



Founded 1984

Affiliated to England Athletics (Affiliation No: 2657783)

Lost Runner Procedure

(To be read in conjunction with the Lost Runner Risk Assessment and Club Running Rules)

References:

- Any reference hereafter in this procedure to the members/runners shall be deemed to mean paid-up club members.
- Any reference hereafter in this procedure to the Club shall be deemed to mean Chase Harriers Road Running Club.
- Any reference hereafter in this procedure to committee members shall be deemed to mean an elected member of the Chase Harriers Committee or their nominated general club member.
- This document is to be read in conjunction with the club's Running Rules and Lost Runner Risk Assessment.

People Covered by Assessment:

- All paid-up club members taking part in structured training runs organised by the committee of Chase Harriers Road Running Club.

Limitations of Assessment:

- This procedure is limited to structured training sessions on designated days and times determined by the Club.
- If members bring children or visitors to training runs, they will be responsible for the welfare and safety of their own children/guests. The club cannot accept any liability or responsibility for these people.

- This procedure can only cover members who have signed the Run Register on that day and signed with the intention of adhering to pre-determined route either posted on the club's official Face Book page/website, emailed to members or read out on the night of the training run.

Location:

- Only venues pre-determined by the club for the purpose of carrying out training runs.

Procedure to mitigate the chance of losing runners during a training run

- During the run, Run Leaders must ensure regular mustering and head counts and there should be a nominated back marker who is aware of the route and will run at the pace of the slowest group member. If someone cannot keep up with the nominated group, they can be transferred to a slower group in the early stages of the run when the various groups are still in the same area.
- Before leaving the base, a committee member will ensure that all runners are allocated a suitable group to run with and all runners are happy with their group and sure they can keep pace with that group.

Initiation of Lost Runner Procedure:

- At the end of a training run when club members have returned to the pre-determined finishing location and made the committee member responsible for the Run Register aware they have returned but there appears to be one or more runners unaccounted for.

1. Initial Procedure:

- 1.1. The committee member responsible for the Run Register will check which group the missing runner(s) was with and check with the Run Leader from that group to confirm the runner(s) is unaccounted for.
- 1.2. The committee member responsible will check with the Run Leader and other group members where the last sighting of the lost runner(s) was.
- 1.3. The committee responsible will check to see if the lost runner(s) car is still in the car park. If their car(s) is still there it can be assumed that the lost runner(s) has not returned early and left, therefore the procedure will escalate to the next stage.

2. Search Procedure:

- 2.1. A search party made up of capable runners (including, if possible, members of the lost runner's group) equipped with mobile phones will be mobilised.
- 2.2. A designated committee member will assume the role of coordinator and will remain at the base to ensure there is central point for all search party members to report to.
- 2.3. All search party members will agree the areas to be searched and by which members of the search party.
- 2.4. While out on the search, if the search party encounter members of the public either walking, running, cycling or horse riding they will ask if the lost runner(s) has been seen and if so when, and in which direction they were travelling. This information should then be relayed to the coordinator to enable other search party members to be re-directed to this area.
- 2.5. Once all search party members have reached their designated point, they will check all trails/paths/roads within the immediate vicinity for approximately 500m.
- 2.6. If the above search fails to yield results, the next stage of the search procedure will be implemented.

3. Advanced Procedure

- 3.1. If the lost runner(s) has not been located or they have not returned to base by themselves, then the coordinator will ring 999 and report the incident to the police.
- 3.2. The coordinator will give the police as much information as possible such as:
 - The number of runners lost.
 - The name and age of the lost runner(s).
 - A description of the runner(s) lost including what clothes they were wearing.
 - The last time the lost runner(s) were seen and the approximate location.
 - The coordinator's name, details of the club's activities.
 - The coordinator's location.
- 3.3. The coordinator will recall the search party and once back, a debrief session will take place to gain as much information as possible to allow the police to conduct their search efficiently.

3.4. If possible, members of the search party will remain at the base if the police require further information or to help with the official search.

3.5. The coordinator will check with the police if the lost runner(s) nominated emergency contact person should be contacted and by whom.

4. Supporting documentation and information:

4.1. Committee members should have access to (either electronically or a hard copy) all members' information such as:

- Name, age and address.
- Mobile telephone number.
- Contact details of nominated emergency contact details.

4.2. Committee members should have access to the night's route including either a hard copy map or GXP file of the route.

4.3. If Chase running, Committee members should have access to a map of Cannock Chase such as the Ordnance Survey Explorer Map 224 or an electronic version.

4.4. If road running, Committee members should have access to a street map of the area or an electronic map such as Google Maps.

4.5. Committee members should promote the use of the Run Register and explain to members the purpose of the register and its value.

4.6. Committee members should ensure that there are no lone runners, and everyone is allocated a running group to suit their abilities.

4.7. Run leaders should be reminded to ensure their group keeps everyone in sight, and if necessary, periodically muster back to the last runner.