In the event of an overdue and/or lost person(s) emergency follow the steps below

**Step 1: Recognize the Problem**

An overdue or lost person response will be considered:

* when a person has not returned
* when identified as missing or lost by another employee or person
* when they failed to check in at pre-appointed or designated times
* when communication is received that the employee is lost

**Step 2: Evaluate the Hazards**

* Season and or weather
* Lack of daylight
* Aggressive wildlife
* How equipped is the missing worker, how prepared –food, water, survival skills, health, fitness

***(Steps 1 & 2 are done very quickly by assessing the situation and asking a few question)***

**Step 3: Take Control**

* The owner/employer/manager and management team-Cow boss, Farm boss, Straw boss etc. will take control and perform the following tasks
  + Contact family and ensure the person is not at home
  + Ranch policy requires that the worker identify areas of work for that shift-determine the area they were to be working in and the task being performed:
  + Assess with regard to the task, ie: checking cattle, placing salt verses cutting downed trees on fence line
  + Determine if other workers are in adjacent areas and can be mobilized to the last known area of the missing/overdue person
  + Form a response team to look for the lost person;
  + Consider, Weather, terrain, ETV, first aid supplies, transportation methods to access area and assist with removal if injured, personal protective equipment, firearms, rescue gear, ropes, shovels, jacks, cribbing, chains
  + …………………………………work as a team do not respond alone.
* If deemed necessary, the control person or team will advise the RCMP of the situation and maintain communication throughout initial search

**Step 4: Call out/send help**

* Response team will attend to the last known location of the worker(s)
  + Response Team
* Must have at least two people, and
* Must be trained in first aid, the higher level the better.
* Must have adequate equipment to assist or stay overnight

**Step 5: Take Action**

* If travelling in or associated to a vehicle or horse, locate the vehicle, tractor, horse etc. and advise management team
* If the vehicle or horse is located without sign of the employee or worker the RCMP is to be notified of the situation and that a search is being conducted
* If the lost or missing person is not located in a reasonable amount of time the RCMP and local Search And Rescue or other response units will take over the search
* If the lost or missing person is located determine the need to initiate any further response for personal injury

**Step 6: Follow up**

* If you have located the missing or lost person notify the management team
* Notify all appropriate groups-family, RCMP, other worker search groups
* If injured effect first aid as able/required
* Document the incident or injury
* Review origin of incident, response to incident and adjust check in system, communication policies or response plan as required.

|  |  |
| --- | --- |
| **Recognize the problem**  A worker is well overdue in returning or is reported in any way as lost or missing |  |
| **Evaluate the hazards**   * Season forecast * Time of day daylight remaining * Aggressive animals a concern * Missing person level of preparedness, equipment, skill set, experience PPE |  |
| **Take Control**   * Contact family to ensure not at home * Notify fellow workers and supervisors * Activate procedures for lost/missing/overdue worker * Determine expected or last know location * Identify immediate or outside resources needed to begin response and to search |  |
| **Call out for help**   * Have all locations and direction to the location ready * Know what resources you have ready to assist and to respond * RCMP & Search and Rescue call 9-1-1 or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   (if 9-1-1 not in area) |  |
| **Call out for assistance**  Name or resource Number  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Take Action**   * Initiate search efforts in team(s) until outside resources deemed necessary or arrive * Ensure teams have communication * Consider needs of the possible victim/lost/missing person once located | **Follow up**   * Examine causes of incident * Review response procedure |
| **Notes or other information:** |  |