

ANNEX B – GUIDANCE ON CONTENT OF INCIDENT MANAGEMENT PLANS

1. Whilst nobody likes to believe that there will be an accident which will involve spectators, officials or competitors, it is prudent to plan for such an eventuality. This plan can be part of the overall Safety Plan or can be held as a separate document. This plan is designed to identify what actions should be taken IF an identified risk or an unexpected event occurs.

The Incident Management plan should consist of:

2. An explanation of how an **Untoward Incident** (a routine occurrence that impacts on the safe running of the event but does not require the police to assume the co-ordination of its resolution) or a **Major Incident** would be handled. For example, what will you do if there is a crowd control situation? These incidents can be categorised as:
 - **Untoward Incidents**
 - a minor, low-risk incident which can be dealt with and resolved at the scene through the control of the Stage Commander and the intervention of the marshals;
 - all incidents which involve injuries or suspected injuries to any individual but where the stage medical/rescue personnel can treat them adequately including the transfer to hospital should that prove necessary. This will include how you will handle a delay or interruption of the stage;
 - **Major Incidents are defined as** any incident occurring which requires assistance from personnel and/or facilities not available within the venue or beyond the established operational arrangements for the organisation of the event e.g. if there are a large number of casualties. If the incident requires the presence of emergency services other than for the transportation of a casualty then it is likely it will be a Major Incident. Your Incident Management Plan needs to cover how this situation would be managed.
3. In all cases, contact should be made with the local authorities in order to draw up this rescue plan to be implemented in the event of a major incident which does not fall within the scope of the medical service on site. For example, how would you handle a fire or a bomb threat?
4. In each case you will need to explain the process and arrangements for:
 - Decision making roles and responsibilities
 - Communicating with the event's safety services and if required, the emergency services
 - Communicating with the competitors, the officials and the spectators
 - Communicating with the media
 - Reporting mechanisms for those on scene.
5. **The incident management plan can be included within the overall safety plan or can be a separate standalone document.**