**INCIDENT PLAN**

**EVENT:**

**DATE:**

**TIME OF INCIDENT:**

**VENUE:**

**ORGANISATION (*Club, district, external organization)*:**

**This document is for guidance and is to be used as a template, and not exhaustive. Add what you need in terms of information. Sections in italics can be changed to suit your purposes.**

***Version 3 (March 2023)***

# Aim of the Incident Plan

* This is to help you to record and co-ordinate any incidents.
* Point of Contact will be the Person in Control and shall assume immediate control.
* We advise this person has a different coloured tabard, for easy identification
* To identify the emergency/incident
* To evaluate and follow the Emergency Plan
* To ensure emergency services have access
* To make a record of the incident and actions taken
* To ensure the safety of the public
* To ensure a responsible person documents these actions and who instructed them, times actions and instructions.
* The person in control will relinquish this role once the ‘blue lights’ arrive and assume control.

# Steps to Follow

* Call Emergency Services.
* All instructions to be issued by the Person in Control, and only that person.
* Record by any means i.e. mobile phone (press video as this will record all conversations)
* Identify those are involved.
* Be compassionate to the incident.
* Use the Incident Plan with the Emergency Plan
* Evacuate the area safely and in an organised manner – pre plan for this
* Include this in the Marshall’s and volunteer’s briefing pack
* The Marshall’s shall keep calm and show an organised approach.
* Follow the instructions given by the POC – until Emergency Services, they will take over

### Roles and Responsibilities

***Organisers/Directors***: ***Names*** – ONE person should be responsible, until the Emergency Services take control, everyone should know who this will be on the day. Record all decisions, with names and times.

Site/Venue:

* Evacuate and leave, in a professional manner
* Marsahlls briefed to prevent people reentering until Emergency Services give the all clear, via the designated person
* Marshalls to ensure that all the public are safe, direct any injured or distressed persons to a suitable point for attention.
* Ensure there are no additional hazards caused by the nigration.
* Ensure particpants are guided easily through check in

### Contact List

The below table lists contact details for the main contact point in the event of an emergency on the day:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Mobile Number** | **Event Day Radio Y/N** |
| Event Organiser/Point of Contact for Incident |  |  |  |
| Health & Safety |  |  |  |
| Chief Marshall |  |  |  |
| Deputy Marshall |  |  |  |
| Gate – 1 |  |  |  |
| Gate – 2 |  |  |  |
| Gate – 3 |  |  |  |
| Gate – 4 |  |  |  |
| Control Point |  |  |  |
| First Aid Provider On-Site |  |  |  |
| Key point – 1 |  |  |  |
| Key Point – 2 |  |  |  |
| Key Point – 3 |  |  |  |

# Overview

* Follow the Point of Contact (POC) Person’s instructions. This will change to the ‘Blue Light Team’ on their arrival.
* If possible, set mobile phones to camera, this will record all dialogue for later
* Keep calm
* Act responsibly and with confidence
* Do not shout

# Insurance

* Record anything relevant for future information.

# Site

### Site Map – will show Emergency Exits and muster points designated by the POC.

# Police and First Aid

Follow instructions from the Police.

### First Aid

Make sure you are aware of the First Aid location

### Accident/Incident Reporting

* **Record all incidents, report when appropriate to the Control Point**
* **Enter in the Accident Book, RIDDOR as well if appropriate.**
* **Take pictures and/or video, ask public to forward any pictures or videos**

### Welfare

* Ensure everyone is safe and not in a vulnerable place.

# Communications

Keep the Control informed of the situation, at regular intervals, in a concise manner.

Be factual and accurate.