

## **Event Safety Plan for Park and Street 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 there being the need to evacuate an event area.

### **Event Preparation**

#### **Course Planning**

Course setters and event organisers should review courses with a view to identifying hazards to competitors within the event area. Such hazards can include creeks, cliffs, high fences, aggressive dogs/people, 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 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.

Examples of risk reduction measures include:

- Course setting to steer competitors away from hazards
- Course setting to force crossing of roads and creeks/rivers at points of low hazard
- Marking hazardous areas as out of bounds
- Shortening or altering courses in the event of extreme weather conditions

NOTE: The Series Coordinator and/or Park-Street Coordinator are authorised to make the final decision regarding course alteration in the event of potential hazards and/or extreme weather

#### **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 (eg rail crossings) that are displayed at registration

#### **On the day**

- The pre-start briefing must include any safety warnings eg busy roads, railway crossings, creek crossings etc
- Remind competitors of the need to return before course closure time as search procedures will commence at that time
- Remind competitors that they **MUST** hand in their control card at the finish table

#### **Event cancellation**

Melbourne based park and street events in fire risk areas (eg outer eastern or northern suburbs) 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, Series Coordinator and/or Park-Street Coordinator. If an event is cancelled, this will be published prominently on the Orienteering Victoria and StreetO websites. The organiser will still need to go to the start location to advise any participants that were not aware of the cancellation.

# 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 Organiser's Action Plan

	Action	Other details
1	At course closure time: identify person(s) not returned	Check barcode/scanner or stubs at Finish Determine if any competitors are overdue
2	Double check with friends /car	Check for any car keys left on the table Ensure person has not departed for home Ask orienteers – when/where last sighted on course
3	Obtain details of person	Name, age, appearance, clothing worn, which course on, fitness level
4	Start searching: At course closure time  15 mins after course closure time	Control collectors must be briefed and can look out for overdue competitors and assist them to the Finish  Send other orienteers out to check course by vehicle (incl nearby roads 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
5	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 injured 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 information eg 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)
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***If it is necessary to evacuate the event area:***

The most likely circumstance in which an evacuation may be required would be if a fire 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 Organiser's Action Plan**

	<b>Action</b>	<b>Other details</b>
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 assembly area is in a cleared 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 Start 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 start 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/s must be notified as soon as possible, regardless of whether the incident led to actual injury:

Orienteering Victoria President – Ian Dodd – Mobile 0419 316 843

In all cases, the event organizer must complete an Incident Report form after the emergency has been dealt with, and send it to the Orienteering Victoria Office within 7 days.