features and the land on either side. If missing person is using whistle then chance of being heard from linear feature exists.

INCIDENT LOG

Missing / injured person

Full Name		Age	
Sex		Description – height/build/appearance	
NOK		Associate (at event)	
Home telephone		Mobile	
VRN		Clothing	
Address			
Course		last know position	
orienteering prowess		robustness, fitness	
known injuries / illnesses		Whistle – Yes/No	

Event

Location:		Date:		Event Type:	
Controller				Tel:	
Planner				Tel:	
Organiser				Tel:	
Police Tel Nos:					
Hospital Tel Nos:					
Police Incident Reference Number:					

Search

Search team (names)	Phone No	Method	Sector	Time out	Time in

Timings

Time	Event	Reported by	Action
Reported Missing:			
Runner's Start Time:			
Estimated Finish Time:			
Controller Notified at:			

Media Contact:			
Family Notified:			
Police Arrived:			
Competitor Found:			
Competitor Evacuated:			
BOF Office Notified:			