

- 1) **First Aid Procedures:** QOC will have a first aid kit to treat cuts, abrasions, and other minor injuries on hand at the registration location. Participants are reminded to bring water with them while on the course to ensure adequate hydration.
- 2) **Serious Injury Procedures:** In the event of a serious injury on the course, 911 will be called as soon as possible by whoever is able to do so and Park Police will be contacted.

An AED (automated external defibrillator) is available in each kit and is "self-instructing" with voice and visual prompts. Although anyone should be able to use the AED, it is best if those with training operate it, if possible.

Document any serious incident and send the documentation to the Board within a week of the incident.

Note: A few QOC venues require dedicated medical team support. The VPs will arrange for that support and inform the Event Director(s) and Course Designer(s). The supporting medical teams will need an All Controls map to react quickly if there's an injury. Venues known to require on-site medical support are: Marine Corps Base Quantico and Cunningham Falls.

3) **Participant Guidelines:**

- a) Carefully evaluate what length and difficulty of course is appropriate for you as an individual or for all members of your group if applicable.
- b) Dress appropriately. Consider possible weather changes affecting conditions. Remember to bring water while on the course to ensure adequate hydration.
- c) ALWAYS check in at the e-punch table when you leave the course EVEN IF YOU DID NOT FINISH – our crew needs to know that you are off the course.
- d) ALWAYS give priority to assisting anyone in difficulty you encounter rather than completing your course.
- e) If you encounter an injured participant, assess his/her condition; try to attract anyone nearby to assist; if possible, divide the two tasks of staying with the injured individual and going to seek help; if the injury is serious, call 911 as soon as you can get to a phone and have the 911 operator direct first responders to the finish location; as soon as possible, inform the meet director and prepare to guide first responders as necessary to the victim's location. Notify the meet director.
- f) If you are bitten by a dog or if your dog bites someone else, exchange contact information, come to the finish location for first aid assistance and inform the meet director. Contact U.S. Park Police if race staff determines assistance is required to respond to injuries or missing person.

- 4) **Missing Person Procedures:** Once a person is determined to be missing, either from overtime or reports from other competitors, a hasty search will be conducted.

Texting as well as telephoning the phone number(s) associated with the missing person's event registration or membership data (if they are a member, i.e. via the QOC/Wild Apricot member directory) should be done sooner rather than later.

The control pickup crew will inform any runners found in the woods to return. If the person remains missing, a search director will be appointed and a formal search will be conducted. Two teams will be sent around the person's course in opposite directions. Search teams will be equipped with cell phones, for contacting the search director or emergency services as appropriate.

5) **Event Director Contact Information:** Please fill in the required information below.

a) Event Director's Name _____

b) Event Director's Cell Phone _____

c) Event Director's Email _____

6) **Park Contact Information:**

a) Park Headquarters Phone _____

b) Park Police _____

c) Park Superintendent's Name _____

d) Park Superintendent's Phone _____

7) **Emergency/Urgent Care locations closest to event (obtain 2)**

Emergency/Urgent care - Location 1		Emergency/Urgent care - Location 2	
Address		Address	
Distance		Distance	
Phone #		Phone #	
Hours of Operation		Hours of Operation	