

Document ID PR-07-02	Title Missing Person	Effective Date 5 Jan 2015
Revision 0	Prepared By Policy Committee	Date Prepared 28 Dec 2014
	Approved By Board of Directors	Date Approved 5 Jan 2015

Purpose: The Club will endeavour to inform skiers that trails are used at their own risk and in the event that a person is reported as missing will search for that person with the assistance of emergency personnel as required.

Definitions: Club: Walden Cross Country Fitness Club

Procedure:

In the event that a person/persons is reported missing on the trails, the chalet attendant will be the search leader or will designate a search leader to conduct the search.

The Search Leader will:

- 1) Complete an missing person checklist (Appendix A) and collect information: person reporting, missing person's name, gender, approximate age, description of their clothing, the location last seen, time last seen, planned route, favourite route, skiing ability, fitness level, contact information (individual, parent/guardian), etc.
- 2) Remain at Chalet and coordinate search.
- 3) Document all activities – personnel involved and the search patterns on the Search Form and search progress using trail maps.
- 4) If the missing person is a child and there is potential for a serious incident, the leader will immediately contact 911 and the parent/guardian to report the incident.
- 5) Organize searches as required and as detailed below:

Preliminary Search

The leader will assign someone to complete a search of the immediate area around the chalet including: fitness centre, washrooms, parking lot and stadium area. Attempt to contact the individual by cell phone and at home if available. Once these areas have been checked, all searchers should return to Chalet to prepare for a more detailed secondary search.

Secondary Search

- One possible plan is to have the searchers proceed in teams of two and assigned specific trails.
- Copies of trail maps shall be made available for searchers to use.

- To ensure an organized search, trails that are actively being searched or have already been searched, shall be marked on a master trail map in the Chalet. When possible, Chalet staff will be delegated to do this.
- If the searcher is also trained in first aid, the searchers should take a first aid fanny pack while searching to be able to attend quickly if required.
- It is important to initiate a search quickly. Search the highest probability trails first.
- Searchers should have a means of communication available in order to communicate with the search leader. Many people will have cell phones and these could be used to communicate with the chalet. The club house attendant will ensure that portable radios are kept charged at all times and made available to searchers if required. Headlamps should be provided to searchers if search is conducted near/after dark.

The Search Leader will document all actions with the following using the Search Form in Appendix B:

- Searcher's name, cell phone, trail/area searching, time out and time return.
- Each searcher must be given a return time for route completion.

Snowmobile Search

- Refer to PR-07-01 Emergency Responses Plan for snow machine operator phone numbers.
- A snow machine search will only be conducted by trained volunteers or staff at the request of the search leader. If a snow machine operator can not be found, the Chalet Attendant can assign a responsible person to remain in the Chalet as the Search Leader and the Chalet Attendant can operate the snow machine.
- When searching by snowmobile, the searcher should stop and turn off the engine every few minutes. Use a whistle to signal the missing person. Give a 3 to 4 second blast, then listen for a minute. Cup your ears, if necessary. The missing person may be hypothermic and slow to respond. Response could be faint.
- Check for lost items on the trail or fresh shortcuts to other trails.
- Stop and ask other skiers if they have seen somebody who may be the missing person.
- When returning to the chalet, report to the search leader and make sure the area you searched is marked on the map.

Involvement of Emergency Services

- Refer to PR-07-01 Emergency Responses Plan for site information and phone numbers.
- Police or other emergency services may be called in at any time, but it is suggested that a secondary search be carried out first. It will be up to the Search Leader's discretion when to seek more assistance.
- Safety is paramount. Keep in mind that few people are prepared for a lengthy stay outside. Younger and older people may be more prone to exposure in a cold environment.

Follow Up:

- If the person is injured follow procedure PR-07-03 Injured Person.
- Notify the Chalet Manager and Club President when practical.
- Replace maps that may have been removed from the Emergency Plan Package.
- Chalet Attendant to complete and file an Incident Report (Appendix C) after the incident.
- Completed forms should be given to the Chalet Manager as soon as possible.
- Debrief after the incident to discuss concerns and improve procedures for the future.
- Review this procedure annually to ensure it remains current.

Other Club Policies and Procedures that Relate to this Procedure:

- PL-07 Health & Safety Policy
- PR-07-01 Emergency Response Plans
- PR-07-03 Injured Person

Revision History:

Revision	Date	Description of Changes	Requested By
0	5 Jan 2015	Approved by Board	Policy Committee

APPENDIX A: Missing Person Form

WCCFC - MISSING PERSON	
REPORTING INFORMATION	
Reported by:	
Date of report:	Time of report:
Form completed by:	
PERSONAL INFORMATION	
Name of missing person:	
Club Member Day-Fee User Employee - Circle One	
Location last seen:	
Time last seen:	Gender:
Age:	Cell #:
Skiing Ability:	Fitness level:
Describe clothing:	
Planned route:	
Favourite route:	
CONTACT INFORMATION	
Parent or Contact Names:	
Phone Numbers:	
SEARCH INFORMATION	
Search Leader:	
Primary Search Completed? Yes No	
Start:	Finish:
Secondary Search Completed? Yes No	
Start:	Finish:
Snow Machine Search Completed? Yes No	
Start:	Finish:
Was 911 called? Yes No	Time of Call:
Time of emergency personnel arrival:	

APPENDIX B: Missing Person Search Form

Date:				
Search Leader:				
Searcher	Cell Phone	Area Assigned	Time Out	Time In

APPENDIX C: Incident Report Form**APPENDIX C**
ANNEXE C**SPECIAL INSTRUCTIONS*****Instructions spéciales pour la sauvegarde des rapports d'incidents***

Report all incidents promptly, regardless of how trivial they may seem.

Treat the injured person with courtesy and sympathy, but do not admit liability or make any commitments.

Do not attempt to render first aid, except to make the injured person as comfortable as possible.

If the person is rendered unconscious, call the police or emergency hospital. If the person is conscious and the injury requires immediate medical attention, let the injured person name the doctor to be called. Never engage the service of a doctor without the consent of the injured person.

Get the names and addresses of all witnesses. Do this in a way that will not magnify the seriousness of the accident.

Inspect the place of the accident and the cause and conditions surrounding it. If possible, remove or have the cause removed immediately to prevent further accidents. Screen off or otherwise protect the area while clean-up is made. If there is no apparent reason for the accident, try to get the witnesses to inspect the scene.

Do not discuss the accident with anyone outside the company except representatives of Jardine Lloyd Thompson after they have identified themselves. Co-operate with them in every possible manner. Caution any employees who may have witnessed the accident that that are likewise not to discuss it with outsiders.

Vous devez rapporter tous les accidents sans délai, peu importe leur gravité.

Le blessé doit être traité avec courtoisie et compassion, mais vous ne devez engager à rien, ni admettre votre responsabilité.

Il ne faut pas essayer d'administrer les premiers soins, uniquement réconforter le blessé.

Si le blessé est inconscient, appeler la police ou l'ambulance. S'il est conscient et que des soins médicaux sont nécessaires, laissez le blessé choisir le médecin à prévenir. Ne pas avoir recours aux services d'un médecin sans le consentement du blessé.

Il est important de noter les noms et adresses de tous les témoins, mais il faut éviter d'utiliser une attitude qui pourrait amplifier la gravité de l'accident.

Vous devez inspecter les lieux et examiner les causes et les circonstances de l'accident. Au cas où d'autres accidents risqueraient de se produire, il faut tenter d'éliminer toute cause de danger. Vous devez baliser ou protéger l'accès de la zone de l'accident pendant qu'on la nettoie. Au cas où l'accident n'aurait pas de cause évidente, il peut être utile de demander aux témoins d'inspecter les lieux.

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Il ne faut pas discuter des circonstances de l'accident, excepté avec les représentants de Jardine Lloyd Thompson, une fois que ceux-ci ce sont fait connaître. Vous devez alors collaborer avec eux de votre mieux. Tous les employés témoins de l'accident doivent également être prévenus de ne pas discuter des détails avec des étrangers.

Report completed by Rapport rempli par	NAME/NOM	_____
	SIGNATURE	_____
	DATE	_____/_____/_____ DAY MONTH YEAR

This report is prepared in contemplation of litigation and is to assist in the defence of the problem incident, accident or claim referred to herein. The accident report should be completed in the case of all injury to non-competitors, in the case of injury to competitors requiring hospitalization irrespective of whether it occurred in training or competition.

When an accident occurs, get full details and enter them on this form. Use the completed form as the basis to report the accident by telephone immediately to Jardine Lloyd Thompson's office by giving them all the information. Make two copies, keep a copy on file for at least two years, send a copy to Canadian Snowsports Association and Cross Country Canada, and send the original directly to the Jardine Lloyd Thompson office within 24 hours after the incident.

Ce rapport est rédigé en prévision d'un litige pour documenter la défense de l'incident, accident ou réclamation dont il est question dans ce document. Le rapport d'accident doit être complété toutes les fois qu'un skieur récréatif et/ou compétitif subit des blessures nécessitant l'hospitalisation, que ce soit lors de compétition ou entraînement.

Lorsqu'un accident se produit, veuillez recueillir tous les détails et complétez le formulaire. Utilisez les renseignements recueillis sur le formulaire afin de rapporter l'accident immédiatement par téléphone, au bureau de Jardine Lloyd Thompson. Faites trois copies du formulaire. Gardez-en une en filière pour une période d'au moins deux ans et faire parvenir les deux autres copies à l'Association Canadienne des Sports d'Hiver et Ski de fond Canada et faire parvenir l'original directement au bureau de Jardine Lloyd Thompson et ce, dans les 24 heures suivant l'accident.

1. Canadian Snowsports Association
c/o David Pym
Suite 202, 1451 West Broadway
Vancouver, BC
V6H 1H6
Tel: 604-734-6800
Fax: 604-669-7954

2. Jardine Lloyd Thompson Inc.
c/o Jamie Curran, CIP &
Margaret McWilliams
16th floor, 1111 West Georgia St.
Vancouver, BC
V6E 4J2
Direct Phone: 604-609-5551 (Jamie Curran)
Direct Phone: 604-640-4251 (Margaret McWilliams)
Fax: 604-682-3520

3. Cross Country Canada
c/o Cathy Sturgeon
100-1995 Olympic Way
Canmore, AB
T1W 2T6
Tel: 403-678-6791 ext. 36
Fax: 403-678-3885



**MUST BE COMPLETED BY THE TD OR PERSON IN CHARGE
DOIT ETRE COMPLÉTÉ PAR LE DT OU LA PERSONNE EN CHARGE**

Insurance Assurance	Policy Holder Titulaire de police	CANADIAN SNOWSPORTS ASSOCIATION POLICY NO: No DE POLICE DE L'ASSOCIATION CANADIENNE DES SPORTS D'HIVER:
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Location of Accident SKI AREA
STATION DE SKI _____

Lieu de L'accident OWNER OF PREMISES
PROPRÉTAIRE DES LIEUX _____

OCCUPANT IN CONTROL
OCCUPANT EN CHARGE _____

CONTACT PERSON
NOM DE LA PERSONNE À
CONTACTER _____
NAME/NOM

ADDRESS/ADRESSE _____

ADDRESS/ADRESSE _____

() _____
TEL

DOES OCCUPANT LEASE DIRECT FROM OWNER OR ANOTHER (ATTACH COPY OF LEASE)? L'OCCUPANT DÉTIENT-IL SON BAIL DIRECTEMENT DU PROPRIÉTAIRE OU D'UNE TIERSE PERSONNE (JOINDRE UNE COPIE DU BAIL)? _____

Accident or Occurrence DATE ____ / ____ / ____ TIME ____ TRAIL ____
Accident ou Événement DD MM YEAR HEURE PISTE

SKI CLUB
CLUB DE SKI _____

NAME OF THE COMPETITION OR
TRAINING ACTIVITY _____
NOM DE LA COMPÉTITION OU ACTIVITÉ _____

NAME OF THE RACE CHAIRMAN OR
PERSON IN CHARGE _____
NOM DU DIRECTEUR DE L'ÉPREUVE OU DE LA PERSONNE RESPONSABLE _____

ADDRESS/ADRESSE

ADDRESS/ADRESSE

() _____
TEL.

DATE INSURANCE COMPANY NOTIFIED _____ BY WHOM/ _____
PREMIER AVIS À LA COMPAGNIE D'ASSURANCE AVISÉ PAR

Injured Person
Personne Blessée

NAME/NOM _____ AGE _____ SEX/SEXE _____

ADDRESS/ADRESSE _____

() _____
TEL

STATUS: COMPETITOR _____ OFFICIAL _____ SPECTATOR _____
COMPÉTITEUR OFFICIEL SPECTATEUR

CLUB/AFFILIATION _____ DIVISION _____

COUNTRY/PAYS _____

Nature of injury
Description de la
Blessure

Description of
Accident or
Occurrence:
Description de
L'accident/événement:

Weather condition at
time of accident:
Conditions
Météorologiques au
moment de l'accident:

Probable cause of
Accident:
Raison probable de
l'accident ou de
l'événement:

First Aid Given:
Premiers soins

NATURE OF TREATMENT/NATURE DU TRAITEMENT

MEDICATION GIVEN/MÉDICAMENTS DONNÉS

BY WHOM/ADMINISTRÉ PAR

HOSPITAL:
HOPITAL:

NAME OF HOSPITAL/NOM DE L'HOPITAL

METHOD OF TRANSPORTATION/MÉTHODE DE TRANSPORT

Doctor in attendance/Médecin traitant: _____

Witness:
Témoïn:

NAME/NOM

ADDRESS/ADRESSE

() _____
TEL.

2nd Witness:
2ième Témoin:

NAME/NOM

ADDRESS/ADRESSE

()
TEL.

Report of the TD:
Rapport de DT:

NAME/NOM

ADDRESS/ADRESSE

()
TEL.

Property Damage:
Dommages Matériels

OWNER/PROPRIÉTAIRE

ADDRESS/ADRESSE

DESCRIPTION OF PROPERTY/DESCRIPTION DES BIENS

ESTIMATED COST OF REPAIR OR REPLACEMENT/COÛT ESTIMÉ DE LA RÉPARATION/REPLACEMENT

Other Insurance:
HOPITAL:

INSURER/ASSUREUR

POLICY NO.

TYPE OF POLICY

**COMPLETE THIS FORM WHEN A MAJOR ACCIDENT OCCURS
REPLISSEZ CE FORMULAIRE POUR TOUT ACCIDENT GRAVE**

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>FULL COURSE/ PISTE COMPLÈTE</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>SHOW WHERE ACCIDENT HAPPENED / INDIQUEZ À QUEL ENDROIT A EU LIEU L'ACCIDENT</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>SHOW HOW ACCIDENT HAPPENED/ INDIQUEZ DE QUELLE FAÇON L'ACCIDENT EST SURVENU</p> </div> <p>INDIQUEZ OÙ SE TROUVENT LES PORTES</p>		
	<p>PROFILE / PROFIL</p>		
	<p>STEEP/ABRUPT</p>	<p>MEDIUM/MOYEN</p>	<p>FLAT/PLAT</p>