

LOC Casualty Rescue Plan

This Casualty Rescue Plan is a guide for the Organiser's own planning.

Responsibility

- The Organiser will be responsible for coordinating a casualty rescue, working with the First Aid team
- He/she will be assisted by the Controller and Planner as necessary.
- Contact BOF Chief Executive (07966 305800) before speaking to the media.
Keep detailed written records, including times, for all information received, decisions made, instructions given, communications, etc.

1. Pre-event Planning

- a. A lot of background information should be contained in the "EVENT FILE" This will be referenced in the following notes by "EF"
- b. Decide where you will locate the Emergency Control point, should it be needed. Preferably away from competitors e.g. Enquiries tent, corner of a marquee, First Aid vehicle, etc. EF
- c. Plan a good, well-signed location for the First Aid team and vehicles e.g. near Download, with good exit. Needs to be able to access competition area and public road. EF
- d. Make sure Download, Enquiries and other key personnel know where the First Aid team is located. Map? EF
- e. Obtain name, location and opening times of the nearest minor and major Accident and Emergency units. Record in Risk Assessment document. EF
- f. Have your own paper copies of competition maps showing All Controls and all courses readily available. Mark rescue access points and routes on maps. EF
- g. Have extracts of OS maps showing rescue route maps and access points. (Police and M.R. don't understand O-maps. EF
- h. Have a written record of the grid reference/post code and sat nav. co-ordinates of the event centre and also rescue access points, etc. to be given to mountain rescue, ambulance control for emergency vehicle access points. EF
- i. Prepare good means of communication with equipment charged/spare batteries. Radios can make a big difference to the efficiency of the operation, provided there is good radio reception, but make sure that the batteries are not running down at the end of the day just when you most need them. Ask planner and controller to check mobile phone signals in competition area and record results. EF
- j. Will emergency vehicles have problems approaching the event if they have to drive against the flow of traffic leaving the event? What will you do?
- k. Have BOF Accident Report Forms to hand. EF
- l. Be ready to log information of the reporting person, casualty, details of the rescue teams etc and events as they happen. Use pen and waterproof paper, voice recorder device etc. If it is a major incident it is worthwhile to have a separate reliable person keeping records for you. You will need this information to write up any report.

2. Preparing the Rescue (competitor on course or noncompetitor)

- a. **Someone will report a casualty.**
- b. Liaise with the person who has brought news of a casualty and with the First Aid services.
- c. In association with the First Aider, get as much information as possible about the casualty e.g. name, age, gender, probable nature of the injury, exact location, time of injury, **URGENCY**. is the casualty capable of evacuating himself, with assistance. Don't let the person leave until you are certain that you are certain you have all information from them. Feed them and keep them warm.
- d. Open written incident log to record Times, Information, Decisions, Action authorised. Communications made and received
- e. Decide whether the event first aiders can rescue the casualty or whether the Emergency Services (incl. Mountain Rescue) will be needed. Call Police (999), if judged necessary and ask for Mountain Rescue.
- f. A rested and prepared orienteer and possibly the person, who found the casualty, may need to accompany the First Aid personnel to return to the casualty. Take radio and mobile phone. You may need to station a second radio partway to the casualty, in order to relay messages.

- g. Agree departure of the First Aid vehicle/personnel with the First Aid team leader. Check means of communication and record time of departure of the vehicle/personnel.
- h. Organiser MUST stay at Emergency Control point.
- i. Keep relatives or friends of the casualty informed. If the casualty is a junior try to find relatives/friends very quickly. One parent should remain at Emergency Control Point.
- j. Assign an assistant to help cope with anxious relatives etc.
- k. Inform download team.
- l. Establish a quiet tent/area for relatives in case of a fatality.
- m. Members of the organising club (perhaps the control collectors as a minimum) should be alerted to the fact that they should not leave for home until the situation is under control

3. The Rescue

- a. First decide whether the casualty can be rescued by event first aiders or whether Mountain Rescue, etc. will be required
- b. Event first aiders will reach the casualty first, in any event. They will attend, assess and treat the casualty. The Organiser will arrange with them to bring the casualty to the First Aid point or waiting ambulance. Work with the First Aiders to contact the Police if Mountain Rescue and are required. The MR may call in a helicopter and assistance in directing the helicopter may be required
- c. The Organiser will arrange for an ambulance or mountain rescue,, to be met at a suitable point e.g. the car park entrance, forest road junction, and directed to the casualty. Use event staff with radios and phones. Insist that a competent orienteer accompanies the rescue services to the casualty. They have been known to get lost.
- d. Arrange a clear exit for the departing ambulance.
- e. In case of a suspected fatality, rescuers should continue to assume there is life till death is confirmed by a paramedic or medical doctor. All deaths in a public place should be reported to the Police immediately. Be very discreet. Arrange for relatives to be informed. Inform key event personnel and BOF Chief Executive (07966 305800) and refer media contact to the Police

4. The Aftermath

- a. Check all rescuers are back safely and can get home.
- b. Complete a BOF Accident Report Form and send them to British Orienteering office as soon as possible as directed on the form. (See notes below)
- c. Keep all records/logs of the incident safe.
- d. A post incident debrief for all involved is strongly recommended

Incidents and accidents

An Organiser must report to BOF Office any serious accident/ incident as soon as possible via an accident/ incident report form. This is to be sent to the British Orienteering National Office. The Chief Executive must be informed by telephone (07966 305800), immediately, if a serious incident has taken place; such as a fatality or a missing child. Minor incidents should be recorded by the organising club. Event officials must forward all correspondence regarding an incident unanswered, to British Orienteering as soon as they receive it.