**Casualty Rescue Plan [event]**

**Responsibility**

The Organiser will be responsible for coordinating the rescue of an injured competitor or other person attending the competition. They will be assisted as necessary by the controller, planner and First Aid team leader. The Organiser will keep the [event] Safety Officer informed as necessary.

**Rescue Plan**

This Casualty Rescue Plan is a guide for the Organiser. It has 4 stages:

1. **Pre–event Planning**
2. **Preparing the Rescue**
3. **The Rescue**
4. **The Aftermath**

**1. Pre-event Planning**

1. Read British Orienteering Rules, Appendix E: Event Safety, Version 2.0 Effective January 2011., BOF Incident Report Form and this Casualty Rescue Plan (this plan, Annex F). Check the event Risk Assessment is current and reviewed by controller.
2. Plan a good, well-signed location for the First Aid team tent and 4x4 vehicle (e.g. near Download, good exit to competition area or public road). The final location may be a compromise. Make sure Download, Enquiries and the person on the Finish know where First Aid is located.
3. Obtain name and location of the nearest minor and major injuries’ units. Check opening times for the competition day. Prepare route plans to these units (families and friends will appreciate these).
4. Have means of communication to First Aid team (e.g. mobile phone and radios). Check First Aid team know your number/call sign and when to call you.
5. Have spare maps and BOF Incident Report Forms to hand.
6. Be identifiable (e.g. labelled Hi Viz jacket).
7. Assign an assistant if possible to help cope with anxious relatives, etc.
8. In case there is a fatality, a quiet tent should be made available for relatives.
9. Be prepared to record events as they happen (e.g. pen and paper, mini tape recorder). You may need this information to write up any report.

**2. Preparing the Rescue (competitor on course or non-competitor)**

1. Liaise with the person who has brought news of a casualty and with the First Aid team. The First Aid team should inform you of a casualty if you did not know.
2. Help the First Aid team leader to get as much information as possible about the casualty (e.g. age, gender, probable nature of the injury).
3. Try to identify the exact location of the casualty and brief the First Aid team. An orienteer and possibly the person who found the casualty, may need to accompany the First Aid 4x4 vehicle, to help find the casualty.
4. Agree departure of the First Aid vehicle with the First Aid team leader. Check means of communication and record time of departure of the vehicle.
5. Keep relatives or friends of the casualty informed. If the casualty is a junior try to find relatives/friends very quickly (e.g. use event tannoy system).
6. Agree to stay in one place (e.g. First Aid point, Enquiries tent).

**3. The Rescue**

1. The First Aid team will find, assess and treat the casualty. They will arrange for the casualty to be brought back to the First Aid point. The First Aid team will also coordinate any road or helicopter ambulance.
2. If a road ambulance is required, the Organiser will arrange for the ambulance to be met at the car park entrance and directed to the First Aid tent. Radios at the gate will be very useful. Arrange to clear an exit for the departing ambulance.
3. In case of a suspected fatality an ambulance technician can recognise death but this must be confirmed by a paramedic or medical doctor. All deaths in a public place should be reported to the Police immediately. Arrange for relatives to be informed. Inform key personnel.

**4. The Aftermath**

1. Complete a British Orienteering Incident Report form for any casualty who required hospitalisation, a fatality or for any serious First Aid incident which may give rise to a claim against British Orienteering. Send copies to British Orienteering as soon as possible as directed on the form, and to the [event] Safety Officer.
2. A post incident debrief for all involved is strongly advised.
3. Keep all records of the incident safe.

Annex F-1 provides a more detailed guide to be followed in the event of a seriously injured casualty.

[name], BKO

[event] Safety Officer

[date]

**ANNEX F-1**

**General Guide to a Rescue Plan for a Seriously Injured Casualty**

Annex F-1 is a general guide to a rescue plan for a serious casualty. In particular see the proposed actions and planning considerations (in the widest sense) covering:

* Report of the Casualty
* Contact with Emergency Services
* Meeting Emergency services at a convenient location
* Access to forest
* Evacuation of casualty

| **Scenario** | **Proposed Actions and Notes** | **Planning Considerations and Notes** |
| --- | --- | --- |
| 1. Report of Casualty | Usually reported to Finish, but sometimes to Start, Drinks Station or Information | Issue radios (supplied by Equipment Team) to all Starts, Finish, Drinks Stations and Information as well as main Officials. Radio equipment with capabilities of sharing rescue frequencies undergoes regular updates -. Conduct radio checks and ensure those issued with radios are aware of communications protocols. |
|  | Ensure accurate location of casualty is obtained from person reporting casualty | Ensure blank maps available - both o maps and OS maps. Have a copy of a section of OS map available with the extent of the competition area clearly marked. |
|  | Translate location of casualty to OS grid reference and keep available at assembly | If a helicopter becomes available during the casualty extraction, the crew will require a grid ref to navigate to casualty site. Search and Rescue teams will prefer to work from OS maps. |
|  | Collect sufficient details to identify casualty | Information on any casualty should include name, gender, age, clothing, etc. - avoid confusion if multiple casualties are involved |
|  | Collect information regarding medical condition which will assist assessment of response | This does not assume First Aid knowledge - general observations such as "casualty complains of pain in leg - cannot walk”, "casualty is unconscious" may be very helpful. If casualty conscious and responsive ask them for any relevant medical history that might contribute to injury. Additional details regarding site and severity of injury or level of consciousness would of course be very helpful. If casualty is unconscious First Aid responders should check for presence of bracelets or necklaces referring to medical conditions or allergies. |
|  | Record casualty details | If possible a record of casualty identity, condition and location should be made and kept at the assembly area. This may become crucial if a multiple casualty situation develops. |
|  | First Aiders may be willing / able to enter forest to provide First Aid | Discuss before the event to assess their ability (including access to appropriate vehicle) and willingness to help provide first aid in the forest. If no other response is available, it is likely that the First Aid team will try to ensure that an unconscious casualty is placed in recovery position as quickly as possible - this could be achieved with the assistance of competitors and/or day officials. |
|  | If casualty is unable to move and their location is known, consideration should be given to getting some basic shelter and warm covering to them. | Even in 'summer' hypothermia may become an issue for an immobile casualty, depending upon their injuries and the weather conditions. Suggest having a couple of small rucksacks available as part of the day equipment containing e.g. hat, gloves, bothy bag, lightweight sleeping bag (full side zip), site map and OS map. |
| 2. Contact with Emergency Services | If Police are already on site ask them first to coordinate additional rescue resources | Police will be asked by Central Organisation to attend event, usually for traffic management |
|  | If Police not available on site, use mobile phone to contact Police | Check before event that mobiles will work in Assembly area and competition area. Have this information ready for police and search and rescue personnel including mobile numbers of event officials at or near the casualty. |
|  | If mobile phone won't work, access nearest land-line to contact Police | Check before event location of and access to nearest land-line |
|  | Provide Police and Search and Rescue personnel with any info on mobile phone coverage in competition area | Radio communications can be as unreliable as mobile phone coverage. Try to gauge as comprehensively as possible coverage of both networks in order to inform Police and search and rescue personnel where communications are likely to be a problem. |
|  | Advise if additional Search and Rescue required to evacuate casualty from remote area - Police may advise if on site. | Incident management protocol is normally that Police will make the decision to call out additional Search and Rescue and will remain in charge of incident. Police will need as much information as possible on casualty condition and location to enable them to make a risk assessment leading to a possible decision to call Search and Rescue. (Usually Police will defer to Search and Rescue on technical issues linked to casualty extraction). A 999 call to police will be handled by force control and take some time to be re-directed to appropriate police contact to handle the search and rescue callout. Consequently you should continue to use local rescue and police contacts to alert them to the emerging incident where possible to allow them to prepare for the callout. |
|  | Ensure you can give accurate directions to Assembly field, meeting point, etc. | Check road numbers, grid references, names of nearest farms, etc. before event |
| 3. Meet Emergency Services at convenient location | Arrange exact location for rendezvous point - e.g. Assembly field, road junction, entrance to forest | Beware of event traffic around Assembly area. Ensure adequate officials with ability to stop vehicles to allow officials and emergency vehicles out of assembly and into forest |
|  | Allocate emergency vehicle parking at the agreed meeting point | If Search and rescue team is called out they will frequently arrive in a range of vehicles - could be 10 or more vehicles. Ensure a sufficiently large area is available for parking vehicles and equipment trailer/s |
|  |  | Try to keep emergency resource parking close to event management area to facilitate communications. |
|  | Ensure day officials liaise with Police regarding any actions linked to movements of personnel and equipment associated with casualty search/location and extraction. | Police and search and rescue will automatically appoint incident managers. Ensure that all information, suggestions and decisions are routed through them to optimise deployment of resources. Have two event officials identified as potential links with police/Search and Rescue. It has become procedure to maintain a log of incident management activities for insurance/legal reasons - Police and Search and Rescue do this; it would be sensible for this to be done on behalf of the orienteering event as well. **In particular keep a note of the contact details (both current and home details) of the person reporting the incident for future Search and rescue and Event reference.** |
|  | Provide Police and Search and Rescue personnel with event site information to assist them in briefing teams with respect to on-site hazards | It is now common to include risk assessment information in briefings and should include info on hazardous ground, dangerous crags, uncrossable marshes, rivers and similar potential hazards. This will assist incident managers during deployment of search and recovery teams. |
| 4. Access to Forest | Ensure that keys are available for any locked gates | Ensure locked gates identified and keys obtained from relevant Central Organisation personnel / land owners |
|  |  | Ensure Officials with keys are available to open gates - find out which forest management group controls forest. |
|  |  | Search and rescue teams usually carry bolt cutters - replacing locks or chains on locked gates is usually considered lower priority than accessing casualty |
|  | Ensure that vehicles can use the available tracks to get close to casualty | Ensure all main officials know which tracks can be driven - mark this on maps if necessary |
|  | If a search is required to locate the casualty it is important to be able to exclude areas from the search pattern by confirming that the casualty is not in these areas | Have sufficient spare maps available for search teams, the incident managers having divided the area into sectors (usually based on paths, tracks and other natural boundaries), then allocate manpower to conduct searches within the selected areas, and record findings or otherwise as searches proceed. |
| 5. Evacuation of casualty | Check for helicopter landing site on firm ground beside Assembly - looking out for over-head cables and trees | Note: Casualty may be winched directly out of area if badly hurt or in remote location. The possibility of helicopter involvement should not be assumed as being automatic - weather conditions must be suitable to permit flying. The final decision rests with the pilot. |
|  | If helicopter landing beside Assembly is anticipated try to advise traders and club members with tents accordingly | The downdraft from rescue helicopters is considerable and pilots will usually try to keep around 50 to 100 m clearance from tents and other moveable items |
|  |  | If a helicopter landing is anticipated consider cordoning a suitable (level and firm) landing area at least 100m across if possible. If daylight is fading, position two vehicles so that their headlight beams can cross in the centre of the landing area. A borrowed club flag positioned at the edge of the area can give the pilot useful information on wind direction and strength. Search and rescue team may be able to provide a smoke canister to further indicate landing zone and wind direction. |
|  | Ensure that entry/exit route for ambulance is kept clear. |  |
|  | Be prepared to brief casualty’s next of kin of their likely destination after evacuation | If helicopter involved, and depending on severity of casualty’s condition, the casualty could be taken directly to hospital. Next of Kin will be anxious to follow on and will need to be made aware if this happens. |
| **Worst Case Scenario - Death in the Forest** |  |  |
| 1. Maintain a positive attitude. | Keep options open to get First Aid and medical assistance to the scene as quickly as possible. | Only qualified medical personnel can verify if death has occurred so always assume casualty is alive and in need of medical assistance.  Rapid and appropriate intervention may recover what appears to be a bad situation |
| 2. Tape off immediate area round casualty | Sufficient Official manpower (minimum of two if available) to be dispatched to the site as soon as possible to cordon the area with tape, to stay at site and ensure competitors, public and media are kept away. | Ensure all Main Officials are equipped with radios. Suggest that it is outwith the qualifications of most lay people to diagnose death - avoid sending radio messages containing assumptions of casualty fatality. Most Police/search and rescue incident managers will respond appropriately to a message "requesting attendance of Police and Doctor". Re: note below on passing information to the media, it is important that the officials left in charge of the site do not discuss the situation with passing competitors, public and media. In the absence of mobile phone/radio communications suggest messages only be passed in writing through a messenger system. |
|  |  | If a control is adjacent to the casualty it might be possible to move the control to a point outside the cordon. If this compromises the course, controller to adjust results accordingly. |
| 3. Contact Police as quickly as possible | Use above remarks and planning to ensure easy access to casualty for Police, doctors, search and rescue personnel, etc. | Use plan above to contact Police and work with them and other emergency services on site. |
|  | Police will take over situation as soon as it is reported. Work closely with them | In the event of a fatality, Police may treat the casualty location as a 'scene of crime' and apply their protocols accordingly. Ensure area around casualty is disturbed as little as possible. The location may be visited by Scene of Crime Officer and/or Police photographer. |
| 4. Contact family and friends | Contact family, friends, club-mates etc. using finishers / enquiries in Assembly. | Discretion in content of radio messages and in other discussions about the casualty is important - tent walls are no barrier to sound. |
| 5. Deal with any press / media interest | Press may quickly follow any Police activity. Have senior official available to deal with them - refer media enquiries to Police/Search and Rescue. | Recommend that event officials are instructed not to deliver statements to media directly. Remember that media may monitor radio traffic. Refer all requests for information to the Police who will issue a statement when appropriate. |
|  | Do not allow media personnel near the scene as this may cause distress to family. | Note that media personnel can employ extremely 'persistent' tactics in pursuit of copy and/or photographs. |

**Casualty details: information collection form**

**Day:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Casualty 1** | **Casualty 2** | **Casualty 3** |
| Time of report |  |  |  |
| Name of person reported to |  |  |  |
| Location of casualty |  |  |  |
| O.S. Grid Ref. |  |  |  |
| ***Casualty details*** | | | |
| Name of casualty |  |  |  |
| Gender |  |  |  |
| Age |  |  |  |
| Clothing |  |  |  |
| Race number |  |  |  |
| ***Casualty injury details*** | | | |
| General condition |  |  |  |
| Level of consciousness |  |  |  |
| Severity of injury |  |  |  |
| Any sign of medical bracelets etc.? |  |  |  |
| Number of other people with casualty |  |  |  |
| Is there mobile phone coverage in the area of the casualty? |  |  |  |
|  |  |  |  |
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