

EMERGENCY ACTION PLAN



THE MOST IMPORTANT THING TO REMEMBER IS THAT PEOPLE ARE AWARE OF YOUR PLAN AND KNOW WHAT TO DO IN AN EMERGENCY.

INTRODUCTION

Emergency situations may arise at any time during a PJ 5000 running event. In order to facilitate appropriate, effective, and timely care this emergency action plan will be followed in the case of an emergency.

NAME OF EVENT AND DATE

<Insert name of event and date>

VENUE INFORMATION

<Insert venue information and phone number>.

EVENT DELIVERY TEAM

(Insert Staff member and organising group names>

COMMUNICATIONS

The event communications will be via radio contact with the names listed below. Secondary contact should radios fail is via mobile phone with phone numbers of event organisers and Turn2us staff on lanyard to be worn by all event volunteers and organisers. The following team members will be in possession of a radio:

- Lead organiser
- Logistics officer
- Turn2us staff member
- First Aid officer
- Lead marshal officer

The call procedure will be <insert call procedure>

The call procedure for a serious incident/fatality will be <insert call procedure> and needs to be addressed to the First aid officer.

FIRE

There will not be a Fire Service presence on the site but the logistics officer will be the lead in case of fire. In case of fire, the emergency evacuation point will be the Turn2us Admin Area which is located <Insert exact location of emergency evacuation area>.

Run Course

The run course is controlled by the Logistics Officer.

- All marshals shall wear a Hi-Viz vest.
- All marshals will be briefed by the Logistics Officer and Event leader and in possession of a briefing sheet showing course, their location and emergency phone numbers.
- All accidents and incidents are to be reported back to the Logistics officer who will alert the First Aid team and alert Event Leader and Turn2us staff member.
- The Logistics officer and first aid team will patrol the course <insert method>.
- The First Aid team will be located <Insert their location>.

REPATRIATION OF EVENT EQUIPMENT

Should a competitor be removed by ambulance:

1. Logistics and Event leader to be informed of incident.
2. PA announcement to request friends, family to report to Turn2us Admin area.
3. Next of kin to be contacted from details in the administration master file held in Turn2us admin area.
4. A medical report to be obtained from First Aid officer.

MEDICAL EMERGENCY

First Aid team on site

The medical team will be <Detail who the medical team are and how many qualified persons are present> and located at <insert location>.

Roles of the First Aid Team

1. Acute care of the participants

First aid will be initiated according to the specific skills of the trained personnel present. The first aider will provide emergency medical supplies to deal with situations as they arise. <Advice on supplies can be provided by the First Aid team>.

All injuries treated will be documented as per Turn2us incident reporting form (Attachment A)

2. Care of spectators

Although not the primary role of the medical team, they may be able to offer first aid and advice to spectators and the general public present at the session. If in doubt alert first aid medical team and/or call 999.

3. Serious or life threatening emergency

The Event leader and Turn2us staff member and also any person involved with the event should dial 999 if they feel a situation is serious and the individual requires hospitalisation or the injury is life threatening.

4. Serious or life threatening emergency leading to fatality

Dial 999 and request police and ambulance services. Shield casualty from the public. The Event leader with the support of the Turn2us staff member to determine if event can continue. Police may order suspension of the event. If it cannot continue, then ensure all participants are accounted for and offered support for shock and/or distress via the onsite first aid team.

For any reason the event has to be terminated, a PA announcement will be made by the Event Leader.

“Due to circumstances beyond our control the event has to be stopped, please return to marshalling area”

The Event Leader or other responsible person will also make a PA announcement to request friends / family to report to the Turn2us admin area.

If no people come forward, the event leader should refer to the in case of emergency contact (next of kin) to the attending Police.

The Event leader or Turn2us staff member to offer support and sensitively manage the situation with regards to accompanying next of kin to the hospital or other onward destination.

Gather a timeline and information about the incident from witnesses and complete the Incident Form (Attachment A) and send to Turn2us for further advice and support.

Emergency Communication / contacting the medical team

The event leader or Turn2us staff member shall be alerted to a medical incident by <insert means of communication in each section of the event> who will alert medical team via <insert how to alert first aid team>

Protocol for Emergency Medical Assistance is as follows:

- relay the running number and name of the person to the medical team
- relay the status of the person
- relay the location of the person
- emergency first responders to attend and liaise with local emergency room

If the medical situation does not affect the safe delivery of the event (e.g. adequate medical cover remains for the other participants) then the session can continue.

If any persons of the organising / safety team are stressed / shocked by a medical incident and it is deemed the event should cease immediately, all participants should be alerted and counted back in as per normal procedures.

For any reason the event has to be terminated, a PA announcement will be made by the Event leader.

“Due to circumstances beyond our control the event has to be stopped, please return to the marshalling area”

SITE EVACUATION

All Emergency personnel and vehicles will access the site via <insert route> and meet with the Logistics Officer and Event leader with the assistance of Turn2us staff member in a safe location.

The Police may take control of the site from the Event leader or Turn2us staff member. If an evacuation is required information will be broadcast over the PA by the Event leader or the Police.

Event crew will conduct a site sweep and report back to the Event leader.

MISSING CHILDREN & CHILD PROTECTION

Lost children must be escorted to Turn2us admin area.

When at the admin area a PA announcement will be made to locate the parent or guardian of the child.

ADVERSE WEATHER

The start of the event will be delayed up to <insert time> as long as competitors and event crew have shelter if weather conditions such as extreme cold, strong winds, heavy rain and / or snow are present. After <insert time> conditions should be assessed and another <insert time> allowed to wait. If conditions remain unsuitable after <insert time> the event should either be shortened or cancelled.

For any reason the event has to be terminated, a PA announcement will be made by the Event leader.

“Due to circumstances beyond our control the event has to be stopped, please return to the marshalling area”.

FOLLOW UP

The Event leader will:

1. Document action taken in the Incident form (Attachment A) and return to Turn2us for advice and support.
2. Ensure all documentation pertaining to the event is collated (e.g. risk assessment, sanctioning certificate, normal operating procedures, emergency action plan, event entry list) are available for investigative parties such as the police, local authority.
3. Evaluate effectiveness of this action plan and propose future changes if necessary
4. Provide debriefing and feedback to personnel as needed