

Rogaining Incident Management Procedure

Rogaining incidents are most likely to be:

- Competitors injured, distressed or becoming ill out on the course during the competition
- Teams remaining unaccounted for after the event finish time (normally 30 minutes after the penalty period begins)
- Accidents at the HH like burns, cuts, injuries from falls, or sickness.

The Basics

If an incident does occur, don't panic.

If there is known to be a serious injury, phone 000 for assistance without delay using the satellite phone or by sending someone to drive into a mobile phone coverage area with written details.

The Details

Responsibility for managing the incident lies with the Event Coordinator. The EC will often be busy on other matters, particularly if the incident occurs in the last hour of the event or if the incident is a missing team.

After the start of the rogaine there is usually a quiet period during which most volunteers can be brought together by the EC to discuss and plan incident management. The most routine element of this is to plan the roster for the safety loop drivers.

The incident may first be advised to the Admin Team as this is the location for the monitored emergency satellite or mobile phone. The person advised of the incident is to advise the Admin Team Lead and the EC as soon as possible.

The Admin Team is to maintain an incident event log and complete written incident report sheets. Experience has shown that messages, names, timing and important information can quickly become corrupted if relying on memory.

If the incident is being reported in person, make sure that the person stays at Admin until all the possible information is recorded. It can be very difficult to find them again in the dark, or they might leave to go home or collect controls.

The format of the incident event log is shown in Annex 1. An example incident sheet is shown in Annex 2.

The EC, or the Admin TL if the EC is absent, should follow these steps:

- Gather a small group of 3 or 4 SARA Committee members or other experienced rogainers and inform them of the situation and directly ask them to put everything else aside to assist in managing the incident. This is the response team.
- Ensure that one person is specifically delegated to maintain the incident log and complete incident report sheets to capture all relevant information. This will be more important as the incident escalates and the volume of information grows.

- Nominate a location where the response team can confer without being interrupted and develop the actions needed to resolve the incident.
- One member of the response team should be nominated as a communications person to keep effected family, friends, team-mates informed about what is being done.
- For any vehicles being dispatched for search or recovery, ensure that this is done in a calm and thought through manner with clear written instructions. This should include how to phone back information if possible, where to go, what controls to visit to inspect intention sheets, and when to return. Search parties visiting controls should have the ability to photograph the intention sheet but not collect the control. Use spare flight plans or maps to document in duplicate what route the search parties are to take and attach this with the incident report sheet.
- For missing teams make an early announcement before rogainers that have finished the event all disperse. This should be done with higher priority than getting scores finished but not prior to the elimination time as it usually will take that long to work out anyway. Repeat the call for information every 10-15 minutes as people move through the HH area.
- Check the missing team's flight plan and delegate someone to find where their car and campsite are in case they are back and/or have gone home. Consider sending a runner around to other campsites and cars to ask teams that have not waited at the HH for any information that they may have about the missing team. Record any discovered information on an incident report sheet.
- The EC or delegated incident manager should try to stay above doing things, maintain knowledge of actions, review incident report sheets, keep an overall view of the situation and plan the next step.

If the response team has been unable to locate the missing team or recover an injured person within two hours then the matter should be escalated to the local emergency response, usually SAPol, by calling 000. The EC can decide to do this at any earlier time.

ANNEX 1 - INCIDENT EVENT LOG

Time	From	Message or Information	Recorded by	Incident Report Number if applicable

