

LOC Safety and Emergencies at Major (Level A) and National (Level B) Events organised by LOC.

Event Organiser's Responsibilities for Safety and Emergencies

Summary

Following a serious accident at an LOC event in 2015, a review was undertaken of the safety policies/accident management/emergency management procedures for LOC events.

New documents have been produced.

This pack provides guidance on procedures to be adopted for large events -- Level A and Level B .

A separate pack has been produced for smaller events -- Level C and Level D.

Included in this pack is this Guidance Note, plus:

Appendix 1 -- Missing Competitors

Appendix 2 -- Casualty Rescue Plan

Appendix 3 -- BOF and Media Involvement

For large events, it is the Organiser who is responsible for managing an emergency. He/She should recognise that the risk of an emergency occurring will always exist at orienteering events and the club, and its organisers should be prepared for an emergency.

The important thing is for the Organiser to read through and understand these documents and have them available, for reference, should an emergency occur. As we know, a serious emergency is very rare.

The Guidance Note needs addressing prior to every event, as it imposes a number of immediate tasks on the Organiser.

The Organiser of any event can delegate the management of safety and emergencies to another person.

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Safety and Emergencies

1. RESPONSIBILITY FOR SAFETY

1.1 It is **The Organiser** who has overall responsibility for ensuring that the necessary safety and risk management arrangements for the event have been planned and are in place both for competitors and non-competitors. **The Controller** has responsibility to ensure that risk management arrangements for the event have been planned and implemented. It may not be possible to run a perfectly safe event but the Organiser should be aware of the main safety issues and, if an incident occurs, be prepared to deal with it in a calm and effective manner.

This means preparing Emergency Procedures prior to the event.

1.2 The Organiser may choose to appoint a Safety Officer and delegate some or all of these tasks.

1.3 The purpose of this document is to provide help and checklists to make this job easy

1.4 Serious accidents and incidents are very rare in orienteering, but it is important to be prepared.

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- 1.5 The Organiser needs to assess risk prior to the event and put in place measures to mitigate risk (The Risk Assessment). This process should be reviewed as plans develop and the event proceeds.
- 1.6 FOR MAJOR AND NATIONAL EVENTS (Levels A and B) it is the Organiser who will take control of an emergency and make all decisions, unless he/she specifically delegates this task to another person. The exception to this will be where the situation is critical and the emergency services must be called immediately – e.g. fire, road accident, serious illness or accident. Whoever becomes aware of such an incident needs to act immediately and independently. Don't go looking for the Organiser but be sure to tell him/her as soon as possible.
- 1.7 During the time when the event is 'live', the Organiser must be stationed at Event HQ and be available at all times. The event is live until all competitors have returned and all helpers accounted for, including control collectors.
- 1.8 If an emergency has developed or is potential, then the Organiser must retain helpers on site with him. Don't let everyone go home.
- 1.9 In an emergency, the Organiser should ensure that a written log of all communications, decisions, actions and events is maintained and collated after the event. Preferably, this task will be delegated to another person.

2.0 BRITISH ORIENTEERING RULES APPENDIX E,

These can be found on the BOF website.

(https://www.britishorienteering.org.uk/images/uploaded/downloads/Appendix%20Ev2.5_2015.pdf)

The Organiser and the Controller must read Appendix E and ensure that, as far as this event is concerned, all relevant topics have been addressed.

3.0 CHECK LIST

Much detailed information and guidance is provided in Appendix E. The remainder of this document presents a check list of some of the things you need to do before the event to ensure that you are organising a Safe Event. It also flags up written procedures that you need to have available, in order to deal with an incident, during an event.

A lot of the information to be provided should be incorporated in an **Event File/Folder** (This is the file or folder where you keep all paperwork relevant to the event. It needs to be readily available at all times). It can be quite small and simple. Similar files will have been prepared for previous events. Don't reinvent the wheel. Adopt and adapt a file from a previous similar event, but always remember that it must be relevant to your event.

Task	Comments
BEFORE THE EVENT	
Create an Event File/Folder. Information listed below should be kept in the Event File	To contain all documents relevant to the event. Master copy to be held by the Organiser and available at all times while the event is live.
Produce a Risk Assessment. Identify risks and decide on how to mitigate them.	It is important that the mitigation of risk is built into the organisation of the event. The person

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	responsible for taking mitigating action needs to be named.
Plan how you will communicate between, Organiser, Controller, Planner, Start, Finish, Car Parking, etc.	The Organiser in Assembly needs to be able to communicate with Start, Finish, car parking and, possibly other locations. Also with people out in the terrain if a rescue is underway. Consider Walkie Talkie radio/mobile phone/satellite phone/runner
Test the communication system to ensure it will work between locations. Brief those who will be using radios on basic communication protocol	Where are the weaknesses? How can you overcome them? When using radios in a rescue from the terrain, it may be necessary to have a relay unit partway.
Circulate a list of personnel names, phone numbers and other necessary details, for each radio/mobile phone user.	To be given to all those with a communications role. To assist communications as and when needed.
Identify how rescue teams will get into the area. A marked up map showing all accesses. Planner will be able to specify these. A list of grid reference/post codes and sat nav. co-ordinates to be given to mountain rescue and ambulance control for emergency vehicle access points.	Map should be an OS 25000 map. Non - orienteers don't understand orienteering maps.
Organiser to have a full set of course maps and an all controls map, for use in an emergency.	In addition to the normal competition map, it is a good idea to have a copy of the OS 1:25000 map, with all controls marked on. Mountain Rescue don't understand orienteering maps!
Ask the Planner/Controller to take GPS coordinates of each control site and produce a list	This will be of great assistance to the Rescue team.
Provide a first aid facility. Ref Appendix E BOF rules.	Club member? Hired in organisation? How many? What will they do?
What is the location of the nearest accident hospital and other minor injury facilities (are they open at weekends?) Telephone number. Include in Event File.	Include in Final Details.
How will you transfer a casualty to hospital?	Think about this and make plans before the event. How easy will it be to drive away from the event (General traffic problems. Driving against the flow of competitors cars, etc.)
First aid kit. Ensure that the first aid kit contains the necessary items	There is a list of contents within the first aid box.
LOC has an emergency rucksack, containing shelter, sleeping bag, food, clothing. Decide where this will be located for the duration of the event.	Check contents before the event. Don't wait until an incident has occurred to discover that things are missing.
Do you need to locate a rescue/first aid station in the competition area, if the area is remote from assembly. Or at the finish. Or in Assembly.	This is vital in order to enable a speedy response. If so, mark the location on competitors maps with the standard +.
Who will man it? They must be competent. What equipment does he/she need?	Tent, sleeping bag, etc. Emergency rucksack. Communications that must have been tested.

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Do you need to appoint someone to take charge of rescue from the terrain, if the first aiders are not willing to do the task themselves?	St John's will not leave their post. So who will go out to an injured competitor? Communications. Rescue Plan.
Review Appendix 1 – Missing Competitors (or helpers), and modify for your event.	LOC has a generic plan that you can modify for your specific event
Review Appendix 2 – Casualty Rescue Plan, and modify, as necessary for your event.	LOC has a generic plan that you can modify for your specific event. It gives guidance on how to deal with someone who is badly injured. Or a death.
Have you a plan to deal with extreme weather conditions. Rain, cold, snow, flood. Heat.	This may involve stopping the event. How will you do that? Or other action. How will you inform competitors? Before the event? Information in Final Details. During the event?
Have you organised for someone to be at the finish?	An important point of contact in case of emergency. Possible location of first aider/rescue equipment. Good communications needed.
Have copies of the BOF Accident Form available. Read and understand it.	
Briefing Team Leaders – ensure that team leaders are aware of these Emergency Procedures and understand that it is the Organiser who will take charge of an emergency.	