



Event Safety Plan for Bush Events and Emergency Procedures (Foot and Mountain Bike Orienteering)

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 there being the need to evacuate an event area.

Event Preparation

Course Planning

Course setters, controllers and event organisers should review event plans with a view to identifying hazards to competitors within the event area. Such hazards can include mine shafts, cliffs, aggressive dogs on adjoining properties, busy roads, railways and significant creeks/rivers. 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 rivers and 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. Clubs should not try to eliminate risk to the point where events become sanitized. Many orienteers, particularly in the younger age classes, enjoy the challenge that comes with courses that require scrambling on rocks or fording creeks.

Examples of risk reduction measures include:

- Course setting to steer competitors away from hazards
- Marking of dangerous cliffs and mine shafts
- Supervised crossings of busy roads
- Compulsory crossing points of roads and creeks/rivers at points of low hazard.

Safety Preparations

Before an event, organisers should make the following preparations:

- Make sure there will be a mobile phone available at the assembly area. Check that it is in range and if not, work out a nearby spot from where a call can be made in an emergency.
- Make sure searchers have communication ability (mobiles / 2-way radios)
- Note emergency phone numbers for the event area (SES, Police and Hospital)
- Make sure there will be a club or Orienteering Victoria first aid kit (O Gear vehicle) at Assembly area

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 bet 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 Organizers Action Plan

	Action	Other details
1	Identify person(s) not returned	Check 'stubs' at Finish. Check for overdue competitors and those out past course closure time
2	Double check with friends /car	Check car park – car number plates Ensure person has not departed for home Ask orienteers – when last sighted esp on course
3	Obtain details of person	Name, age, appearance, clothing worn, which course on, fitness level (write these down)
4	Start searching <ul style="list-style-type: none"> • After course closure time • Course search on foot • Track patrol/search by vehicle / bike 	Control collectors must be briefed and can look out for overdue competitors and assist them to the Finish Send experienced orienteer(s) out to check course, starting in reverse First patrol tracks competitor would have used using safety bearing. Second patrol main tracks/roads especially on the perimeter of the map (divide map area into segments and allocate. Give time limit to searchers)
5	Notify Authorities	Depending on weather, time of year and attributes of missing person – it is advised to alert the Police as early as ONE hour after close of course. The Police would rather arrive and find the missing person has been located rather than organizing a search in the fading light.

If a Competitor is Injured:

Event Organisers 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 injured competitor	Access by foot, bike or car
4	Administer First Aid	Ascertain level of injury and treat as required Can person walk out? How severe is injury? Is person conscious? Is Ambulance required?
6	Medical assistance	Ring 000 for Ambulance (or 112 if using a mobile phone) Provide Melway / VicRoads reference of location plus information eg Orienteering road signs Assign competent person to liaise with Ambulance
5	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)
7	Fill in OV Incident Report Sheet	Send into OV Office

If it is necessary to evacuate the event area:

The most likely circumstance in which an evacuation may be required would be if a wildfire were to start 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 Organisers Action Plan

	Action	Other details
1	Nominate person to take control	
2	ESTABLISH the direction and destination of the evacuation	Is it fire? Smoke? ash? Radio information? How close? (contingency plan should be in place when planning the event) Note: Where an assembly area is in a cleared area, it may itself be a safe location, even though the courses are threatened
3	STOP any more competitors starting their course	Encourage people to return to their cars to pack and up and either depart or move to safety
4	OBTAIN start list and check with FINISH tent as to who is still out on the courses	Account for ALL competitors and make sure these are checked off against Start list
5	EVACUATE area	Once all competitors have been accounted for, LEAVE the area safely No effort should be made to retrieve controls in the forest Infrastructure should be left Remember that it is human lives which must be saved