

Lost Student Checklist

Purpose: for situations when a student or group who is out of contact with instructors. Checklist is kept in the Trip Leader Packet. This form has a front and a back page.

Protocol Reminder (SOP):

- This Checklist is for loss of contact with an individual student(s).
- Unscheduled loss of contact with a participant or student group for more than 2 hours requires communication with Outdoor Coordinator/Outdoor Manager to assist with next steps.
- Generally the student group will only be involved in hasty search or initial search under supervision of the senior trip leaders in the field.
- An immediate field search (Hasty Search) will be initiated followed by an Initial Search.

Check-List for Search Team

- Gather relevant information **before the Hasty Search**.
 - ☐ When and where was the subject(s) last seen?
 - ☐ What was the subject(s) doing when last seen?
 - ☐ What was the subject's(s) emotional and physical state?
 - ☐ Describe the clothes the subject(s) was wearing?
 - ☐ What gear does the subject(s) have?
- Gather relevant information **before the Initial Search**.
 - ☐ Gather relevant information from the Hasty Search?
 - ☐ What do we know now that we did not know before?
 - ☐ Repeat Questions from Hasty Search
 - ☐ How much food and water does the subject(s) have?
- **Assign search teams** (2-4 people depending on skill sets)
 - ☐ And **BRIEF** on search parameters
 - ☐ Hasty Search should focus on Point Last Seen and Likely Areas and Clear and Present Dangers

California State University, Northridge
Safety Operational Protocols for Staff and Programs in Outdoor Recreation
Department of Recreation & Tourism Management
Outdoor Adventures of Associated Students

- ☐ Hasty Search should have a very short time frame

- ☐ Initial Search should expand area and use TRACE
 - T – Trails and paths
 - R – Roads
 - A – Attractions – cabins, mines, shelter, phones
 - C – Cliffs and Edges of bodies of water
 - E – Evidence – clues of travel such as tracks/ vegetation/ gear
- ☐ Identify Communication System (Shouts and/or Whistles)
 - Identify location signals (e.g. 1 long - found & okay; 3 short - found & need help)
- ☐ Search teams can NOT split up
- ☐ Confirm return times (max time out).
- ☐ Confirm next meeting location

- **Equip search teams** with the following
 - ☐ Field Communication Technology, if available
 - ☐ Map & Compass
 - ☐ Whistle
 - ☐ Headlamp/Flashlight
 - ☐ Rain Gear as needed
 - ☐ Water Bottles (full)
 - ☐ First Aid Kit

- **Document the Search Results**
- Remember: Communication, Communication, Communication!!!
- Make Decision on Contacting Office for additional help.
- Students found who were DWP (Departing Without Permission) see general SOP.