**Rescue Plan – Oban 2011**

Day : [ ] Area: [ ] Date: [ ]

**Purpose**

This rescue plan has been prepared by [Day Organiser] and includes all the information required in the event of someone needing rescue or evacuation, or any incident requiring the emergency services in the competition area at [name] on the [date].

*Appendix A* is a general guide to a rescue plan for a serious casualty. In particular see the proposed actions and planning considerations (in the widest sense) covering:

* Report of the Casualty
* Contact with Emergency Services
* Meeting Emergency services at a convenient location
* Access to forest
* Evacuation of casualty

**Event Control**

An **Event Control Point** will be set-up in the Assembly area at GR [8 figure OS reference including letters]. The Control Point will be manned by the Day Organiser (or Assistant Organiser) and Controller (or Assistant Controller). Either the Assistant Co-ordinator (Colin Matheson) or Event Coordinator (Ross Lilley) will also be contactable by mobile phone and/or 2 way radio (walkie-talkie) for advice in the event of a rescue. The main role is to:

* deal with “incidents” to allow other Day Officials to stay focused on the competition
* monitor radio communications between officials to identify potential issues
* initial liaison with any emergency services

The **Assembly** area is located at [Description including number of road (A, B etc.) and nearest postcode] with main access via [gate etc. ] at GR [8 figure OS reference including letters]. Map(s) of the Assembly area are included as *Appendix B.* [Note: Include OCAD detail and OS map extract at 1:25,000 and 1:50,000 scale including key grid references]

**First Aid** is being provided by the Red Cross. Their key point of contact is [name to be supplied] and they will be equipped with [vehicle/stretcher]. The First Aid tent is located in the Assembly area (see layout Appendix B).

**Emergency Helicopter Landing** at GR [8 figure OS reference including letters] [Description]

**Key Map References**

|  |  |  |
| --- | --- | --- |
| Location | 8 figure OS reference including letters | **Mobile reception/network** |
| Event Control Point |  |  |
| Assembly area access |  |  |
| First aid |  |  |
| Helicopter landing |  |  |
| Finish |  |  |
| Red Start |  |  |
| Blue Start |  |  |
| Green Start |  |  |
| Yellow Start |  |  |
| White Start |  |  |
| Drinks station |  |  |
| Competition Area | See main access points below and maps at Appendix D |  |

# Communications

Walkie-talkies (approximately) 20 will be issued on the day. Details of the allocation of radios (and mobile numbers as an option/fall back) are included in Appendix C, Radio Communications Plan. A radio issue sheet will be maintained by “Zero” at the Event Control Point.

Please note that conversations on walkie-talkies are NOT confidential. **Casualties should always be referred to as "casualties" when speaking on the radios, even if a fatality is suspected**.

**Important Numbers**

|  |  |  |
| --- | --- | --- |
| Emergency/ambulance |  | 999 |
| First Aid |  |  |
| Oban Mountain rescue (local contact) | Damon Powell  If not contactable consult Ross Lilley (Deputy Leader 07747760669) | 07796024419 |
| Hospital | Lorn & Islands Hospital (including A&E), Oban PA34 4HH  Note: casualties evacuated by helicopter may be flown to other hospitals e.g. Glasgow | 01631 567500 |
| Nearest landline |  |  |
| Event Coordinator | Ross Lilley | 07747760669 |
| Assistant Coordinator/Safety Officer/Zero | Colin Matheson | 0781 4398145 |
| Day Coordinator | Donald Petrie |  |
| Organiser |  |  |
| Planner |  |  |
| Controller |  |  |
| Red Start |  |  |
| Blue Start |  |  |
| Green Start |  |  |
| Yellow Start |  |  |
| White Start |  |  |
| String team |  |  |
| Car parking team leader |  |  |
|  |  |  |
| Landowner |  |  |
| Landowner |  |  |

**Competition Area**

[Brief description of terrain including any details about main access routes e.g. main track running E-W; vehicle access, 4x4, quad bike, foot access only; difficulties e.g. streams, deer fences, marsh, dense vegetation; location of keys/combination lock numbers if locked gates]

Maps of the area, including “all controls” orienteering map and Ordnance Survey extracts are included as *Appendix D*. Access points are marked on this map and details are duplicated below.

Main access points:

|  |  |  |
| --- | --- | --- |
| 1 | [Description] | GR [8 figure OS reference including letters]. |
| 2 |  |  |
| 3 |  |  |
|  |  |  |
|  |  |  |

Spare maps must be available for issue to emergency services. These must be available at the Event Control Point as a minimum. Please state who holds additional copies:

[Signed] [Name] [Day organiser]

[Signed] Colin Matheson Safety Officer

Distribution:

Day Organiser

Safety Officer

Information Team

First Aid Team

*Appendix A Rescue Plan for Serious Casualty*

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Proposed Actions and Notes** | **Planning Considerations and Notes** |
| 1. Report of Casualty | Usually reported to Finish, but sometimes to Start, Drinks Station or Information | Issue radios (supplied by Equipment Team) to all Starts, Finish, Drinks Stations and Information as well as main Day Officials. Radio equipment with capabilities of sharing rescue frequencies undergoes regular updates -. Conduct radio checks and ensure those issued with radios are aware of communications protocols. |
|  | Ensure accurate location of casualty is obtained from person reporting casualty | Ensure blank maps available - both o maps and OS maps. Have a copy of a section of OS map available with the extent of the competition area clearly marked. |
|  | Translate location of casualty to OS grid reference and keep available at assembly | If a helicopter becomes available during the casualty extraction, the crew will require a grid ref to navigate to casualty site. MR teams will prefer to work from OS maps. |
|  | Collect sufficient details to identify casualty | Information on any casualty should include name, gender, age, clothing, etc. - avoid confusion if multiple casualties are involved |
|  | Collect information regarding medical condition which will assist assessment of response | This does not assume First Aid knowledge - general observations such as "casualty complains of pain in leg - cannot walk”, "casualty is unconscious" may be very helpful. If casualty conscious and responsive ask them for any relevant medical history that might contribute to injury. Additional details regarding site and severity of injury or level of consciousness would of course be very helpful. If casualty is unconscious First Aid responders should check for presence of bracelets or necklaces referring to medical conditions or allergies. |
|  | Record casualty details | If possible a record of casualty identity, condition and location should be made and kept at the assembly area. This may become crucial if a multiple casualty situation develops. |
|  | First Aiders may be willing / able to enter forest to provide First Aid | Discuss before the event to assess their ability (including access to appropriate vehicle) and willingness to help provide first aid in the forest. If no other response is available, it is likely that the First Aid team will try to ensure that an unconscious casualty is placed in recovery position as quickly as possible - this could be achieved with the assistance of competitors and/or day officials. |
|  | If casualty is unable to move and their location is known, consideration should be given to getting some basic shelter and warm covering to them. | Even in 'summer' hypothermia may become an issue for an immobile casualty, depending upon their injuries and the weather conditions. Suggest having a couple of small rucksacks available as part of the day equipment containing e.g. hat, gloves, bothy bag, lightweight sleeping bag (full side zip), site map and OS map. |
| 2. Contact with Emergency Services | If Police are already on site ask them first to coordinate additional rescue resources | Police will be asked by Central Organisation to attend event, usually for traffic management |
|  | If Police not available on site, use mobile phone to contact Police | Check before event that mobiles will work in Assembly area and competition area. Have this information ready for police and MR personnel including mobile numbers of event officials at or near the casualty. |
|  | If mobile phone won't work, access nearest land-line to contact Police | Check before event location of and access to nearest land-line |
|  | Provide Police and MR personnel with any info on mobile phone coverage in competition area | Radio comms can be as unreliable as mobile phone coverage. Try to gauge as comprehensively as possible coverage of both networks in order to inform Police and MR personnel where communications are likely to be a problem. |
|  | Advise if Mountain Rescue required to evacuate casualty from remote area - Police may advise if on site. | Incident management protocol is normally that Police will make the decision to call out MR and will remain in charge of incident. Police will need as much info as possible on casualty condition and location to enable them to make a risk assessment leading to a possible decision to call MR. (Usually Police will defer to MR on technical issues linked to casualty extraction). A 999 call to police will be handled by force control in Glasgow and take some time to be re-directed to appropriate police contact to handle the mountain rescue callout. Consequently you should continue to use local mountain rescue and police contacts to alert them to the emerging incident where possible to allow them to prepare for the callout. |
|  | Ensure you can give accurate directions to Assembly field, meeting point, etc. | Check road numbers, grid references, names of nearest farms, etc. before event |
| 3. Meet Emergency Services at convenient location | Arrange exact location for rendezvous point - e.g. Assembly field, road junction, entrance to forest | Beware of event traffic around Assembly area. Ensure adequate officials with ability to stop vehicles to allow officials and emergency vehicles out of assembly and into forest |
|  | Allocate emergency vehicle parking at the agreed meeting point | If MR team is called out they will frequently arrive in a range of vehicles - could be 10 or more vehicles. Ensure a sufficiently large area is available for parking vehicles and equipment trailer/s |
|  |  | Try to keep emergency resource parking close to event management area to facilitate communications. |
|  | Ensure day officials liaise with Police regarding any actions linked to movements of personnel and equipment associated with casualty search/location and extraction. | Police and MR will automatically appoint incident managers. Ensure that all information, suggestions and decisions are routed through them to optimise deployment of resources. Have two event officials identified as potential links with police/MR. It has become procedure to maintain a log of incident management activities for insurance/legal reasons - Police and MR do this; it would be sensible for this to be done on behalf of the orienteering event as well. **In particular keep a note of the contact details (both current and home details) of the person reporting the incident for future MR and Event reference.** |
|  | Provide Police and MR personnel with event site information to assist them in briefing teams with respect to on-site hazards | It is now common to include risk assessment information in briefings and should include info on hazardous ground, dangerous crags, uncrossable marshes, rivers and similar potential hazards. This will assist incident managers during deployment of search and recovery teams. |
| 4. Access to Forest | Ensure that keys are available for any locked gates | Ensure locked gates identified and keys obtained from relevant Central Organisation personnel / land owners |
|  |  | Ensure Day Officials with keys are available to open gates - find out which forest management group controls forest as MR teams frequently have key sets for main forest companies |
|  |  | MR teams usually carry bolt cutters - replacing locks or chains on locked gates is usually considered lower priority than accessing casualty |
|  | Ensure that vehicles can use the available tracks to get close to casualty | Ensure all main officials know which tracks can be driven - mark this on maps if necessary |
|  | If a search is required to locate the casualty it is important to be able to exclude areas from the search pattern by confirming that the casualty is not in these areas | Have sufficient spare maps available for search teams, the incident managers having divided the area into sectors (usually based on paths, tracks and other natural boundaries), then allocate manpower to conduct searches within the selected areas, and record findings or otherwise as searches proceed. |
| 5. Evacuation of casualty | Check for helicopter landing site on firm ground beside Assembly - looking out for over-head cables and trees | Note: Casualty may be winched directly out of area if badly hurt or in remote location. The possibility of helicopter involvement should not be assumed as being automatic - weather conditions must be suitable to permit flying. The final decision rests with the pilot. |
|  | If helicopter landing beside Assembly is anticipated try to advise traders and club members with tents accordingly | The downdraft from rescue helicopters is considerable and pilots will usually try to keep around 50 to 100m clearance from tents and other moveable items |
|  |  | If a helicopter landing is anticipated consider cordoning a suitable (level and firm) landing area at least 100m across if possible. If daylight is fading, position two vehicles so that their headlight beams can cross in the centre of the landing area. A borrowed club flag positioned at the edge of the area can give the pilot useful information on wind direction and strength. MR team may be able to provide a smoke canister to further indicate landing zone and wind direction. |
|  | Ensure that entry/exit route for ambulance is kept clear. |  |
|  | Be prepared to brief casualty’s next of kin of their likely destination after evacuation | If helicopter involved, and depending on severity of casualty’s condition, the casualty could be taken directly to a Glasgow Hospital rather than the local hospital. Next of Kin will be anxious to follow on and will need to be made aware if this happens. |
| **Worst Case Scenario - Death in the Forest** |  |  |
| 1. Maintain a positive attitude. | Keep options open to get First Aid and medical assistance to the scene as quickly as possible. | Only qualified medical personnel can verify if death has occurred so always assume casualty is alive and in need of medical assistance.  Rapid and appropriate intervention may recover what appears to be a bad situation |
| 2. Tape off immediate area round casualty | Sufficient Official manpower (minimum of two if available) to be dispatched to the site as soon as possible to cordon the area with tape, to stay at site and ensure competitors, public and media are kept away. | Ensure all Main Day Officials are equipped with radios. Suggest that it is outwith the qualifications of most lay people to diagnose death - avoid sending radio messages containing assumptions of casualty fatality. Most Police/MR incident managers will respond appropriately to a message "requesting attendance of Police and Doctor". Re: note below on passing information to the media, it is important that the officials left in charge of the site do not discuss the situation with passing competitors, public and media. In the absence of mobile phone/radio comms suggest messages only be passed in writing through a messenger system. |
|  |  | If a control is adjacent to the casualty it might be possible to move the control to a point outside the cordon. If this compromises the course, controller to adjust results accordingly. |
| 3. Contact Police as quickly as possible | Use above remarks and planning to ensure easy access to casualty for Police, doctors, MR personnel, etc. | Use plan above to contact Police and work with them and other emergency services on site. |
|  | Police will take over situation as soon as it is reported. Work closely with them | In the event of a fatality, Police may treat the casualty location as a 'scene of crime' and apply their protocols accordingly. Ensure area around casualty is disturbed as little as possible. The location may be visited by Scene of Crime Officer and/or Police photographer. |
| 4. Contact family and friends | Contact family, friends, club-mates etc. using finishers / enquiries in Assembly. Red Cross will have 'quiet' tent at rear of their set-up - use to comfort/support. | Discretion in content of radio messages and in other discussions about the casualty is important - tent walls are no barrier to sound. |
| 5. Deal with any press / media interest | Press may quickly follow any Police activity. Have senior official available to deal with them - refer media enquiries to Police/MR. | Recommend that event officials are instructed not to deliver statements to media directly. Remember that media may monitor radio traffic. Refer all requests for information to the Police who will issue a statement when appropriate. |
|  | Do not allow media personnel near the scene as this may cause distress to family. | Note that media personnel can employ extremely 'persistent' tactics in pursuit of copy and/or photographs. |
|  |  |  |
|  |  |  |

# *Casualty details: information collection*

Day:

|  |  |  |  |
| --- | --- | --- | --- |
| Details | Casualty 1 | Casualty 2 | Casualty 3 |
| Time of report |  |  |  |
| Name of person reported to |  |  |  |
| Location of casualty |  |  |  |
| O.S. Grid Ref. |  |  |  |
| Casualty details | | | |
| Name of casualty |  |  |  |
| Gender |  |  |  |
| Age |  |  |  |
| Clothing |  |  |  |
| Race number |  |  |  |
| Casualty injury details | | | |
| General condition |  |  |  |
| Level of consciousness |  |  |  |
| Severity of injury |  |  |  |
| Any sign of medical bracelets etc.? |  |  |  |
| Number of other people with casualty |  |  |  |
| Is there mobile phone coverage in the area of the casualty? |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Appendix B Assembly Area*

Insert OCAD Map or similar detail showing access, event control, first aid, finish etc. Insert OS map extract detail (sample maps at 1:10000 available from [http://www.scotlandsplaces.gov.uk](http://www.scotlandsplaces.gov.uk/) Crown Copyright and database Rights 2011 or see files uploaded to Day Area Details on Huddle). Other sources at 1:25,000 from [www.streetmap.co.uk](http://www.streetmap.co.uk) or see files uploaded

A*ppendix C Radio Communications Plan*

|  |  |
| --- | --- |
|  | **Radio Channel is same as Day Number** i.e. 1 for Day 1, 2 for Day 2 – Channel 7 is the alternative if this fails |
|  | It’s **“all informed”** communications so you will all hear everything |
|  | Check communications with 0 (zero) when you get to your location |
|  | Tell 0 (zero) when you’re location/team is in place and ready |
|  | Send 0 (zero) key updates during the day – e.g. control check complete, 1st starters away, 1st finisher, car park full, starts closed, etc. |
|  | Listen in for key updates and update your team – e.g. all controls checked, prize-giving, etc. - 0 (zero) will update everyone 15 mins before 1st start |
|  | Talk direct to each other if it’s a straightforward question or message |
|  | If it’s a problem or potential problem then notify 0 (zero) straight away who will then liaise with the necessary officials |
|  | If there’s a need to send a sensitive message (accident, injury, missing competitor, etc.) then 0 (zero) will pre-warn you with – **“Message in 1 minute”** – please then move to a point away from competitors, etc. or connect your ear piece |
|  | In the event of an incident of some kind you will be asked to **“Minimise”** unnecessary communications until it is resolved |

**Top tips:**

|  |  |
| --- | --- |
|  | When you want to send a message, press the button first then speak normally – send the message in short sections |
|  | Use **“over”** at the end of your message if you want a reply or have more to add |
|  | Use **“out”** if no reply needed or that’s the end of the message |
|  | Use **“OK”** to acknowledge the message – e.g. **“OK, over”, “OK, out”** |
|  | For example, ***“Hello Stewart, this is Donald, can you restart the download generator, over”***  Stewart replies ***“OK out”.*** |

| Radio | Role | Name | Mobile No |
| --- | --- | --- | --- |
|  | 0 (zero) Event control point | Day Organiser |  |
|  | Event Coordinator | Ross Lilley | 07747760669 |
|  | Assistant Coordinator | Colin Matheson | 07814398145 |
|  | Day Co-ordinator | Donald Petrie |  |
|  | Planner |  |  |
|  | Controller |  |  |
|  | Assistant Controller |  |  |
|  | First aid |  |  |
|  | Enquiries Change to Information (LW) |  |  |
| 10/11 | Search team |  |  |
|  | Start team |  |  |
|  | Start team |  |  |
|  | Start team |  |  |
|  | Download and results |  |  |
|  | Car Parking |  |  |
|  | Commentary and PA |  |  |
|  | String course |  |  |
|  |  |  |  |
|  | Equipment |  |  |
|  |  |  |  |

*Appendix D Competition Area*

Insert OCAD “all control map”

Insert OS map showing key access points etc. Map sample available on Huddle