

Lost Participant (s)

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| Division: | Parks and Recreation | Approved by: | Parks and Recreation Directors |
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Policy Statement

Parks and Recreation Division will ensure that a Lost Participant Emergency Plan(s) is developed specific to program location(s). For Division programs where there are a large number of Participants, Staff **MUST** do head counts on a regular basis, during transitions and especially prior to an emergency evacuation, to ensure that there is an immediate awareness of missing Participant(s).

Lost Participant Emergency Plan

A Lost Participant Emergency Plan must be in place to search for lost Participants. All Staff **must** be properly oriented and **trained** on this policy and procedure.

It is the responsibility of Full-Time Recreation Staff, together with the On-Site Senior Staff, to develop a "Site Specific Lost Participant Emergency Plan" before the program commences for all areas being utilized.

On-Site Senior Staff and the Program Staff will develop a Search Plan for all areas where Participants are taken.

Program Staff must do head counts on a regular basis, particularly during transitions, to ensure that there is an immediate awareness of any missing Participant(s).

Search Coordinator

Before the commencement of the program, the On-Site Senior Staff is appointed the Search Coordinator. A second Staff should be appointed as a Secondary Search Coordinator in case the On-Site Senior Staff is absent when the incident occurs.

Guidelines for Implementing a Search Plan

Search Coordinator must take appropriate action in order to "free up" Staff to commence the search and have remaining Staff contain and control program activity.

Search Coordinator will ensure that all leaders of groups on-site do head counts and remain on alert until Participant(s) is/are found.

Page/contact Direct Supervisor, request they stand-by.

Ensure that Full-Time Recreation Staff are notified.

Ensure that the Staff conducting the search have a good description of the Participant(s), including medical information, before commencing.

Conduct search throughout the building and grounds. Request any keys necessary to check all rooms. This includes rooms not used by the program, washrooms, storage areas, etc. Once a room has been thoroughly searched, have that room locked immediately so that no one may gain access.

Report to the Direct Supervisor the progress that is being made after the complete search of the buildings and grounds.

If participant(s) is/are not recovered in a timely fashion during the preliminary search, at the discretion of the Supervisor of Recreation and Facilities call Parents/Guardians or family and the police.

At a waterfront site location, search water area first with the Aquatic Staff taking the primary search role. Please see [Aquatic Policies, Procedures and Operation Manual](#) for more detail.

Call the Media Hotline number and follow proper protocol
As detailed in the [Media Policy](#).

When the Participant(s) is/are found, document and complete proper forms.

Full-Time Recreation Staff must de-brief with the Program Staff, participant(s), Parents/Guardians or Family and identify any supports needed.

Program Staff Role

Program Staff must do head counts on a regular basis, particularly during transitions, to ensure that there is an Immediate awareness of Participants' whereabouts at all times.

During any search, contain and control program activity until the Participant(s) is/are found.

Follow all directions/instructions given by the Search Coordinator and report in as each area search is completed.

Ensure, when conducting the search, that all areas are covered regardless of whether or not they are used by the program.

Forms

Participant Minor Injury/Incident Report
Major Emergency Report