

Emergency Response Plan

The emergency response checklist is written to assist the process in the likely event of a serious, critical, life threatening or fatal incident (Notifiable Incident).

Key Notes:

1. Ensure Emergency services have been dispatched.
2. Event Director to initiate Emergency Responses Checklist once incident has been advised.
3. Event Director will dispatch a nominated person to oversee and manage the scene immediately.
4. Keep yourself and those around you safe while making the scene as safe as possible.
5. No staff, officials, volunteers or others are authorised to speak to the media unless authorised by the Event Director.
6. The Event Director is the only person authorised to speak to non-emergency personnel (i.e. excluding First Aid, 111, police personnel) such as caregivers, school managers, media.
7. In the unlikely event of death, the police are the only persons authorised to speak to the next of kin / school contacts.

Emergency Response CHECKLIST

Priority	Task	Action by	Time	Comment
1	Incident call received			
2	Dispatch Emergency Services			
3	Dispatch Site Controller			
4	Event Director notified			
5	Advise Police (and Work Safe if Notifiable)			
6	Advise Next of Kin (unless instructed otherwise by Police)			
7	Assign Key staff to person(s) / Next of Kin			
8	Advise Key staff and stakeholders (e.g. CNZ if a CNZ event)			
9	Receive update from scene			
10	Collect any belongings from scene			
11	Complete Notifiable Incident Report			
12	Collect Witness Details			

Emergency Response Details

The event recognises that there is the potential for circumstances outside of their control occurring that could result in an emergency or contingency response in the interest of participant and officials and spectator safety.

All decision regarding the implementation of any Emergency Planning will be made by the Emergency Committee. When decisions are been reviewed, considerations must be made to the level of risk and what is accepted conditions that can occur in events of this nature.

The Event has considered specific scenerios and developed appropriate plans and responses to manage these.

The following sections are included to help manage emergency events:

1. Fatality
2. Incident
3. Missing Persons
4. Found Persons
5. Stopping Racing
6. Protest/Crowd Disruption
7. Event Delay or Cancellation
8. Draft scripts and responses

The event will have recongised PNP MTB Sub-committe members on-site to provide leadership and direction in the event of an emergency. Depending on the event and the emergency, the committee can invite others to be included (e.g. the PCP/Commissaire for Cycling New Zealand events). Key on-site personnel are most likely to include the following. Event specific details are to be included in the Event Manual.

Name	Position	Contact Number
Pete Mitchell	Event Director	021 332 666
Robert Comeskey	Race Manager	021 717 311
Mark Renall	PNP President	021 2689506

Simple and easy to follow flow charts have been created to best facilitate the management of the identified emergencies. These can be adapted to suit the emergency. These are located in the following pages.

1. FATALITY



If a death occurs, the Event Director (only) to call the Police on 111



Event Director to follow instructions from Emergency Services



Event Director to work with Emergency Services



Event Director to advise the Emergency Committee and implement
Emergency Response Plan



The police will contact the family. No Event Staff should not make
the first contact with the family



Key Event staff to be quietly informed of the fatality by the Event
Director. No one else is to be informed.



Event Director to handle any media and public comments after the
event. NO other staff to comment.

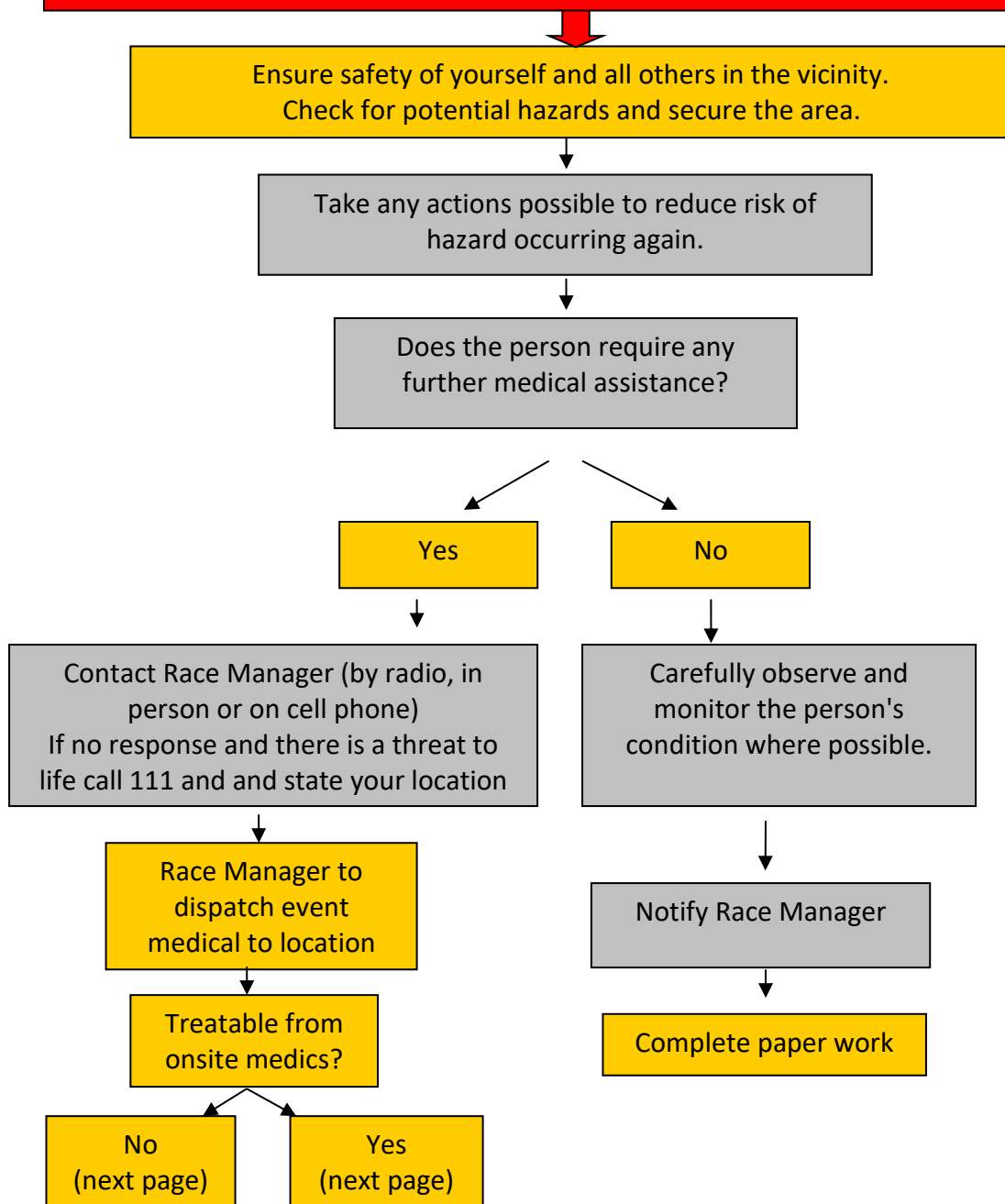


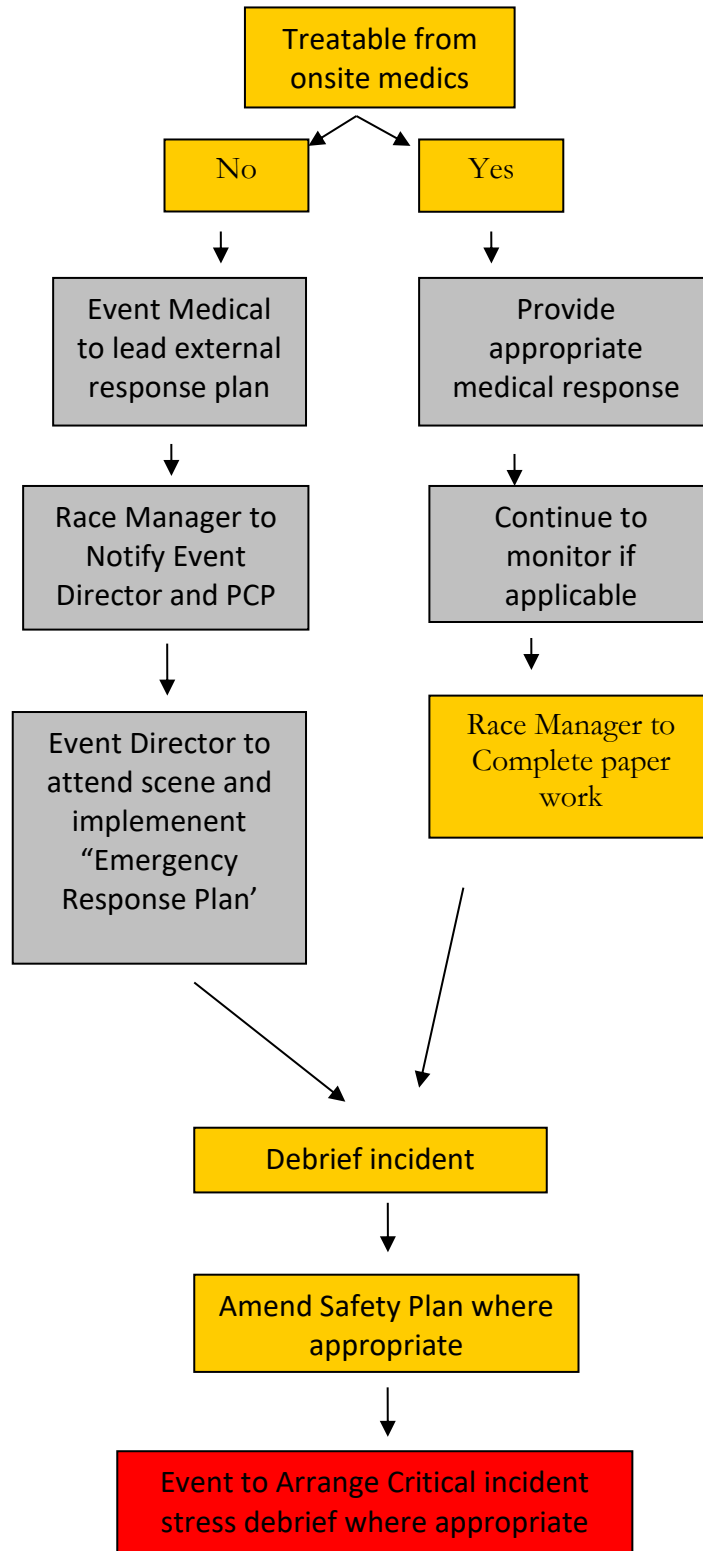
Complete required paperwork, debrief the processes after the event
and alter safety plan where appropriate



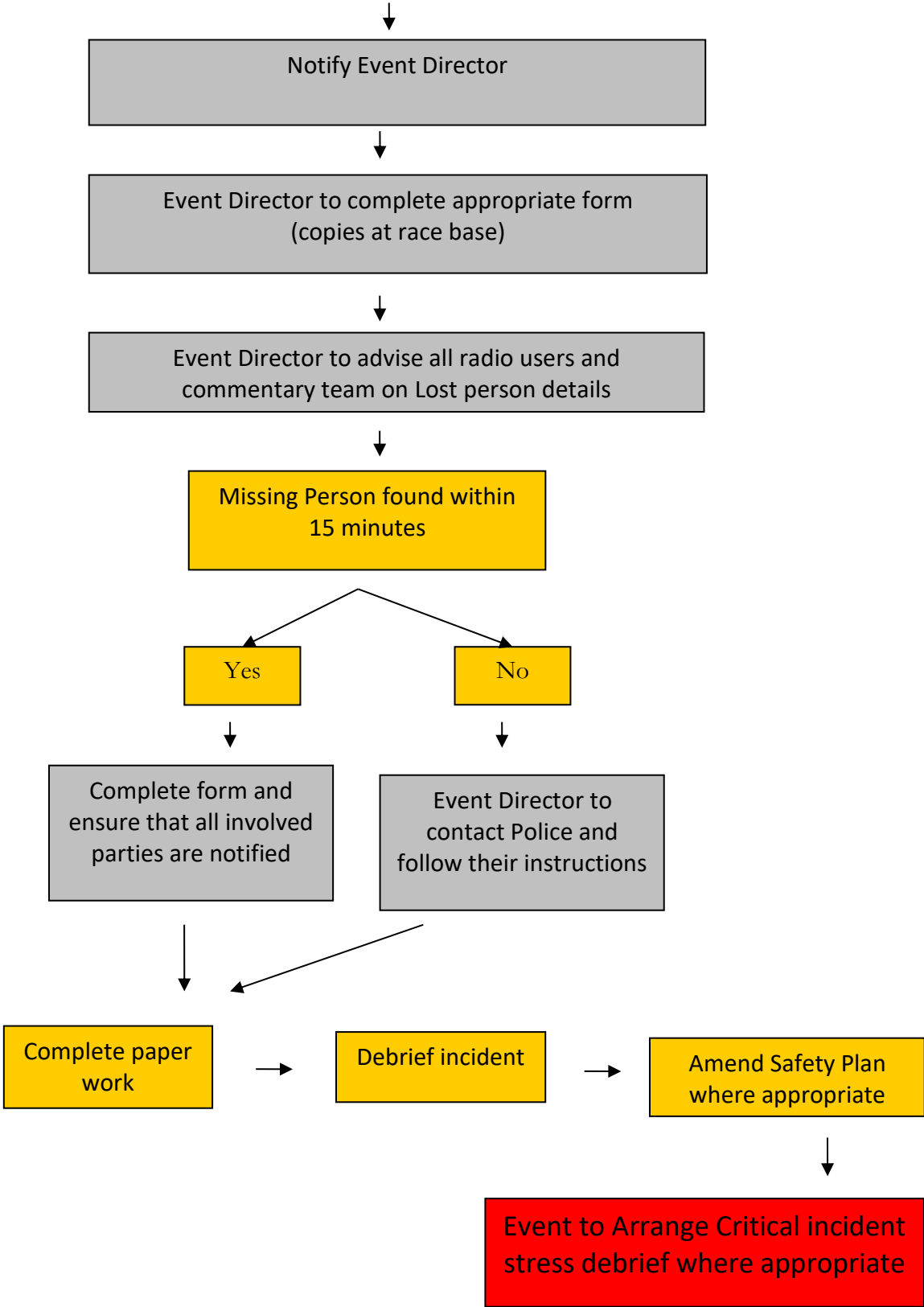
Arrange Critical Incident stress debrief where appropriate

2. INCIDENT

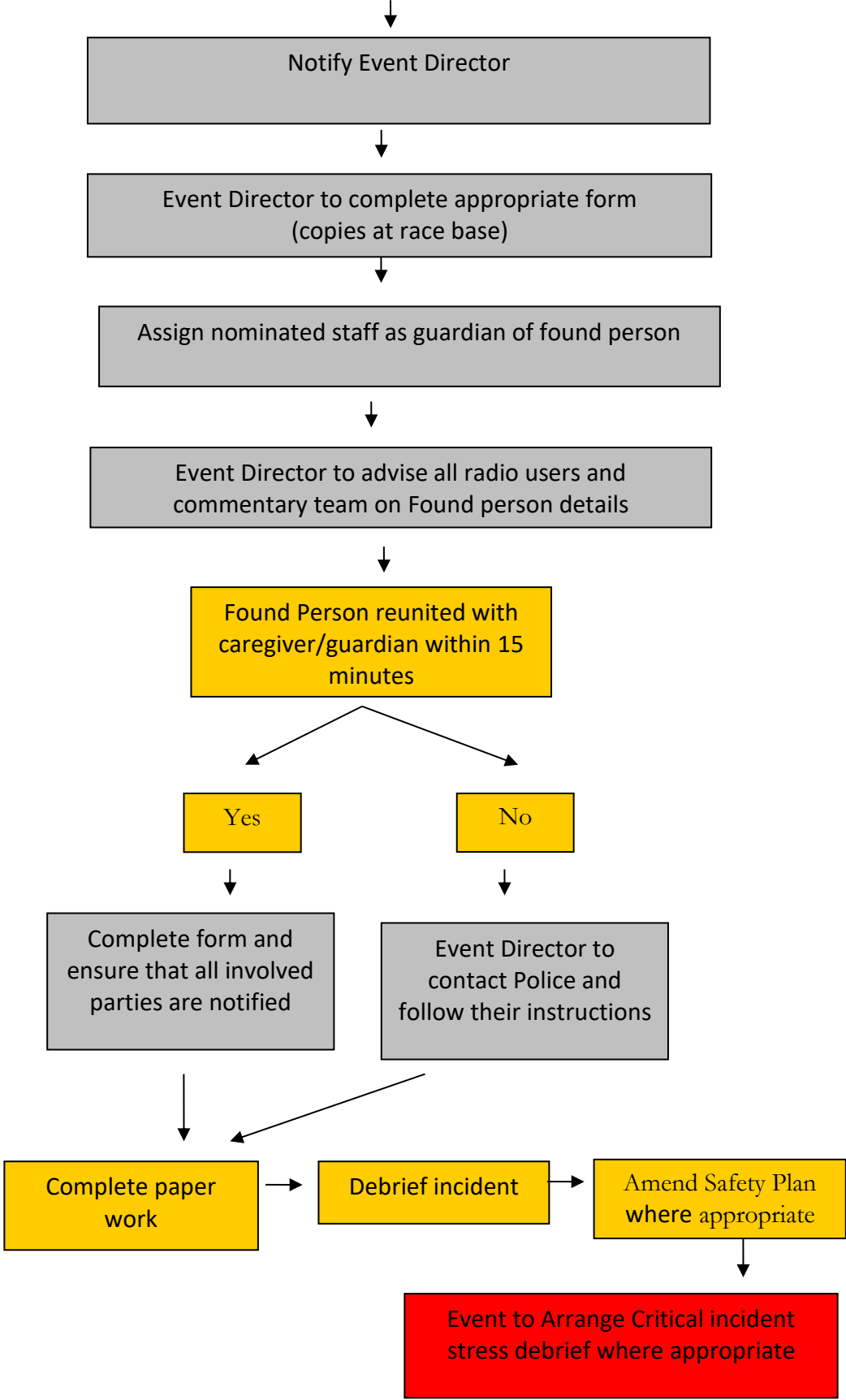




3 MISSING PERSON

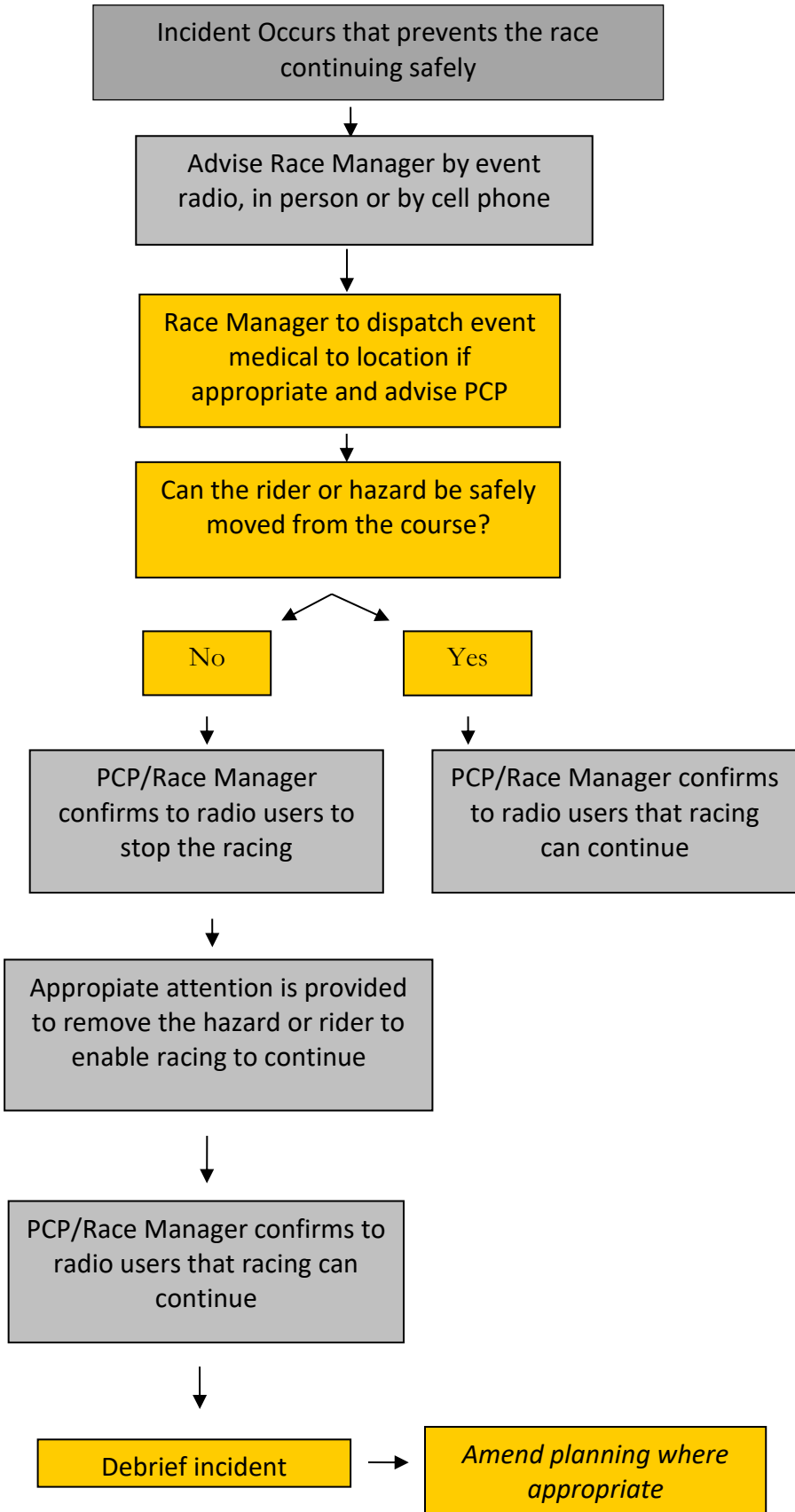


4 FOUND PERSON

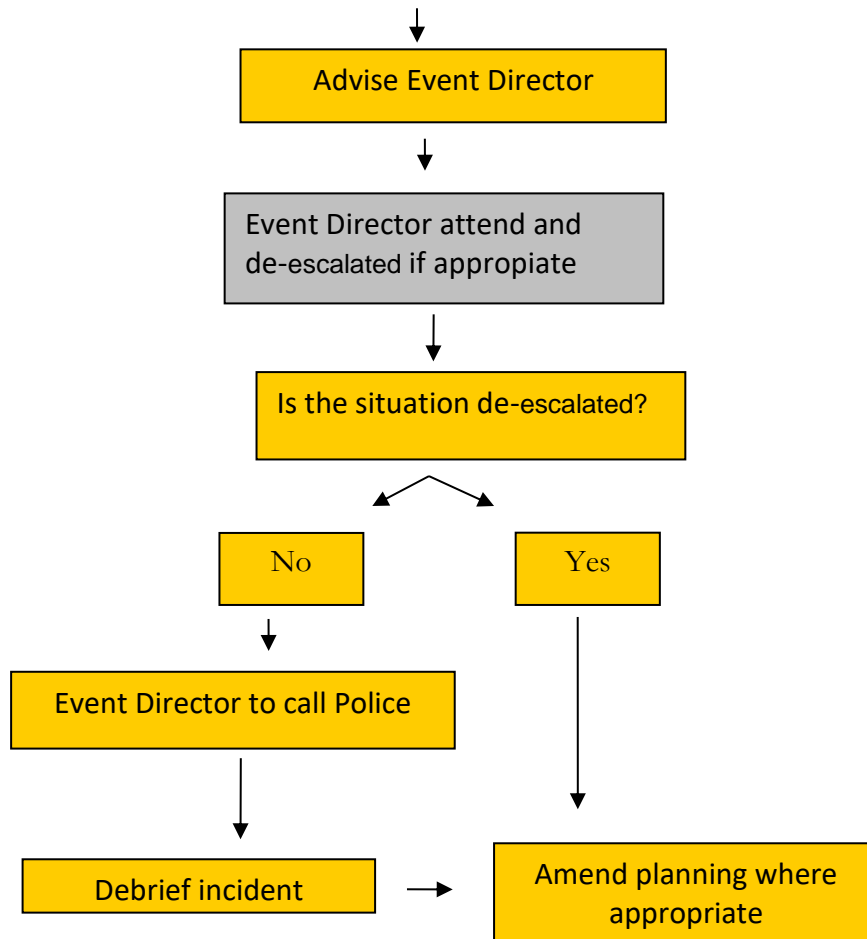


5 STOPPING RACING

Note: At a CNZ event the appointed PCP (Commissaire) will be the decision maker.

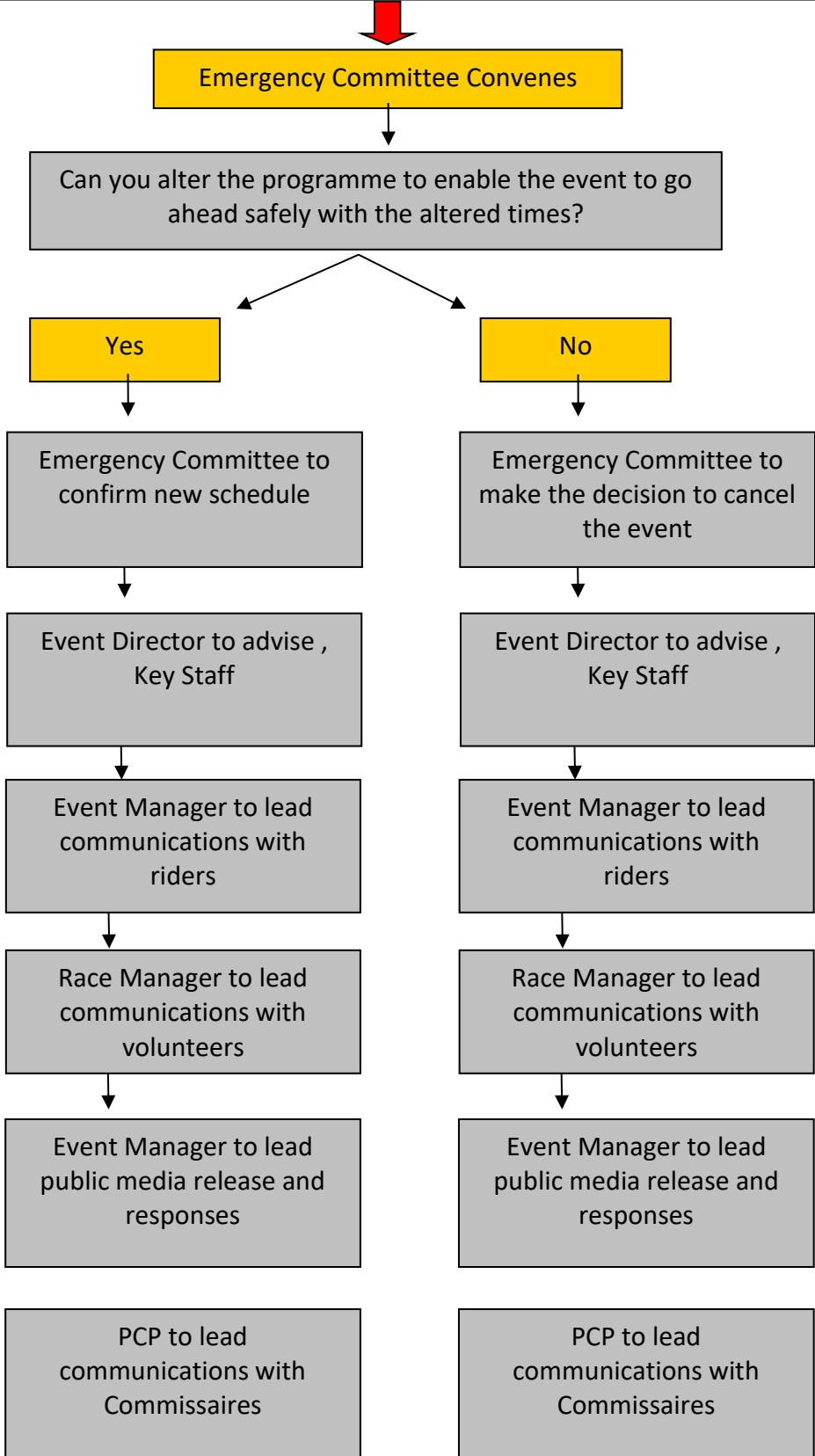


6 PROTEST / DISRUPTIVE BEHAVIOUR



7 EVENT CANCELLATION

An incident occurs which will prevent the event from going ahead as planned PRIOR to the planned start times



8 FIRE

IF YOU DISCOVER A FIRE

R-A-C-E

R - Remove - people from immediate danger.

A - Alert – contact emergency services, dial 111

C - Confine the fire – if possible.

E - Extinguish – if considered safe to do so.

General points: -

- ▶ Pay attention to escape routes from the area. Often the way in is the only way out.
- ▶ Account for all those in the area, and remove from immediate danger.
The Evacuation Point for fire within the Park is typically in a grassy area at Park Base.
Event specific evacuation points are to be included in the Event Manual.
- ▶ If the fire is small try to contain by removing, where possible, any further sources of fuel for the fire to feed on, and eliminate where appropriate with a water source.
- ▶ Only attempt to extinguish the fire if it is safe to do so, and use the appropriate extinguishing method for the appropriate fire.
- ▶ If an electrical fire, turn the power supply off before trying to extinguish.
- ▶ Advise Event Director, Race Manager or any event staff.

9 DRAFT RESPONSES & SCRIPTS

Draft and Sample Media Releases

Fatality

We can confirm there was an incident involving a rider/volunteer/spectator at the <Event Name> in <Location>. They were attended to by event medical personnel at the scene. We have no further comment at this stage and are working with local authorities.

Serious Injury

A person attending the <Event Name> in <Location> was injured and has been transported to <Hospital Name>. The incident occurred while the rider was racing in the [Downhill / Cross Country / Relay / Enduro] event and were attended to by event medical personnel. Their condition at this time is unknown.

Event Cancellation

Port Nicholson Ponoke Cycling Club [*or Cycling New Zealand*] have confirmed that the <Event Name> has been cancelled. Event Organisers announced the decision due to [event type: weather/flooding/fire risk/a threat/an incident]. Further information will be available on the club Web Page: <http://pnp.org.nz/mtb> (*or Cycling New Zealand Event Page*)

Draft Venue Announcements

Missing Person

We are looking for a missing persons. [*Insert description and name.*]
Please contact a member of the event team if you have any information.

Found Person

We have a person here who appears to be lost. [*Insert description - NO names*]
Please contact a member of the event team if you have any information.

Evacuation

Due to the risk of [event type], emergency services have instructed the venue to be evacuated.

All riders on course are to return to the Finish Line and report to the event officials.
Spectators are asked to calmly and safely leave the venue.