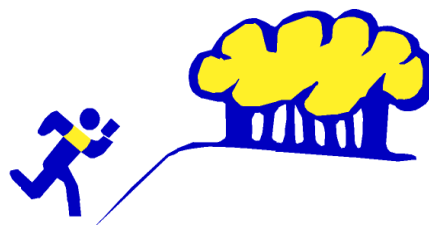




SOUTHDOWN'S ORIENTEERS



EVENT SAFETY PLAN

GENERIC PLAN FOR USE AT SOUTHDOWN'S ORIENTEERS EVENTS

IF YOU ARE DEALING WITH AN EMERGENCY SITUATION JUMP STRAIGHT TO THE RELEVANT SECTION OF THE EMERGENCY PLAN BELOW:

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Updated 09 Dec 2016 to include: learning from search exercise autumn 2016; possibility of contactless punching; improved section 3; new section 14..

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1. Summary of Overall Responsibilities

The following table summarises the overall split of safety responsibilities between planner, organiser and controller. Note that for a local SOG event, Planner and Organiser may be the same person.

	Planner	Organiser	Controller
Definition of responsibilities from BOF event safety guidance	Responsible for the course from start to finish.	Responsible for the remainder of the event	
Specific safety responsibilities prior to event	<p>Course planning</p> <p>Ensuring out of bounds areas and dangerous features can be avoided easily.</p> <p>Ensuring dangerous features are marked with yellow and black tape.</p> <p>Ensuring safety of those setting up the courses</p>	<p>Completing risk assessment</p> <p>Ensuring any identified safety information is communicated to competitors via the event final details</p> <p>Planning for safe event entry, parking, assembly and exit.</p> <p>First aid arrangements</p> <p>Emergency access plans</p> <p>Search and rescue plans</p> <p>Ensuring safety of those setting up remainder of event</p>	<p>Responsible for ensuring appropriateness of safety measures</p> <p>Signs off risk assessment</p>
Specific safety responsibilities during event	Ensuring any identified safety information is communicated to competitors at the course start	<p>Organising those providing safety functions such as:</p> <ul style="list-style-type: none"> - Manned crossing points - First aid - Car park marshalling - Event area marshalling 	
Specific safety responsibilities after event	Ensuring safety of those taking down the courses	Ensuring safety of those taking down remainder of event	

This document should be read in conjunction with the following:

- Event Risk Assessment
- Risk Assessment for SI Team Activities

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2. Summary of Emergency Responsibilities

The following table summarises the split of responsibilities in an emergency. Note that for a local SOG event, Planner and Organiser may be the same person.

SI Team	Planner	Organiser	Controller
<p>SI INTERROGATION Arranging interrogation of SI boxes as needed to identify missing competitors / last known position</p> <p>COMMUNICATIONS Location of club mobile phone as central contact point. To do or delegate to appropriate others:</p> <ul style="list-style-type: none"> • Informing emergency services and obtaining incident reference • Informing and looking after family • Providing a sheltered waiting area for parent or carer of a missing child who has been asked to remain at assembly area so as to be present when child does return. • Calling out additional helpers • Informing Landowner • Informing BOF Office • The Chief Executive must be informed by telephone (07981 091319), if a serious incident has taken place; such as a fatality or a missing child. • Handling media if necessary (in conjunction with police) 	<p>SEARCH Organising searchers Ensuring searchers are issued with appropriate equipment and maps Ensuring searchers are issued with info cards from final page of this document Ensuring searchers are signed out and in again</p>	<p>EQUIPMENT Organising search equipment including communications and first aid Providing maps, keys as required to permit search</p> <p>EMERGENCY SERVICES INTERFACE Deciding when emergency services should be called Allocating club first aid effort Organising access routes for emergency services Providing hand over to emergency services.</p> <p>RECORDING Recording what has been done Filling out BOF incident form</p> <p>REMAINDER OF EVENT Manage remainder of event</p>	<p>OVERALL CONTROL Ensure coordinated response Keep out of detail to ensure oversight Plan ahead & troubleshoot Keep all up to date</p>

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3. Safety for the People Involved in Event Planning / Set-Up / Take Down

Event Planning

Planning courses often involves visits to the event area by the planner or organiser on their own.

Course Set-Up / Taking Down

Setting up or taking down a course, by its nature, involves a small number of people working within the competition area outside of the times for which the main competition arrangements for search and rescue, first aid, etc are in place.

Event Set-Up / Taking Down

Whilst generally involving work in lower risk areas than the course set-up, those setting up signage, marked routes, etc may also be working outside of the times for which the main competition arrangements for search and rescue, first aid, etc are in place.

Responsibilities of those involved

Have you checked in advance?

- Permission from the land owner (where relevant)?
- No clash with other activities such as shooting or forestry activities?
- Likely weather conditions?
- Sunset time?
- Known hazards in the area?
- Are the planned activities well within your physical capability?
- Can hazardous activities be avoided whilst you are working alone?

Would someone know if you were missing?

- Does someone know where you are?
- Do they have a copy of the map marked up with exactly where you are working (if possible)?
- Could you enable tracking on your phone so they can trace you more precisely?
- Do they know how long you are expected to be?
- Do they have contact numbers for people who could be called in to help? (e.g. event officials or other experienced orienteers)
- Do they have a means to communicate with you and you with them?
- If working for a prolonged period, could you set up a failsafe system where you call in regularly to report you are safe?

Could you get help in an emergency?

- Are you carrying a mobile phone with contact numbers?
- Have you exchanged mobile numbers with any others working at the same time?
- Are you carrying a whistle to use to summon help?

Are you adequately equipped?

- Suitably clothed for conditions? (including footwear, full body cover against ticks...)
- Compass, waterproof copy of map?
- Small first aid kit?
- Watch?
- Are you carrying some form of ID together with emergency contact details and any medical details such as allergies etc. that you would like someone to be aware of if they found you unconscious?
- Are the ICE number and emergency details set up on your phone?

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4. Event-Specific Information in Risk Assessment Document

Event Risk Assessments

The event risk assessment process is as follows:

- The club event safety officer produces a starting point risk assessment based on experience from previous events in the same location and sends it to the organiser
- The organiser completes the risk assessment (with appropriate input from the planner) based on the actual arrangements and courses planned for the event. This is an iterative process and may take place over several months for a larger event.
- The organiser and planner then forward the risk assessment and copies of the planned courses to the controller for level A/B/C events or to an appropriate reviewer (the event safety officer, a licensed controller or a licensed coach) for level D events.
- The arrangements are reviewed / discussed / challenged as appropriate to the risk level of the event (for example, the junior night street courses for the Brighton City Race are walked by the safety officer or child protection officer) before the risk assessment is countersigned.

Communication

See event risk assessment for specific details of communication between officials

- Controller
- Organiser
- Planner
- Download
- Parking marshals
- Start (if remote from assembly area)
- Finish (if remote from assembly area)

See event risk assessment for mobile phone number which is printed on maps - this needs to be manned at all times.

Club mobile 07526-792817 lives with the SI kit and will be available at download. The organiser is responsible for ensuring that it is present and charged at the event.

Access Routes for Emergency Services

See event risk assessment for details of event location (grid reference / postcode) and emergency access routes.

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First Aid Provision

See event risk assessment for specific details of first aid provision.

Typically:

Local event (level D or level C SOG)	First aid kit only
Level B/C event	Club first aiders (with rota so that a suitably qualified person is always dedicated to this role)
Large/ National events	External provider (note BOF website has a proforma first aid brief to use when booking)

First aid cover will need to be present throughout the competition times and until all participants are accounted for.

The club first aid kit lives with the SI equipment and contains:

- First aid equipment
- Local hospital details / maps.
- First aid advice booklet.
- List of contact details for some club members with first aid training
- BOF incident report forms

If emergency first aid is required at a local event, call 999 then try to locate suitably qualified club members to help. Continue as per section 11 of this plan.

If minor first aid is required at a local event:

- Find a space to deal with casualty away from busy download area.
- Sit casualty down.
- Make sure they are warm enough.
- Offer water.
- Wear gloves
- Offer treatment according to first aid advice in booklet
- **Fill in an incident form.**

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5. Pre-Event Safety Check-List

The following is a suggested check list for the event organiser (or delegated safety officer) to use on the day of the event. It will be particularly helpful for larger events:

Safety-related items within the courses (e.g. hazard taping) will be confirmed by the event planner and controller before courses open.

Safety-related items relating to the event set-up:

Hazard	Mitigation	Initials when checked
Moving vehicles (car park / assembly areas)	Are compulsory routes to start clear? Is parking appropriately marshalled? Are marshals wearing high visibility jackets? Are marshals aware of procedure in the event of injury or fire?	
Electrical Equipment Generators	Have SI team sited all equipment and cables to prevent trip hazards? Have SI team sited all cables to prevent damage from traffic? Have SI team all electrical equipment suitably protected from the elements? Have SI team got generator sited where it is away from thoroughfares, taped off if necessary and suitably ventilated? Have SI team got fuel for generator stored safely? Do SI team have access to appropriate fire extinguishers?	
Traders	Have traders avoided trip hazards Have traders ensured any electrical equipment is suitably protected? If traders are using generators are these suitably sited and is fuel suitably stored? Do traders have access to appropriate fire extinguishers?	
Injury / existing medical conditions / unexpected reactions or allergies	Is first aid provision set up as defined in risk assessment? Is first aid point clearly identified? Are maps / postcode / phone numbers of local hospitals available? Are details of event location (grid reference / postcode) and emergency access routes available?	
Tent / flag guy rope trip hazards	Is area where club tents and flags can be erected clearly defined?	
Traffic (course crossings)	Are all crossing marshals in position? Are marshals wearing high visibility jackets? Are signs displayed warning of runners (as per risk assessment)?	
Emergency Equipment	Are all items listed in section 13 present?	
Communications	Have radios or mobile phones been allocated as per risk assessment? Are radios and phones all working? Do all users know to both make and receive calls? Do all users have a full list of radio / phone contact details for others?	
Fire	Do those at registration / download / tannoy point know where muster area will be? Are emergency exit routes from any buildings marked and kept clear? Are isolation points for electricity and gas supplies known if relevant? Ensure any fire protection doors remain closed	

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6. Emergency Plan - MAJOR EMERGENCY SUCH AS FATALITY

A major emergency could be a very serious incident or combination of incidents, which may 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 participants, volunteers or spectators at serious risk.

Action	Information / Equipment Required	Things to Record
Inform event first aid		Current time:
Call emergency services	Use mobile phone to call 999 Give detail about location and type of emergency Event location (grid reference / postcode) and emergency access routes will be in risk assessment Organiser will hold any keys necessary to get emergency vehicles into site	Current time: Detail of incident: Names of casualties:
Notify event officials	Location and/or contact detail for event officials	Current time:
Set up an emergency control point	Organiser should adopt role of emergency coordinator. At a small local event download is likely to be the only tented area At a large event, a preferred location should be pre-allocated by the organiser	Name of coordinator Location of control point
Contact any other parties who need to know	BOF Office 01629 583037 - The Chief Executive must be informed by telephone (07981 091319), if a serious incident has taken place; such as a fatality or a missing child. Land owner	Time and summary of calls:

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Action	Information / Equipment Required	Things to Record
Allocate people to specific roles	<p>Possible roles to consider:</p> <ul style="list-style-type: none"> • someone to identify / contact next of kin and look after them • someone to coordinate with emergency services • someone to coordinate with BOF • someone to deal with other people in the area (taping off, cordons, etc) • someone to deal with managing the remainder of the event (preventing anyone else starting, registering returning runners, etc) • someone to look after volunteers involved in managing the emergency (briefing them, monitoring how they are coping, providing shelter / food / drink) <p>Ensure communications is set up between these people</p>	Name, Phone number
Witnesses	Record details of any witnesses	Names / contact details
Media action	Instruct everyone to refer media enquiries to the police 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	
Coordinate with emergency services	<p>As required. The Police will take over control of the emergency when they arrive.</p> <p>Keep back (or keep details of) persons involved as statements may be needed Ensure all logs and other evidence are kept</p>	Time / details of activities:

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7. Emergency Plan - FIRE

Action	Information / Equipment Required	Things to Record
Remove people from area	<ul style="list-style-type: none"> • Tell people to leave the area • Tell anyone operating electrical or cooking equipment to turn it off before leaving if they can do so safely • Turn off electrical / gas supplies at isolation point if possible • Ask available club members to establish a cordon <ul style="list-style-type: none"> ○ 20m from edge of combustible material ○ 50m from a vehicle or petrol generator fire 	Current time:
Call emergency services	<p>Use mobile phone to call 999 Give detail about location and type of fire to emergency services</p> <p>Event location (grid reference / postcode) and emergency access routes will be in risk assessment Organiser will hold any keys necessary to get emergency vehicles into site</p>	Current time:
Notify event organiser	Location and/or contact detail for organiser	Current time:
Contact any other parties who need to know	<p>BOF Office 01629 583037 - The Chief Executive must be informed by telephone (07981 091319), if a serious incident has taken place; such as a fatality or a missing child.</p> <p>Land owner</p>	Time and summary of calls:
Review and revise cordon as necessary	<p>Minimum 20m from edge of combustible material Minimum 50m from a vehicle or petrol generator fire Under no circumstances allow owners of vehicles neighbouring the fire to approach their own vehicles</p>	Time / details of review activities:
Coordinate with emergency services	As required	Time / details of activities:

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8. Emergency Plan - LOST CHILD HANDOVER

The aim of the Child Handover Plan is to provide a safe method of reuniting a lone child, who is separated from its parent or carer, to its parent/carer or responsible adult. Whilst the risk of a child being handed over to an unsuitable adult is low, it is a risk that unfortunately cannot be ignored.

Action	Information / Equipment Required	Things to Record
On finding a lone child, they should be taken to the agreed safe location	<p>For a large event, there will be a pre-determined location for child handover.</p> <p>For small local events, an uninjured child found wandering should be taken to Download for safe keeping. He or she should be seated inside the tent and not allowed to escape!</p> <p>A child requiring first aid should be treated the same way as any other competitor but with strenuous efforts made to find the parent or carer and bring them to the child. A suitable adult should be identified to stay with the child until the parent or carer is found (ideally the child welfare officer or a DBS checked coach, known to the child if possible)</p>	<p>Time:</p> <p>Child's name: (note that the child's full name should NOT be broadcast - use parent's name on tannoy if child is old enough to communicate this; use child's first name and a brief description if not)</p> <p>Child's age:</p> <p>Child's address:</p> <p>Parent's name:</p> <p>Parent's phone number if child knows it:</p> <p>Club:</p> <p>Other relevant details e.g. where the child last saw parent or carer.</p>
Notify event officials	<p>Location and/or contact detail for organiser</p> <p>Club child welfare officer Clare Lines: 07747 032343</p>	Current time:
Make strenuous efforts to find the parent / carer	<p>Club members may know where to find them or know contact details</p> <p>Mobile number may be registered with SPORTident or BOF</p> <p>EOD dibber hire should have number recorded on hire form.</p>	Details provided
Hand child back to parent / carer	<p>The child shall only be handed over to an adult and preferably the parent. It must be obvious that the child recognises the adult.</p> <p>If there is some doubt about the identity of the adult and/or the relationship with the child, then it may be necessary to ask the adult for verification of their identity. It is suggested that the Organiser is called. If there is lots of concern about the identity of the adult and the relationship with the child, officials may consider refusing to hand over the child.</p> <p>Note that a young person is any child under 18 years and an adult has moral and statutory duty of care, custody and control of any child under 18 years under their supervision. (See British Orienteering Policies v1.1 p72-75 and Children's Act 1989)</p>	<p>Name of adult:</p> <p>Address of adult:</p> <p>Relationship with the child:</p> <p>Time of handover:</p>

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9. Emergency Plan - WHEN NOTIFIED OF A MISSING PARTICIPANT

This procedure should be followed if a participant is reported overdue before course closing time OR is missing when the courses close

Action	Information / Equipment Required	Things to Record
Notify event organiser	Location and/or contact detail for organiser	Current time:
Record the details of the missing person	<p>Pen</p> <p>If person reporting missing participant is a relative, it is worth asking whether they have a photo on a mobile phone which can be used to show searchers (depending on the phone type, it may be possible possibly to transfer this to searchers' mobile phones.</p> <p>IF IT IS A CHILD, ENSURE ONE PARENT REMAINS AT DOWNLOAD TO BE THERE IF CHILD DOES APPEAR</p> <p>Build up as much information as possible</p> <p>Allocate someone to look after a concerned relative.</p>	<p>Name:</p> <p>Sex:</p> <p>Age:</p> <p>Course:</p> <p>Start Time:</p> <p>Address:</p> <p>Tel:</p> <p>Car Registration:</p> <p>Alone/Accompanied?</p> <p>Is their clothing adequate for being still in current weather?</p> <p>Were they carrying a whistle?</p> <p>Any medical condition?</p> <p>Any known injury?</p> <p>Orienteering Experience?</p> <p>Description – height/build/appearance/clothing:</p>
Check whether they actually started	<p>At large pre-registered event, check start list marked up at the start point</p> <p>At any SI event, download of SI check box and/or start box</p> <p>At small, non-SI event, check list of competitors made at start</p> <p>NOTE that contactless punching is not recorded by control boxes - planner will have made arrangements to ensure all starters physically punch the check box.</p>	Did they start?

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Action	Information / Equipment Required	Things to Record
Check whether they downloaded	At any SI event, check results / download of SI finish box At small, non-SI event, check list of competitors ticked off at finish NOTE that contactless punching is not recorded by control boxes - planner will have made arrangements to ensure all finishers physically punch a confirmation control after the finish.	Did they download?
What are typical finish times for the class?	Actual times available from SI team Estimates available from planner	Typical finish times? How 'late' is the competitor currently?
Try to contact them	At a large event, put out a tannoy announcement for them to report to download Person reporting them missing may know contact details Club members may know contact details Mobile number may be registered with SPORTident or BOF EOD dibber hire should have number recorded on hire form.	Able to contact them? Are they safe?
Check all obvious locations	Ask someone who would recognise them to check club tent, assembly area, string course, car park, toilets, etc. If a safety bearing was given, check the route back that a person following that instruction would have taken	Club tent? Assembly area? String Course? Toilets? Car park? Is their car still in the car park? Route back from safety bearing?
Ask if anyone has seen them	Did any club mate see them on their way round? Have control or road crossing marshals seen anyone matching the description? Quiz finishers to check if anyone has seen the missing competitor or anything unusual.	If seen: Approximately when? Where? By Whom?

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Action	Information / Equipment Required	Things to Record
Decide whether a search is needed.	<p>Consider:</p> <ul style="list-style-type: none"> • Participant details (age, known medical conditions, etc) • Age and/or experience of the competitor • Amount of daylight left • Unattended vehicle remaining in car park • Weather currently & forecasted • Known medical condition • Density of competitors still in the terrain • Nature of the terrain • Elapsed time • Time of year <p>IF SEARCH REQUIRED PROCEED TO SECTION 10</p>	<p>Initial decision to search or not: Time:</p> <p>As an example, it might be reasonable to be sending out searchers to start a 'backward round the course' search if a young child is overdue by more than half an hour and the above steps have failed to locate them - particularly if weather is poor. For an experienced adult on a long course in good weather this might reasonably extend to an hour overdue; possibly more if they have a history of erratic navigation leading to long course times.</p>
Continue to review need for a search	<p>As above, repeating checks as seem appropriate</p> <p>Try to ensure needs of friends and relatives are dealt with.</p> <p>IF SEARCH REQUIRED PROCEED TO SECTION 10</p>	<p><u>Time of review</u> <u>Decision</u></p>

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Date	Sunrise	Sunset	Date	Sunrise	Sunset
1st Sep	6:13	19:47 BST	1st Mar	6:46	17:41 GMT
15th Sep	6:35	19:16 BST	15th Mar	6:15	18:05 GMT
1st Oct	7:01	18:38 BST	1st Apr	6:36	19:34 BST
15th Oct	7:24	18:07 BST	15th Apr	6:05	19:57 BST
1st Nov	6:54	16:34 GMT	1st May	5:33	20:23 BST
15th Nov	7:18	16:11 GMT	15th May	5:09	20:46 BST
1st Dec	7:44	15:55 GMT	1st June	4:49	21:08 BST
15th Dec	8:00	15:52 GMT	15th June	4:43	21:20 BST
1st Jan	8:06	16:02 GMT	1st July	4:47	21:21 BST
15th Jan	8:00	16:20 GMT	15th July	5:01	21:12 BST
1st Feb	7:39	16:50 GMT	1st Aug	5:24	20:49 BST
15th Feb	7:15	17:16 GMT	15th Aug	5:46	20:23 BST

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10. Emergency Plan - WHEN A SEARCH IS REQUIRED

This procedure should be followed if it is determined that a search is required.

Action	Information / Equipment Required	Things to Record																								
<p>Mobilise searchers and other helpers</p> <p>(list all searchers on the form at the end of section 10)</p>	<p>Searchers available?</p> <p>At a large event, helpers list (held separately at Enquiries) will include full list of mobile numbers).</p> <p>At a small event, organiser should have pre-identified people who will be available to help (typically control collectors - do not include the SI team as you will need them to check controls, act as a communication centre and continue to cope with any other returning runners)</p> <p>Also attempt to recruit experienced orienteers from their own club who would recognise them</p> <p>IF MISSING PERSON IS A CHILD, ENSURE ONE PARENT REMAINS AT DOWNLOAD SO THAT THEY ARE THERE WHEN THE CHILD IS FOUND.</p> <p>Ensure friends / relatives of the missing person are being looked after</p> <p>Ensure searchers have chance to inform their own families that they may be late home</p> <p>Ensure searchers (who may already have had a long tiring day) are suitably prepared</p> <ul style="list-style-type: none"> - Searcher briefing card (see section 13) - Suitable clothing for their own protection and comfort - Details of the person they are looking for - Means of communication - Map showing search route (consider adding grid markings for ease of describing current location - there are red pens in the emergency resources in case courses need to be hand copied onto spare maps) - Emergency pack 	<p>Current time</p> <p>The following people may be able to assist with advice regarding a search if required.</p> <table border="1"> <thead> <tr> <th>Search advisors</th> <th>Mobile no.</th> <th>Home location</th> </tr> </thead> <tbody> <tr> <td>Neil Crickmore</td> <td>07845 414380</td> <td>Hurstpierpoint</td> </tr> <tr> <td>Peter Chapman</td> <td>07745 805846</td> <td>Crawley</td> </tr> <tr> <td>Simon Thraves</td> <td>07906 443947</td> <td>Chichester</td> </tr> <tr> <td>Mike Baron</td> <td></td> <td>Lewes</td> </tr> <tr> <td>Rob Lines / Clare Lines</td> <td>07733 301608 / 07747 032343</td> <td>Brighton</td> </tr> <tr> <td>Andy Hannaford</td> <td>07720715650</td> <td>Horsham</td> </tr> <tr> <td>Karen Ashworth</td> <td>07740 902501</td> <td>Burgess Hill</td> </tr> </tbody> </table>	Search advisors	Mobile no.	Home location	Neil Crickmore	07845 414380	Hurstpierpoint	Peter Chapman	07745 805846	Crawley	Simon Thraves	07906 443947	Chichester	Mike Baron		Lewes	Rob Lines / Clare Lines	07733 301608 / 07747 032343	Brighton	Andy Hannaford	07720715650	Horsham	Karen Ashworth	07740 902501	Burgess Hill
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Action	Information / Equipment Required	Things to Record
Consider notifying police on non-emergency number 101	In general, the police will appreciate early notification, even if you are not actually requesting help at the time. Their response will depend on the circumstances - they will decide whether to gather searchers, based upon the information which you supply. It is important that you give as many details as you can of the situation and the missing person. Although an officer may attend reasonably quickly it can take a significant length of time for them to mobilise any number of helpers. Even when help does arrive, the expertise of orienteers to navigate precisely over complex terrain, even at night, should be remembered.	Police incident reference number Are police going to send someone at this point? Should further notification be to this number or to 999? Any other detail from the call:
Based on course entered and information gathered about sightings, send out one pair to follow reverse route round course	<p>Ideally one SO searcher familiar with the area and one searcher who would recognise the missing person. One with first aid training if possible.</p> <p>Searchers will require:</p> <ul style="list-style-type: none"> - Searcher briefing card (see section 13) - Suitable clothing for their own protection and comfort - Details of the person they are looking for - Means of communication - Map showing search route (consider adding grid markings for ease of describing current location) - Emergency pack <p>Searchers should also ask other people in the search area whether they have seen the missing competitor.</p> <p>IF EVENT HAS ALREADY CLOSED THESE SEARCHERS CAN ALSO BRING BACK CONTROLS LEAVING STAKES AND FLAGS IN POSITION (It can be helpful to label the stakes with their original control number to help subsequent searchers - there are stickers available in the emergency resources to allow this).</p> <p>IF MISSING PERSON IS FOUND AND IS INJURED, PROCEED TO SECTION 11</p>	<p>COURSE BACKWARDS SEARCH</p> <p>Name of searcher 1 Mobile number or radio details Name of searcher 2 Mobile number or radio details Time out Time back Result of search:</p>

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Action	Information / Equipment Required	Things to Record
Send out one pair to drive route round perimeter roads and any other roads in the mapped area	<p>Ideally SO driver plus searcher who would recognise the missing person. One with first aid training if possible.</p> <p>Searchers will require:</p> <ul style="list-style-type: none"> - Searcher briefing card (see section 13) - Suitable clothing for their own protection and comfort - Details of the person they are looking for - Means of communication + whistle - Compass + map showing search route (there are OS maps in the emergency resources) - Emergency pack <p>IF MISSING PERSON IS FOUND AND IS INJURED, PROCEED TO SECTION 11</p>	<p>COURSE PERIMETER SEARCH</p> <p>Name of searcher 1</p> <p>Mobile number or radio details</p> <p>Name of searcher 2</p> <p>Mobile number or radio details</p> <p>Time out</p> <p>Time back</p> <p>Result of search:</p>
If after the end of the event, prioritise collection of controls from the entered course and interrogate control boxes to find out last confirmed location	<p>Interrogation of controls can be done by the SI team</p> <p>NOTE that contactless punching is not recorded by control boxes - planner will have made arrangements to ensure all starters physically punch the check box and that all finishers physically punch a confirmation control after the finish; individual controls will record punching competitors only.</p> <p>Leaving stakes and flags for the entered course in position will help with the ability of others to search around that course.</p> <p>It can be helpful to label the stakes with their original control number to help subsequent searchers - there are stickers available in the emergency resources to allow this.</p>	List all controls on course and indicate those that have been visited
Contact police again	<p>If competitor has not been found and police have not already provided help at the scene, call police (999 or 101 as agreed on first call) and request help.</p> <p>If competitor has been found, notify police on non-emergency number 101</p> <p>Quote police incident reference number recorded above.</p>	Time and summary of call:

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Action	Information / Equipment Required	Things to Record
Based on course entered and information gathered about sightings, send out additional pair(s) to search area between last confirmed location and first missed control	<p>Allocate searchers depending on terrain and probabilities: Which areas have the highest probabilities of containing the competitor? Which areas require more searchers to tackle (e.g. a field may have the same area as a piece of woodland but can be covered much more quickly by a smaller number of searchers).</p> <p>Ideally one SO searcher familiar with the area and one searcher who would recognise the missing person. One with first aid training if possible. Searchers will require:</p> <ul style="list-style-type: none"> - Searcher briefing card (see section 13) - Suitable clothing for their own protection and comfort - Details of the person they are looking for - Means of communication + whistle - Compass + map showing search route (consider adding grid markings for ease of describing current location) - Emergency pack <p>IF MISSING PERSON IS FOUND AND IS INJURED, PROCEED TO SECTION 11</p>	<p>DETAILED SEARCH OF MOST LIKELY AREA</p> <p>Name of searcher 1 Mobile number or radio details Name of searcher 2 Mobile number or radio details Time out Time back Result of search:</p>
Contact any other parties who need to know	<p>Next of kin</p> <p>BOF Office 01629 583037 - The Chief Executive must be informed by telephone (07981 091319), if a serious incident has taken place; such as a fatality or a missing child.</p> <p>Land owner</p> <p>Consider implementing other elements of major emergency plan such as how to deal with media contacts.</p>	<p>Time and summary of calls:</p>

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Action	Information / Equipment Required	Things to Record
<p>Continue to search and provide assistance as requested by police</p>	<p>When the police or search and rescue team controller arrives, he/she will need a briefing of the area, and what has been done already.</p> <ul style="list-style-type: none"> - if the competitor has a standard dibber, have the controls on the course been interrogated? - if an SI Air dibber, has it passed a radio control (large events only)? - what searches have been carried out and how thoroughly - who is currently out in the area (dog team may need searchers withdrawing whilst the dogs work) <p>Ribbon searching – this only covers linear features and the land on either side. A competitor injured in the middle of a thick block of forest may still be found by ribbon searching if they use their whistle or shout for help. Following the competitor's course is a sort of ribbon search but it is difficult whenever there is a route choice.</p> <p>Sectoring – this involves a comprehensive sweep search of selected pieces of land. It is very slow and labour intensive - probably requiring more people than you will have available. The reality of searching is that, if the missing person is unconscious, it will take a very long time to locate them in the sort of terrain that we use.</p>	<p>RECORD ALL PAIRS OR GROUPS OF SEARCHERS IN AND OUT ON NEXT PAGE</p> <p>RECORD SEARCH PROGRESS ON A BLANK MAP, HIGHLIGHTING ANY FEATURE THAT CANNOT BE 'CLEARED'</p> <p>IF AREA IS NOT BOUNDED, CONSIDER POSSIBILITY THAT MISSING COMPETITOR MAY BE OFF MAP</p>

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SEARCHER DETAILS					
Names	Mobile phone number	Equipment issued	Search Area	Time Out	Time Back

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11. Emergency Plan - WHEN NOTIFIED OF AN INJURED PARTICIPANT

This procedure should be followed if an injured participant is reported by another person or if a search results in the discovery of an injured person.

Action	Information / Equipment Required	Things to Record
Record the location / condition of the injured person	Pen Blank map with grid markings Pen	Record location on blank map and attach it to this emergency plan Injured person reported by whom (name, club): Initial assessment of injured person's condition Report made to whom:
Record the details of the casualty if known and if not already done in section 6	Just record whatever is known at this point and come back to this once first aid is underway.	Name: Sex: Age: Course: Club: Start Time: Description: Address: Tel: Car Registration: Alone/Accompanied? Is their clothing adequate for being still in current weather? Any known medical condition? Has Casualty Been Told to Stay Put and Await Assistance? Next of kin details if known:

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Action	Information / Equipment Required	Things to Record
If initial assessment is that ambulance is required, phone 999	<p>Location of casualty</p> <p>Event location (grid reference / postcode) and emergency access routes will be in risk assessment Organiser will hold any keys necessary to get emergency vehicles into site</p>	<p>If 999 dialled: Time Location requested: Names and mobile numbers of people sent to meet ambulance</p>
Notify event organiser	Location and/or contact detail for organiser	Current time:
Send first aid party to location of casualty	<p>Consider possible use of on-road and 4x4 vehicles</p> <p>Ideally one SO searcher familiar with the area/map plus first aider(s) plus possibly the person who reported casualty who should be able to help locate them. First aid party will require:</p> <ul style="list-style-type: none"> - First aid equipment - Warm clothing for casualty - Food and drink for casualty if first aider gives permission - Searcher briefing card (see section 13) - Suitable clothing for their own protection and comfort - Means of communication + whistle - Compass + map of area marked up with casualty location 	<p>Times sent People sent</p> <p>Feedback provided by first aid party</p>
Assist first aiders and emergency services as required	<p>Possible actions needed include</p> <ul style="list-style-type: none"> - Directing emergency personnel to casualty - Providing helpers to hold back exiting traffic so emergency services can get in - Providing helpers to ensure an area is clear of people for an air ambulance landing 	Record actions taken
Contact any other parties who need to know	<p>Next of kin</p> <p>BOF Office 01629 583037 - The Chief Executive must be informed by telephone (07981 091319), if a serious incident has taken place; such as a fatality or a missing child.</p> <p>Land owner</p> <p>Consider implementing other elements of major emergency plan such as how to deal with media contacts.</p>	Time and summary of calls:

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Action	Information / Equipment Required	Things to Record
Make arrangements for return of items belonging to the casualty	If casualty has been taken by emergency services, consider how vehicles and any other equipment belonging to them might be returned	Any arrangements made / people involved

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12. Emergency Plan - Closing down once situation is resolved

This procedure should be followed once the situation is resolved.

Action	Information / Equipment Required	Things to Record
Inform all searchers that they can now return to base	Contact details as recorded in search details in section 10	Time
Confirm all searchers return safely	List from section 10 of this document	Record 'time back' on search sheets in section 10
Update all other parties involved	Police (in person or 101) Family of missing persons / casualties Families of searchers Land owner BOF Office / Chief Executive	Record time of each notification: <ul style="list-style-type: none"> • Police • Family of missing person • Families of searchers • Land owner • BOF office / chief executive
Debrief volunteers	Collect information / write reports whilst circumstances are fresh in people's minds 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. Ensure all logs and other evidence are kept	
Complete BOF incident report	Blank incident report form is in first aid kit	

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13. Equipment Required

	Planner	Who is responsible for providing
Prior to event	Yellow and black tape for marking hazards. Red and white tape for marking compulsory routes on course and to and from assembly areas Signage (road signs, warning runners signs, signage for first aid point at large event) High visibility jackets for road and parking marshals	Organiser
At download	Set of maps for each course All controls maps Helper list with mobile phone numbers Local maps (e.g. OS map, map of university with building names) Copy of risk assessment with location / emergency access details First aid kit Copy of local hospital locations (in first aid kit) Copy of event safety plan (in first aid kit) Contact details of some first aid trained club members (in first aid kit) Copy of BOF incident form (in first aid kit) Pens Radios for large event Red sharpies for marking up maps Stickers for labelling control numbers onto stakes as controls are brought in	Organiser
In emergency grab packs for searchers	Compass Whistle Torch (windup) High visibility jackets x 2 Map of the area Foil blanket Notepad and pencil Basic first aid kit Latex gloves Pocket Resuscitation Mask Briefing card as detailed below	Organiser

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14. Event Cancellation Planning

For smaller events, the event organiser is responsible for the decision to cancel. This decision will be communicated to members via the website (contact David Marsh) / facebook page (contact Ali Hooper) plus, in the event of a last minute cancellation, signage at the event venue.

Large events should have an event-specific cancellation plan to sit alongside the British Orienteering Major Events Cancellation Policy and Procedure.

The following will be taken into account when deciding whether to cancel an event:

Hazard	Factors influencing decision to cancel
ALL	<p>Considerations for advance cancellation / delaying of event</p> <ul style="list-style-type: none"> • Consider whether delaying event would allow risk to be avoided • If continuing with event, consider what additional mitigations are needed and how these will be communicated to participants where appropriate • Effect on event safety in terms of damage to infrastructure (buildings, mobile phone network, power network, clean water and sewage services) • Risks associated with access to/from the event (road closures, dangerous driving conditions) <p>Considerations for event curtailment / abandonment As above list plus</p> <ul style="list-style-type: none"> • Ability of participants to get home safely • Ability to carry out emergency procedures such as searching for missing competitors • Effect on event safety in terms of damage to infrastructure (mobile phone network, power network)
High Winds	<p>Sources of information: http://www.metoffice.gov.uk/public/weather/warnings http://www.highways.gov.uk/traffic-information/</p> <p>Specific considerations in addition to the generic ones above: Met Office warning level - red is likely to mean event cancellation; for yellow / amber consider the following in addition to the generic list:</p> <ul style="list-style-type: none"> • Danger from falling trees / flying debris in the event area / parking / assembly areas • Is it appropriate to make certain clothing / equipment items mandatory? (e.g. wind proof jackets)

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Hazard	Factors influencing decision to cancel
Heavy Rain / Flooding	<p>Sources of information: http://www.metoffice.gov.uk/public/weather/warnings https://flood-warning-information.service.gov.uk/ http://www.highways.gov.uk/traffic-information/</p> <p>Specific considerations in addition to the generic ones above: Met Office warning level - red is likely to mean event cancellation; for yellow / amber consider the following:</p> <ul style="list-style-type: none"> • Extent of any flooding / predicted flooding within the event area / parking / assembly areas • Effect on event safety in terms of stream / marsh / river crossings • Is it appropriate to make certain clothing / equipment items mandatory? (e.g. hooded waterproof coats)
Electrical Storms	<p>Sources of information: http://www.metoffice.gov.uk/public/weather/warnings http://www.metcheck.com/UK/live_lightning_strikes.asp Mobile phone apps such as Netweather Storm Radar, Wetherplaza Lightning Alarm, Weather Bug.</p> <p>Specific considerations in addition to the generic ones above: If thunder and lightning is forecast with high probability, consider whether delaying or curtailing event would allow it to be run safely and if not then cancel. If forecast has possibility of thunder and lightning but with low probability:</p> <ul style="list-style-type: none"> • consider whether delaying or curtailing event would allow risk to be avoided • ensure all competitors are briefed before start about what to do in the event of being out in an electrical storm • keep watch on live lightning information and hold starts if any strikes are within 50 miles and travelling towards event or within 20 miles (regardless of direction of travel) or if thunder is heard • use 30/30 rule as recommended by RoSPA : if flash to bang time is less than 30 seconds, evacuate competitors / volunteers / officials from assembly area to sit in cars or buildings (not tents and not sheltered under trees!). Stay in shelter until 30 minutes past the last clap of thunder. Consider driving one or more cars to provide shelter for finishing competitors in the assembly area. <p>For unexpected thunderstorms use 30/30 rule as above. Ensure the RoSPA advice appears in event safety section of final details.</p>
Snow and Ice	<p>Sources of information: http://www.metoffice.gov.uk/public/weather/warnings http://www.highways.gov.uk/traffic-information/</p> <p>Specific considerations in addition to the generic ones above: Met Office warning level - red is likely to mean event cancellation; for yellow / amber consider the following:</p> <ul style="list-style-type: none"> • Danger from ice / snow within the event area / parking / assembly areas (slippery surfaces, snow drifts, poor visibility) • Could event be run safely if starts delayed? • Is it appropriate to make certain clothing / equipment items mandatory? (e.g. hooded waterproof coats, hats, gloves)




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Hazard	Factors influencing decision to cancel
Fog	<p>Sources of information: http://www.metoffice.gov.uk/public/weather/warnings http://www.highways.gov.uk/traffic-information/</p> <p>Specific considerations in addition to the generic ones above: Met Office warning level - red is likely to mean event cancellation; for yellow / amber consider the following:</p> <ul style="list-style-type: none"> • Danger from poor visibility in the event area / parking / assembly areas • Is it appropriate to make certain clothing / equipment items mandatory? (e.g. whistles)
Cancellation requested by other authority	<p>Cancel event (e.g. land owner restricting access at last minute due to foot and mouth, police advise cancellation due to major access road closed by accident)</p>




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 BRIEFING CARD FOR SEARCHERS	 BRIEFING CARD FOR SEARCHERS	 BRIEFING CARD FOR SEARCHERS
LOOK AFTER YOUR OWN SAFETY FIRST!	LOOK AFTER YOUR OWN SAFETY FIRST!	LOOK AFTER YOUR OWN SAFETY FIRST!
THINGS TO TAKE WITH YOU Suitable clothing for your own protection and comfort Means of communication, whistle Compass + map(s) showing search area Emergency grab bag (if one available) Additional jacket, food, water for casualty if found Head torch if nearing dusk Own spectacles if needed	THINGS TO TAKE WITH YOU Suitable clothing for your own protection and comfort Means of communication, whistle Compass + map(s) showing search area Emergency grab bag (if one available) Additional jacket, food, water for casualty if found Head torch if nearing dusk Own spectacles if needed	THINGS TO TAKE WITH YOU Suitable clothing for your own protection and comfort Means of communication, whistle Compass + map(s) showing search area Emergency grab bag (if one available) Additional jacket, food, water for casualty if found Head torch if nearing dusk Own spectacles if needed
ON FINDING MISSING PERSON Approach sympathetically using their name and offering reassurance If all ok (or incident can be handled by finder only) – two blasts on the whistle – radio/phone situation to safety coordinator. Finder bring lost person back. If extra help needed – six blasts on whistle (repeated as necessary) – search team muster at finders location, report to safety coordinator (grid reference, whether ambulance help required etc.). Offer first aid using contents of the grab bag if you are confident to do so. Only attempt to move the casualty if you can do so without exacerbating any injury and without any risk to the search team	ON FINDING MISSING PERSON Approach sympathetically using their name and offering reassurance If all ok (or incident can be handled by finder only) – two blasts on the whistle – radio/phone situation to safety coordinator. Finder bring lost person back. If extra help needed – six blasts on whistle (repeated as necessary) – search team muster at finders location, report to safety coordinator (grid reference, whether ambulance help required etc.). Offer first aid using contents of the grab bag if you are confident to do so. Only attempt to move the casualty if you can do so without exacerbating any injury and without any risk to the search team	ON FINDING MISSING PERSON Approach sympathetically using their name and offering reassurance If all ok (or incident can be handled by finder only) – two blasts on the whistle – radio/phone situation to safety coordinator. Finder bring lost person back. If extra help needed – six blasts on whistle (repeated as necessary) – search team muster at finders location, report to safety coordinator (grid reference, whether ambulance help required etc.). Offer first aid using contents of the grab bag if you are confident to do so. Only attempt to move the casualty if you can do so without exacerbating any injury and without any risk to the search team
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