

## Emergency procedure and contingency template plan

### (Supporting documentation: Trips Away Guidance v2)

This plan is a practical guide to support Team Managers and staff in responding to incidents. It does not replace professional judgement. In all cases, **early escalation to emergency services should be prioritised where there is doubt.**

This plan is written in accordance with:

- British Orienteering [Emergency Response guidance](#)
- British Orienteering [Missing Competitor Procedures](#)

Key points;

- Take control early
- Supervision of group is never compromised
- No athlete is left alone
- Escalate early if unsure (call 999)
- Record decisions and actions

### Trip Details

Trip Name	
Club / Association	
Dates	
Location(s)	
Accommodation address	
Nearest hospital (A&E)	
Postcode / What3words	
Mobile signal availability	

## Key Contacts

<b>Team Manager (overall responsible person)</b>	
Name	
Phone	
<b>Deputy Team Manager</b>	
Name	
Phone	
<b>Team Welfare Officer</b>	
Name	
Phone	
<b>Qualified First Aider</b>	
Name	
Phone	
<b>Home contact (not on trip)</b>	
Name	
Phone	
<b>Safety/Search Co-ordinator (may be same as Team Manager) - Responsible for missing athlete incidents and search coordination</b>	
Name	
Phone	

## Participant Profile

Total number of athletes	
Age range	
Medical conditions (summary – attach forms)	
Allergies (highlight severe – attach forms)	
Medication held by staff	Yes / No
Consent form completed	Yes / No

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## Core Safety Controls

### Athlete Accountability

- Start lists, activities, start times recorded
- ALL athletes must report to finish/download after event/training session
- Explicit course closure time

### Pre-Session Data Capture

Recommended for each athlete:

- Phone number
- Emergency contact
- Clothing description (for session if needed)

### Pre-Session Briefing

Athletes must be told:

- Activity or course closure time
- What to do if lost
  - Stop, relocate, follow handrail to meeting point
  - Use of whistle
- Boundaries / out of bounds areas
- Emergency contact method
- Session base/meeting point
- Alternative, emergency, base point

### “Missing Athlete” Trigger Point

• Expected finish time	[insert]
• OVERDUE threshold	[insert, e.g. 15, 30] minutes
• SEARCH INITIATED	[insert, e.g. 60] minutes

Access and Emergency Logistics – specific to each location	
Emergency vehicle access points	
Forest gates / keys required	
Nearest rendezvous point	
Named person assigned to guide responders	

Equipment checklist
<input type="checkbox"/> First aid kit(s) <input type="checkbox"/> Group shelter <input type="checkbox"/> Radios / charged phones <input type="checkbox"/> Spare maps <input type="checkbox"/> Whistles <input type="checkbox"/> Headtorches <input type="checkbox"/> Incident log sheet

Communication Plan	
How to raise alarm:	[shout, whistle, radio, phone]
Emergency signal agreed:	Yes / No
Mobile coverage issues:	
Backup communication plan	[radios, satellite phone, runner]
Communication devices available (min. 2-4)	1. [name of holder & number/channel] 2. [name of holder & number/channel] 3. [name of holder & number/channel]

	4. [name of holder & number/channel]
Agreed report-back intervals for search teams	

## Emergency Roles

Role	Responsibility
<b>Incident Controller – Team Manager</b>	Overall control, keeps strategic overview
<b>Information Lead</b>	Confirms who is missing, gathers data
<b>Search Coordinator</b>	Plans and deploys search teams
<b>Communications Lead</b>	Liaison with emergency services, parents
<b>Log Keeper</b>	Maintains incident log

**NB – how are these roles to be prioritised or collapsed when only two adult members present?**

## Emergency Procedures

### A: Serious Injury in Terrain

1. Make scene safe
2. First aider attends casualty
3. Assess severity

**If serious:**

- Call **999**
  - Provide location (grid ref / what3words)
4. Assign:
    - Staff member to casualty
    - Staff to supervise group
    - Staff to meet emergency services
  5. Inform:
    - Communications Lead → parents
    - Home Contact
  6. Record incident
  7. Incident Controller maintains oversight

## B: Missing / Overdue Athlete

### 1: Confirm Missing Status

- Check:
  - Start recorded
  - Not downloaded
  - Not already returned unnoticed
  - Not with another group
  - Contact via phone

### 2: Gather Critical Information

- Age, experience
- Course + expected time
- Clothing
- Last known control / location
- Weather conditions
- Sunset time

### 3: Controlled Search Activation

- Appoint Search Coordinator
- Deploy staff in PAIRS only
- Allocate specific search areas
- Issue:
  - Maps
  - Communication devices
  - Safety kit (if available)
- Searchers in pairs
- Defined areas
- Proper equipment and briefing

#### 4: Search Strategy

Prioritise:

1. Likely route choices
2. Controls not visited
3. Catching features
4. Paths/tracks
5. Downhill direction (fatigued runners drift downhill)
6. Known hazards

#### 5: Escalation to Emergency Services

**Call 999 immediately if ANY of the following apply:**

- Life-threatening injury
- Athlete missing and risk increasing (time/weather/darkness)
- No contact with missing athlete
- You are unsure or situation escalating

Provide:

- Location (postcode / what3words / grid references / landmarks)
- Nature of incident
- Number of casualties
- Hazards present

#### 6: Incident Management

- Maintain Search Control log
- Record: who is searching, areas covered, times.

#### Multiple Missing Athletes

- Treat as **major incident**
- Cease all activity
- Immediate escalation likely required
- Prioritise last known locations

#### Search Suspension / Conclusion

- Decision by Incident Controller
- Confirm athlete located

<ul style="list-style-type: none"> <li>• Account for all search teams</li> <li>• Inform all stakeholders</li> </ul>
<p><b>Search Safety</b></p>
<ul style="list-style-type: none"> <li>• Searchers must be:             <ul style="list-style-type: none"> <li>◦ Competent navigators</li> <li>◦ Physically capable</li> </ul> </li> <li>• Equipped appropriately</li> <li>• NOT placed at undue risk</li> </ul>
<p><b>Media &amp; Information Control</b></p>
<ul style="list-style-type: none"> <li>• Only designated person communicates externally</li> <li>• Do NOT release names until authorised</li> </ul>
<p><b>Post-Incident Actions</b></p>
<ul style="list-style-type: none"> <li>• Inform:             <ul style="list-style-type: none"> <li>◦ Parents / guardians</li> <li>◦ British Orienteering / Performance Pathway Lead</li> </ul> </li> <li>• Complete:             <ul style="list-style-type: none"> <li>◦ Incident/safeguarding report</li> </ul> </li> <li>• Review:             <ul style="list-style-type: none"> <li>◦ Timing thresholds</li> <li>◦ Tracking effectiveness</li> <li>◦ Communication issues</li> </ul> </li> </ul>

<p><b>C: Severe Weather (Heat/cold/wind/darkness)</b></p>
<ul style="list-style-type: none"> <li>• Modify or cancel session</li> <li>• Shorten courses</li> <li>• Ensure all athletes return before conditions worsen</li> <li>• Mandatory kit</li> <li>• Sufficient fluids/fuel at base</li> <li>• Adjust escalation thresholds if early sunset/severe weather</li> </ul> <p>Escalate earlier if athlete overdue near darkness</p>

### D: Safeguarding incident

- Remove athlete from risk
- Report to Welfare Officer and/or British Orienteering Lead Safeguarding Officer
- Follow British orienteering safeguarding procedures
- Record factual details only

### E: Transport incident – missed, delayed or cancelled transport, vehicle breakdown

#### Immediate Actions

- Ensure safety of all participants
- Move group to safe location (off road if possible)
- Account for all athletes

#### If Road Traffic Collision

- Call 999 if injuries or danger present
- Administer first aid
- Do NOT move injured persons unless necessary
- Follow emergency services instructions

#### If Breakdown / Delay

- Contact breakdown provider / transport company
- Inform Home Contact
- Inform parents/carers if significant delay

#### Supervision & Welfare

- Maintain supervision ratios at all times
- Ensure athletes have:
  - Warm clothing
  - Food and water
  - Do not allow athletes to leave group unsupervised

#### Ongoing Actions

- Arrange alternative transport if required

- Keep clear communication with:
  - Parents
  - Home Contact
- Record incident

## F: Illness – dehydration, infection, sunstroke

### Recognition

- Fatigue, dizziness, nausea
- Headache, confusion
- Fever / vomiting

### Immediate Actions

- Remove athlete from activity
- Move to safe/rest area
- Provide fluids / cooling / warming as appropriate

### Escalation

- Monitor condition closely
- Contact parent/carer if:
  - Athlete cannot continue
  - Symptoms persist
- Call 999 / 111 if:
  - Severe symptoms
  - Loss of consciousness
  - Suspected heatstroke / serious illness

### Supervision

- Athlete must NOT be left alone
- Staff member assigned until recovered or collected

## G: Solo running – at event or training session

Because athletes are training independently:

### Mandatory Controls

- Start time recorded
- Expected finish time agreed
- Course closure time clearly stated
- Check-in (download/return) enforced

### Additional Safety Measures

- Athletes carry whistle
- Emergency contact number carried
- Phone/GPS tracker used where possible

### Restrictions

Solo running **MUST NOT** take place if:

- Poor visibility / severe weather
- Athlete is inexperienced or unwell

### Escalation

- Overdue thresholds **MUST** be strictly applied

Earlier escalation for:

- Younger athletes
- Remote terrain

## H: Loss of Base / Emergency Relocation

- Identify alternative meeting point in advance
- Communicate relocation plan to athletes in briefing
- If relocation required:
  - Send staff to redirect returning athletes
  - Use communication channels to inform all
- Account for all athletes at new location

## Incident Management Requirements

For ANY significant incident (injury, missing athlete, safeguarding concern), the following should be implemented.	
<b>Define the Emergency</b>	<ul style="list-style-type: none"> <li>• Nature of incident</li> <li>• Who is involved</li> <li>• Location</li> <li>• Immediate risks</li> </ul>
<b>Immediate Welfare Actions</b>	<ul style="list-style-type: none"> <li>• Ensure safety of all athletes</li> <li>• Provide reassurance and supervision</li> <li>• Remove others from hazard where required</li> </ul>
<b>Escort Responsibility</b>	<p>A designated staff member must accompany any athlete:</p> <ul style="list-style-type: none"> <li>○ Taken to hospital</li> <li>○ Leaving site due to illness/injury</li> </ul> <p>This person must:</p> <ul style="list-style-type: none"> <li>○ Take medical details</li> <li>○ Remain until parent/carer takes over</li> </ul>
<b>Supervision of Remaining Athletes</b>	<p>A named staff member must ensure:</p> <ul style="list-style-type: none"> <li>○ Continuous supervision of all other athletes</li> <li>○ Supervision must remain safe and appropriate at all times</li> <li>○ Activities are modified or stopped if required</li> </ul>
<b>Parent / Carer Communication</b>	<p>A designated Communications Lead must:</p> <ul style="list-style-type: none"> <li>○ Contact parents/carers of affected athlete(s)</li> <li>○ Provide clear, factual updates</li> <li>○ Avoid speculation</li> </ul>
<b>Incident Recording</b>	<p>A Log Keeper must record:</p> <ul style="list-style-type: none"> <li>○ Timeline of events</li> <li>○ Decisions made People involved</li> <li>○ Actions taken</li> </ul> <p>Complete Incident/Safeguarding report form</p>

## EMERGENCY INCIDENT CHECKLIST

<p><b>STEP 1: STOP &amp; TAKE CONTROL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stop activity if required</li> <li><input type="checkbox"/> Identify type of incident:</li> <li><input type="checkbox"/> Appoint Incident Controller</li> </ul>	<p><b>STEP 6: COMMUNICATE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call emergency services (if required)</li> <li><input type="checkbox"/> Contact parents/carers (via comms lead)</li> <li><input type="checkbox"/> Inform Home Contact</li> <li><input type="checkbox"/> Safeguarding Lead informed (if relevant)</li> </ul>
<p><b>STEP 2: MAKE SAFE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure safety of all athletes</li> <li><input type="checkbox"/> Remove group from danger if needed</li> <li><input type="checkbox"/> Maintain supervision ratios</li> </ul>	<p><b>STEP 7: ESCORT &amp; SUPERVISION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff member accompanies casualty (if leaving site)</li> <li><input type="checkbox"/> Medical info taken</li> <li><input type="checkbox"/> Group remains fully supervised</li> </ul>
<p><b>STEP 3: ASSESS &amp; CONFIRM</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Who is involved?</li> <li><input type="checkbox"/> What has happened?</li> <li><input type="checkbox"/> Where are they? (grid ref if possible)</li> <li><input type="checkbox"/> Severity (life-threatening / minor / unknown)</li> </ul>	<p><b>STEP 8: RECORD</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Log times and actions</li> <li><input type="checkbox"/> Record decisions</li> <li><input type="checkbox"/> Complete British Orienteering incident form</li> </ul>
<p><b>STEP 4: TAKE ACTION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Injury → First aid → 999 → assign staff</li> <li><input type="checkbox"/> Missing → confirm → contact → search → escalate</li> <li><input type="checkbox"/> Safeguarding → Make safe → report → record</li> </ul>	<p><b>STEP 9: REVIEW</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All athletes accounted for</li> <li><input type="checkbox"/> Incident closed</li> <li><input type="checkbox"/> Report submitted</li> </ul>
<p><b>STEP 5: DELEGATE ROLES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Controller</li> <li><input type="checkbox"/> First Aider</li> <li><input type="checkbox"/> Search Coordinator (if needed)</li> <li><input type="checkbox"/> Communications Lead</li> </ul>	<p style="text-align: center;"><b>If in doubt, call 999.</b></p> <p style="text-align: center;"><b>Report any incidents to British Orienteering asap.</b></p>