

Introduction

A person who does not check in at the by the expected time, or who does not show up when expected, may be lost and or injured.

Emergency Response Steps

Step 1: Recognize the Problem

- If you have reason to believe that a person may be lost, hurt or stranded, you need to initiate appropriate action.
- If you have any means to potentially contact the person, try it before initiating a search.

Step 2: Evaluate the Situation

- Is hypothermia a reality and a big concern?
- Is lack of daylight a threat to the search?
- Bears or other wildlife?
- Could the person be hurt?
- How prepared is the individual (communication, knowledge of survival, first aid, water, food)?
- Gather information from the co-workers of the last known location of the missing person and are there other workers in the same area as the lost person?
- What, where, when was the last known contact with the missing person?
- What was the last known activity of the missing person?
- What was the last know equipment and provisions that the missing person had on hand?

Step 3: Take Control

- Determine the designated Search Coordinator.
- The designated Search Coordinator will be familiar with the field location of the lost person and will form a search/rescue team to look for the lost person. Do you go by road or helicopter?
- Contact a helicopter if enough daylight is available and arrange for rescue team to meet at the helicopter. Before using a helicopter, the rescue team must be trained in helicopter safety and boarding techniques.
- The designated Search Coordinator will also advise the RCMP and the local Search & Rescue Team and maintain communication throughout the search.

Emergency Response Steps (continued)

Step 4: Call out for Help

- Dispatch the search/rescue team to the last known location of the lost person.
- Search/Rescue Team must have:
 - At least two individuals,
 - At least one person must have their Level 1/ Standard First Aid Certificate or better,
 - At least 2 to 3 hand held radios/cell phones,
 - First aid equipment kit, blankets,
 - Maps (preferably ortho photos) of the general location of the missing person,
 - Bear protection, and
 - A spine board and straps.

Step 5: Take Action

- If the lost person is known to be traveling by pick up, once the vehicle has been located, notify the designated Search Coordinator of its location who will advise the local Search and Rescue Team and RCMP that the initial search is underway.
- The Search Coordinator is to deploy small teams of people in the last known area(s).
- Each search team should be equipped with:
 - Fully fueled trucks and quads,
 - Compasses,
 - Two-way communication devices,
 - Maps, air photos and/or orthographic maps,
 - First aid equipment,
 - Flashlights, and
 - Extra food and water.
- Search teams are to regularly report their locations to the Search Coordinator.
- If the lost person is not located in a reasonable amount of time, the local Search & Rescue Team and the RCMP will be advised and will take over the search.

Step 6: Follow – up

- If you have located the lost person, notify the designated Search Coordinator.
- The designated Search Coordinator will advise the local Search & Rescue Team, authorities and other staff members.
- Review incident at the next safety meeting to learn from the experience.
- Evaluate the emergency response using the *Emergency Response Record* form.