

# British Orienteering

## JK 2014 Emergency Response Plan (including Media Protocol)

### Introduction

The aim of this document is to provide guidance to the Day Organiser in dealing with an emergency in line with the British Orienteering Emergency Response Plan 2011. Additional advice has been given by Gwent police, Merlin First Aid Services Ltd (JK 2014 event First Aid providers) and other emergency services. Your own common sense is invaluable.

British Orienteering via the Chief Executive will be able to provide practical help and support. Contact details below.

### Definition of an Emergency

An emergency is a very serious incident or combination of incidents, which can involve great distress and may have considerable organisational consequences. Examples are:

- Death or serious injury of a competitor, volunteer or spectator. This may be a child or a crowd.
- Serious damage to event infrastructure eg marquee collapse or fire.
- Deliberate major act of violence or vandalism.
- Sudden loss of event access roads eg major traffic accident just before or during an event.
- A situation, such as bad weather, which is considered to place a participant, volunteer or spectator at serious risk.

### Pre event actions by the Day Organiser

Thinking and planning ahead will help reduce panic.

- Organise a meeting with a few people who can generate 'What if ...' queries and challenges. Use the same group to respond to the queries and document the actions that will be needed to respond to them.
- Provide the local council Safety Advisory Groups and University Security (via the Safety Officer) with information about each Day eg venue location, event arena plan, access points, map of competition area, main event officials and contact numbers, event First Aid, British Orienteering emergency contact.
- Discuss this JK 2014 Emergency Response Plan, other safety plans and the British Orienteering Major Events Cancellation Policy and Procedure with key event officials. Do not assume the bad things will not happen. Identify/discuss who is likely to have information which will need to go in the incident report eg person raising the alarm. Especially note the last two headings of this document.
- Designate an Emergency Control Point in the Event Arena, eg event tent, First Aid tent, back of van, room.
- Designate a quiet area/tent in case of bereavement.
- Consider alternatives site for Download in case the marquee/event tent becomes unusable.
- Consider assistants you may need eg On-site Emergency Coordinator, Log Officer, person to locate next of kin. See below.
- Brief event personnel not to pass on any names and information until next of kin informed and the release of this information has been agreed with Police and Chief Executive. Impress the need for confidentiality.
- Brief event personnel to refer all media approaches to the Police, who will have a duty Press Officer 24/7 to handle media enquiries. If you do need to talk with the media, the Chief Executive must be contacted first.

### Emergency actions by Day Organiser

1. **Inform** the following:

- Event First Aid
- **999** call to Police and other emergency services eg Fire, Ambulance. The police will call Mountain Rescue if needed. At Swansea University use 333 (internal phone) or 01792 205678 to contact University Security first.
- Key event officials ie Controller, Planner, Event Coordinator Helen Errington and Safety Officer Katy Dyer, and then other event officials as necessary.
- British Orienteering Chief Executive, Mike Hamilton.  
Office hours: 01629 734042. **OUT OF OFFICE HOURS: 07966 305800**

2. **Share** the load and ask other event officials /volunteers to do jobs.

3. **Appoint** the Event Coordinator or alternative as the On-Site Emergency Coordinator (OSEC), who is to be the focal point for all communications with British Orienteering. (This appointment may depend on the scale of the emergency). The OSEC should have a designated phone. (British Orienteering will set up an Emergency Management Team in the National Office and expect an OSEC to be appointed at the event site. It may be decided to use the National Office as a 'help-line' but this needs to be arranged in agreement with the Chief Executive and Police.) The Organiser needs to be free to deal with the emerging situation.

4. **Set up** the Emergency Control Point on site eg corner of marquee, separate tent, First Aid point. The OSEC may best be located here. On Day 1 (Sprint) work with Swansea University Security.

5. **Start** a log of actions. Appoint a Log Officer to do this if possible.

6. **Task** someone to find next of kin. If a child is involved **appoint** someone to look after parents with the utmost care and sensitivity.

7. **Keep** relatives or close friends informed. On Day 1 keep University Security informed.

8. **Use** JK 2014 plans for missing runners and casualty rescue. Work with the event First Aid and event volunteers to cope with other types of emergencies till the Police and additional emergency services arrive.

9. **Remind** all personnel not to pass on any names and information until next of kin informed and the release of this information has been agreed with Police and Chief Executive. All approaches by the media should be directed to the Police and the Chief Executive informed.

10. **For cancellation/curtailment** - see British Orienteering Major Events Cancellation Policy and Procedure document. The emergency may affect the rest of the day or following days.

### Calling the Police

1. **Use 999.** For Day 1 Swansea University use 333 (internal phone) or 01792 205678 and contact University Security first.

2. **The Police** will take over control of the emergency when they arrive. They are responsible for calling in Mountain Rescue teams. You will still be responsible for the rest of the event. On Day 1 (Swansea University) continue to work with University Security. All media approaches should be referred to the Police and the Chief Executive should be warned.

3. A police Senior Investigating Officer will be appointed if there is a fatality or criminality is suspected. See last heading below for Emergency Services' procedures.

4. **Keep back** (or keep details of) persons involved as statements may be needed.

## Volunteers

1. **Brief** all volunteers (ideally in small groups) at an early stage and at regular intervals.
2. **Remind** all personnel not to pass on any names and information until next of kin informed and the release of this information has been agreed with Police and Chief Executive. All approaches from the media should be directed to the Police and the Chief Executive warned.
3. **Monitor** how volunteers are coping and where additional support may be required.

## A real or suspected Fatality

1. **Call event First Aid.** At Swansea University inform University Security, using 333 internal phone or 01792 205678.
2. **Tap** off the area (First Aid will do this if they are there first). Keep people away and use no nonsense marshals.
3. **Event First Aid** have protocols for dealing with a real or suspected fatality. Let them get on with the job. Together with event First Aid, use 999 to ask for Ambulance and Police. On Day 1 contact University Security first. A paramedic or doctor is required to confirm death.
4. **Use** your common sense to maintain a strict confidentiality (no names over radio) until next of kin are informed and the Police (and Chief Executive) have agreed the release of information.
5. **Event First Aid** will have to remain with the suspected fatality until the arrival of the police/paramedics/doctor (and Mountain Rescue if necessary). See also last heading below.
6. **Be aware** that an emergency may involve several fatalities/casualties.
7. **Draft** note for Chief Executive to agree with the Police for general release and the British Orienteering website.

## Post Emergency

1. **Look after** next of kin, event volunteers, emergency event officials, yourself and others who have been involved.
2. **Keep** all documents, logs etc safe, as these will be vital for the final report and any future investigations.
3. **Meet** event volunteers as soon as feasible to discuss any issues. Avoid blame and recriminations and remind everyone to maintain a professional confidentiality.
4. **Write** your own unofficial report as soon as you can while facts are fresh. Ask others to do the same. Your final report with input from key event officials, others/university (Day 1) will form part of the Event Coordinator's report.
5. **Complete a British Orienteering Accident form** (consult Event Coordinator) and return this to BOF office within a week.
6. **Thank** all who have been involved including all outside agencies.

## Fatality/ serious injury and Emergency Services' protocol

In the event of **any** competitor **including a foreign national**, being seriously or fatally injured during the event, the local Emergency Services will obviously be contacted and they all have their own procedures to follow in conjunction with such an incident. One of those procedures would be to speak with the organisers and obtain as much information as possible on the competitor, including next of kin, contact details and known medical details. The Emergency Services in co-ordination with each other will then make efforts to contact next of kin as soon as possible to update them on the incident. The Police would co-ordinate this by using specially trained Family Liaison Officers.

Katy Dyer JK 2014 Safety Officer

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