TVOC Missing Competitor Search Plan

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# Purpose of this document

This document states how a missing (or injured) competitor is to be found and recovered at any TVOC orienteering event.

The following terms are used in this document:

**Process:** A series of steps that must be followed, with instructions where necessary

**Checklist:** A list of items required or points to be considered. Used as a reminder

**Search Record:** Log of important information, actions and timings

Process steps are down the left-hand side of the document (with additional instructions as required).

The right side of the document is reserved for templates and checklists to be completed on an ongoing basis. Completed templates and checklists will document the search record. Appendices 2 and 3 are used to repeat key information of event location, and event contact details. Appendix 4 contains extra space to collect initial competitor information should more than one competitor go missing.

# When There is Concern about a Missing or Injured Competitor

## Competitor Information (duplicate copies of this sheet are in Appendix 4. below if > 1 competitor missing)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Process Steps** | **Checklists and Search Record** | | | |
|  |  |  |  |  |  |
| **1.** | **Confirm the competitor is actually missing** | **Initial competitor information:**   * Name * Club * Age * Course * Start Time * Experience |  | |  |
| **Checklist** | **Tick** | **Comments / Additional Information** | **Time** |
| Confirm competitor not finished? |  |  |  |
| Confirm competitor not Downloaded? |  |  |  |
| Confirm competitor started (check Start and Check stations)? |  |  |  |
| Check cars / other competitors or clubmates / key box |  |  |  |
| Competitor confirmed (or assumed) to be missing? |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Checklist** | **Tick** | | **Comments / Additional Information** | **Time** |
| **2.** | **Contact competitor using contact details from SI Entries** | Obtain competitor contact details etc. from SI Entries |  | |  |  |
| Contact competitor on home and mobile number |  | |  |  |
| Contact made with anyone? |  | |  |  |
|  | | | | | | |
| **4.** | **Delay or suspend Control Collection**   * Default is **not** to collect (particularly large areas and/or adverse weather) * Organiser can over-ride (with good reason) | Control Collection stopped? | Yes  No | |  |  |
|  | | | | | | |
| **5.** | **Are we seriously concerned** |  | | | | |
|  | No | Give details as to why not |  | | |  |
| Specify time for next review: |  | | |  |
| Specify time for next review: |  | | |  |
| Specify time for next review: |  | | |  |
|  | | | | | | |
| **6.** | **Are we seriously concerned?** |  | **Tick** | | **Comments / Additional Information** | **Time** |
|  | Yes | Give details as to why |  | |  |  |
|  |  | Contact Police on 101 to brief them of the situation and our concerns |  | |  |  |
|  | | | | | | |
| **7.** | **Collect all available information about missing person** | **Full Competitor Information** | | | | |
| Name | |  | | |
| Age | |  | | |
| Sex | |  | | |
| Course | |  | | |
| Start Time | |  | | |
| Club | |  | | |
| Orienteering Experience | |  | | |
| Fitness level | |  | | |
| Travelled with / in / entered by | |  | | |
| Known/perceived medical problems | |  | | |
| Clothing worn | |  | | |
| Phone number(s) we have for them | |  | | |
| Other information | |  | | |
|  | | | | | | |

## Initiating a Search

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8.** | **Initiate initial search** | **Checklist B** | | **Tick** | **Comments / Additional Information** | | | **Time** |
| Stop potential help leaving (e.g. control collectors, club members etc.) | |  |  | | |  |
| Ask First Aid to stay | |  |  | | |  |
| Ask café to stay | |  |  | | |  |
| Delay control collection.  If started, give serious consider stopping control collection. | |  |  | | |  |
| Keep family members in Assembly area | |  |  | | |  |
| Organise car perimeter search (if sensible) | |  |  | | |  |
| Organise backwards course check | |  |  | | |  |
| Organise forwards course check | |  |  | | |  |
| Competitor found? | |  |  | | |  |
| Other information | |  | | | | |
|  | | | | | | | | |
| **9.** | **Search Team Information** |  | **Team 1** | | | **Team 2** | **Team 3** | |
| Team Leader’s name |  | | |  |  | |
| Team Leader’s phone number |  | | |  |  | |
| Type of search to conduct |  | | |  |  | |
| Time to return to base |  | | |  |  | |
| Accompanying team members |  | | |  |  | |
| Other team members’ phone numbers |  | | |  |  | |
| Start point of search |  | | |  |  | |
| End point of search |  | | |  |  | |
| Route of search |  | | |  |  | |
| Method of transport  (run, walk, car etc.) |  | | |  |  | |
| Info for Search Team (completed) |  | | |  |  | |
| Time Out |  | | |  |  | |
| Time Back |  | | |  |  | |
| Time Competitor found |  | | |  |  | |
| Other information |  | | |  |  | |
| Kit List for Search Teams to consider taking |  | **Team 1** | | | **Team 2** | **Team 3** | |
| Mobile Phone |  | | |  |  | |
| W3W app |  | | |  |  | |
| Radio where available |  | | |  |  | |
| Contact phone list |  | | |  |  | |
| Whistle |  | | |  |  | |
| Emergency rucksack (?) |  | | |  |  | |
| Reflective gilet |  | | |  |  | |
| Torch |  | | |  |  | |
| Map: All control/course |  | | |  |  | |
| Map: OS |  | | |  |  | |
| Description of person |  | | |  |  | |
| Food/water |  | | |  |  | |
| Info for Search Team |  | | |  |  | |
|  | | | | | | | | |

## 

## Competitor Found

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Tick** | **Comments / Additional Information** | | **Time** | |
| **10.** | **When Competitor has been found** | Conscious? |  |  | |  | |
| Injured? |  |  | |  | |
| Extent of injures / condition |  |  | |  | |
| Precise Location |  |  | |  | |
| Can they walk back to safety? |  |  | |  | |
| Update Police on 101 |  |  | |  | |
| Stand Down all search teams etc. |  |  | |  | |
| What is happening to competitor now? |  | | |  | |
|  | | | | | | | |
|  |  |  | | **Tick** | **Comments / Additional Information** | | **Time** |
| **11.** | **Review Situation** depending on:   * Competitor not found after initial search(es) * Competitor found, but injured / unconscious / immobile * Competitor found but mobile | Wait for competitor to return with search team | |  |  | |  |
| Does competitor need recovery? | |  |  | |  |
| Send other kit to casualty? (E.g. clothing, water, First Aid kit, defibrillator) | |  |  | |  |
| Send First Aid team to casualty? | |  |  | |  |
| Contact Police on 999? | |  |  | |  |
| Contact Ambulance service on 999? | |  |  | |  |
| Other actions? | |  |  | |  |
|  | | | | | | | |

## Next Phase of Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **12.** | **Details of next phase of plan (if necessary)** |  | **Tick** | | **Comments / Additional Information** | | **Time** |
| Emergency Services Contacted? |  | |  | |  |
| Details of contact made (names, etc.) |  | | | |  |
| Agreed Actions |  | | | |  |
| Other Information |  | | | | | |
| **13.** | **Has his become a Serious Incident?**  Other necessary actions |  | **Tick** | **Comments / Additional Information** | | **Time** | |
| Inform British Orienteering CEO |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  |  | |  | |

# Appendix 1: Information Sheet for Search Team to take (6 copies needed)

Team Number……………………………… (Perimeter......Forwards……Backward......)

Searching for………………………………...........................................(name)

* Organiser’s ‘phone with W3W #1.…………………………….......................
* Organiser’s ‘phone with W3W #2.……………………………......................

**Return to base by:**

**Equipment:-** ‘Phone with W3W, Whistle, Reflective gilet/bib/coat, (head)torch, course map, all controls map, OS map, emergency rucksack, radio (if available), clothing, food/water

**Procedure:-**

* Don’t touch any effects which might belong to the missing person. Note position & report. (Search dogs may be used later.)
* Pause frequently, looking ahead, backwards & to the side. Call out the person’s name. Don’t use whistle, except as below.
* If you find missing person, give reassurance and First Aid if applicable.
* If further assistance is required phone or use normal whistle call for help, = x6 1second blasts at 1second intervals. Repeat at 1 minute intervals. If necessary, send partner back to base with location in phone.
* If search is over or called off, phone or x10 short whistle blasts every minute.
* **Don’t forget to leave your ‘phone number**
* **(and to take a ‘phone with W3W with you!)**

# Appendix 2: Event Location Details

< Cut and paste full details from Risk Assessment, or other documentation here >

# Appendix 3: Event Team Contact Details

< Cut and paste contact details of TVOC and other key personnel here >

# Appendix 4: Print spare copies of this form for when > 1 competitor is missing

**2.1 Competitor Information (duplicate copies where > 1 competitor missing)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Process Steps** | **Checklists and Search Record** | | | |
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| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Checklist** | **Tick** | | **Comments / Additional Information** | **Time** |
| **2.** | **Contact competitor using contact details from SI Entries** | Obtain competitor contact details etc. from SI Entries |  | |  |  |
| Contact competitor on home and mobile number |  | |  |  |
| Contact made with anyone? |  | |  |  |
|  | | | | | | |
| **4.** | **Delay or suspend Control Collection**   * Default is **not** to collect (particularly large areas and/or adverse weather) * Organiser can over-ride (with good reason) | Control Collection stopped? | Yes  No | |  |  |
|  | | | | | | |
| **5.** | **Are we seriously concerned** |  | | | | |
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| Specify time for next review: |  | | |  |
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|  | | | | | | |
| **6.** | **Are we seriously concerned?** |  | **Tick** | | **Comments / Additional Information** | **Time** |
|  | Yes | Give details as to why |  | |  |  |
|  |  | Contact Police on 101 to brief them of the situation and our concerns |  | |  |  |
|  | | | | | | |
| **7.** | **Collect all available information about missing person** | **Full Competitor Information** | | | | |
| Name | |  | | |
| Age | |  | | |
| Sex | |  | | |
| Course | |  | | |
| Start Time | |  | | |
| Club | |  | | |
| Orienteering Experience | |  | | |
| Fitness level | |  | | |
| Travelled with / in / entered by | |  | | |
| Known/perceived medical problems | |  | | |
| Clothing worn | |  | | |
| Phone number(s) we have for them | |  | | |
| Other information | |  | | |
|  | | | | | | |