



## **Event Safety Plan for Urban Sprint Events and Emergency Procedures**

### **Purpose**

This plan is designed to guide organisers' actions in the event of injury to a competitor, failure of a competitor to return from their course, or the need to evacuate an event area.

### **Event Preparation**

#### **Course Planning**

Course planners and event organisers should review courses with a view to identifying hazards to competitors within the event area. Such hazards can include cliffs, high fences, busy roads, or railways. Other hazards may only become apparent as event day nears, such as extreme weather, or the consequences of such weather, for example high fire danger or swollen creeks. Such hazards should be managed by avoiding the hazard where reasonably possible, and by taking steps to reduce the hazard where it is not.

Examples of risk reduction measures include:

- Course planning to steer competitors away from hazards
- Course planning to force crossing of roads and creeks/rivers at points of low hazard
- Marking hazardous areas on the map using the appropriate "forbidden to cross" or "out of bounds" symbols on the map

#### **Safety Preparations**

Before an event, organisers should make the following preparations:

- Make sure there will be a mobile phone available at the start location
- Make sure searchers have communication ability
- Make sure there will be a club or Orienteering Victoria first aid kit at the start location
- Highlight any safety related information on the maps that are displayed at registration

#### **On the day**

The event instruction sheet to be displayed at registration must include:

- Applicable safety warnings
- Requirement for all competitors to register with the event organisers and obtain a start ticket before starting their course
- Reminder to competitors of the need to return before course closure time as search procedures will commence at that time
- Reminder to competitors that they **MUST** report their return at the Finish table

#### **Event cancellation**

Melbourne based events in fire risk areas will be automatically cancelled in the event of a "Code Red" or "Catastrophic" fire danger warning being issued. At-risk events will be designated as such in printed and online fixtures. Other events will be cancelled at the discretion of the organiser and/or Series Coordinator. If an event is cancelled, this will be published prominently on the Orienteering

Victoria website. The organiser will need to go to the start location to advise any participants that were not aware of the cancellation, if it is safe to do so.

## Event Day Safety

### *If a competitor fails to return:*

THERE IS NO SUBSTITUTE FOR THINKING. DO NOT rush off searching too soon – be organised and well prepared. For example if a competitor is an experienced, fit and strong orienteer who is significantly overdue, it is a fair assumption that the person is injured on the course. If a young person has failed to return, they may be lost or injured, but if a family group has failed to return, it is much more likely that they are just lost.

### Event Organiser's Action Plan

	Action	Other Details
1	At course closure time: identify person(s) not returned	Check the finish PC for competitors still on course. Determine if any competitors are overdue.
2	Seek the mobile number of the missing competitor and try to contact them  Double check with friends /car	Ensure person has not departed for home. Look in the Orienteering registration system Eventor, (or on-the-day registration system for new competitors) for their mobile number.  Ask orienteers – when/where last sighted on course.
4	Obtain description of person	Name, age, appearance, clothing worn, which course, and their fitness level.
5	Start searching: At course closure time  30 mins after course closure time	Control collectors must be briefed to look out for overdue competitors and assist them to the Finish.  Send other orienteers out to check course (including nearby areas outside course boundaries). Must have mobile phones. Must all return to assembly area at designated time (eg 15 mins after commencing search) to report back.
6	Notify Authorities	Depending on weather, time of year and attributes of missing person – it is advised to alert the Police no more than ONE hour after closure of course

### *If a competitor is injured:*

### Event organiser's action plan

	Action	Other Details
1	Nominate person to take charge of situation	Co-ordinate people to assist. Keep contact with chief First Aider.
2	Nominate person to take charge of First Aid	
3	Find out location of competitor	Access by foot, bike or car.
4	Administer First Aid	Ascertain level of injury. Treat as required. Is person conscious? Is ambulance required? How severe is injury?

		Can person walk out?
5	Medical assistance	Assign competent person to ring 000 for Ambulance if required. Provide Melway reference of location plus other relevant information e.g. Orienteering road signs
6	Find friends of injured competitor	Keep them informed and involved. Organise injured person's car/ belongings etc. Contact injured person's family (if not at event).

***If it is necessary to evacuate the event area***

The most likely circumstance in which an evacuation may be required would be a fire starting during an event. An evacuation is not a one-person role. Organisers should gather a team of experienced orienteers together as quickly as possible, and establish who is controlling the evacuation (not necessarily the organiser).

**Event Organiser's Action Plan**

	Action	Other Details
1	Nominate person to take control	
2	Establish the direction and destination of the evacuation (probably under direction of Emergency Services)	Contingency plan should be in place when planning the Event. Note: Where an arena is in an open area, it may itself be a safe location, even though the courses are threatened.
3	Evacuate the area	Competitors must return to their cars and leave the area calmly and safely, under the direction of the coordinator or Emergency Services. Competitors on courses should return to the Finish location immediately and follow instructions as above, unless directed otherwise by Emergency Services. Event organisers must not place themselves at risk by remaining at the finish location to await returning competitors. No effort should be made to retrieve controls or Infrastructure. Remember that it is human lives which must be saved.

Following any incident that involves Emergency Services and/or the media, the following person must be notified as soon as possible, regardless of whether the incident led to actual injury:

Orienteering Victoria President – Bruce Arthur – Mobile 0458 391 261

In all cases, the event organiser must complete an Incident Report form after the emergency has been dealt with, and send it to the Orienteering Victoria Office within 7 days. Incident Report forms are on the Orienteering Victoria website at <http://www.vicorienteering.asn.au/parkstreet/Organising/>