

## Group Runs, Process for Incident Management

The Run Leader needs to manage the incident at the time. Tasks may be delegated to fellow runners to ensure a speedy response.

This may include:

- ✓ Administering First Aid, if qualified and comfortable in doing so.
- ✓ Calling the Emergency Services.
- ✓ Ensuring the injured party is accompanied by at least two others until they can be collected and taken home/ back to the start location.
- ✓ Deciding how best to get the remainder of the group back to the start location.
- ✓ Contacting, if necessary and possible, the injured party's 'ICE' contact.
- ✓ Noting the time and conditions (e.g. light levels, weather).

Once the immediate needs have been dealt with, the Run Leader needs to complete the 'Incident Form' (Google Form) and report the details of the incident to the Run Leader Co-ordinator at their earliest convenience. If the Run Leader Co-ordinator is not available, then the Club Chair should be notified.

The Run Leader Co-ordinator will then:

- ✓ Keep a log of all incidents.
- ✓ If the incident involved other people, and/or the involvement of the Emergency Services, notify the Club Chair.
- ✓ Assess whether the location of the incident needs to be avoided temporarily or permanently.
- ✓ If there are concerns about other runners using a running route because the location of the incident poses an ongoing hazard, use digital and social media communications to warn the whole Club membership.
- ✓ Check on the injured person's well being, or ensure someone from the Club does. This, is essential if they were hospitalised.
- ✓ Share the incident log with the Run Leaders and/or Welfare Officers and/or Committee, as appropriate with a view to examining any trends and preventing future incidents by using it as a discussion for 'lessons learned'.
- ✓ Review each incident, with assistance from other Club members as necessary. This review should capture details of the events from those witnessing and/or involved.
- ✓ Disseminate the findings of the review to all Run Leaders as appropriate.
- ✓ Review and update Club policies where necessary in conjunction with the Main Committee.