# Emergency Response Plan

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

**Key Notes:**

1. Ensure Emergency services have been dispatched.
2. Event Director to initiate Emergency Reponses 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 intructed 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 has 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

Ensure safety of yourself and all others in the vicinity.

Check for potential hazards and secure the area.

Does the person require any further medical assistance?

Yes

No

Contact Race Manager (by radio, in person or on cell phone)

If no response and there is a threat to life call 111 and and state your location

Carefully observe and monitor the person's condition where possible.

**2. INCIDENT**

Complete paper work

Take any actions possible to reduce risk of hazard occurring again.

Notify Race Manager

Yes

(next page)

No

(next page)

Treatable from onsite medics?

Race Manager to dispatch event medical to location

Event Medical to lead external response plan

Continue to monitor if applicable

Provide appropriate medical response

Event to Arrange Critical incident stress debrief where appropriate

Yes

No

Treatable from onsite medics

Race Manager to Notify Event Director and PCP

Event Director to attend scene and implemenent “Emergency Response Plan’

Debrief incident

Amend Safety Plan where appropriate

Race Manager to Complete paper work

**3 MISSING PERSON**

Event Director to complete appropriate form

(copies at race base)

Notify Event Director

Event Director to advise all radio users and commentary team on Lost person details

Missing Person found within 15 minutes

Yes

No

Complete form and ensure that all involved parties are notified

Event Director to contact Police and follow their instructions

Event to Arrange Critical incident stress debrief where appropriate

Amend Safety Plan where appropriate

Debrief incident

Complete paper work

**4 FOUND PERSON**

Event Director to complete appropriate form

(copies at race base)

Notify Event Director

Event Director to advise all radio users and commentary team on Found person details

Found Person reunited with caregiver/guardian within 15 minutes

Yes

No

Complete form and ensure that all involved parties are notified

Event Director to contact Police and follow their instructions

Assign nominated staff as guardian of found person

Complete paper work

Debrief incident

Amend Safety Plan where appropriate

Event to Arrange Critical incident stress debrief where appropriate

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

**5 STOPPING RACING**

Yes

PCP/Race Manager confirms to radio users to stop the racing

Appropiate attention is provided to remove the hazard or rider to enable racing to continue

Advise Race Manager by event radio, in person or by cell phone

No

PCP/Race Manager confirms to radio users that racing can continue

Debrief incident

*Amend planning where appropriate*

Race Manager to dispatch event medical to location if appropriate and advise PCP

Can the rider or hazard be safely moved from the course?

PCP/Race Manager confirms to radio users that racing can continue

Incident Occurs that prevents the race continuing safely

**6 PROTEST / DISRUPTIVE BEHAVIOUR**

Event Director attend and   
de-escalated if appropiate

Advise Event Director

Event Director to call Police

Is the situation de-escalated?

Yes

No

Debrief incident

Amend planning where appropriate

Yes

No

Can you alter the programme to enable the event to go ahead safely with the altered times?

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

Emergency Committee Convenes

Emergency Committee to make the decision to cancel the event

Event Director to advise , Key Staff

Event Manager to lead public media release and responses

Event Manager to lead communications with riders

Race Manager to lead communications with volunteers

PCP to lead communications with Commissaires

Event Director to advise , Key Staff

Event Manager to lead public media release and responses

Event Manager to lead communications with riders

Race Manager to lead communications with volunteers

PCP to lead communications with Commissaires

Emergency Committee to confirm new schedule

**7 EVENT CANCELLATION**

# 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 Poneke 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.