

Health and Safety Policy 2010

Includes Hazard, Emergency, and Search and Rescue Procedures

SEARCH AND RESCUE POLICY

Health and Safety Policy

Northwest Orienteering Club Inc is committed to providing an enjoyable and safe environment to all participants at every orienteering event. This policy is consistent with that of the New Zealand Orienteering Federation 2005.

Northwest Orienteering Club Inc responsibility:

- Ensure all participants are aware of any significant hazards that they can be expected to encounter while taking part during the event. (refer Hazard ID form)
- Have procedures in place that can be followed in the case of injury and illness (refer Emergency Procedures form)
- Have procedures in place that can be followed in the case of a participant becoming lost or missing (refer Search and Rescue form)
- Ensure that all Organisers and Controllers are aware of the above procedures.

Participants responsibility:

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings
- Keep clear of any plant or equipment
- Keep clear of any unauthorised areas or farm buildings
- Avoid disturbing livestock and keep away from all work activities
- Not allow children to wander unsupervised
- Carry a whistle.
- Notify the organisers of any health problems. eg diabetes, asthma, angina etc

Landowners responsibility:

Landowners are not responsible for the natural hazards and risks associated with orienteering and attendant activities.

President's signature

Date

SEARCH AND RESCUE POLICY

Controller's Procedures:

Before the event the Controller should:

- (a) Note the grid references for the Carpark/Finish area in case the Police or Ambulance/Rescue helicopters are needed.

NOTE: you must specify the map series and map used e.g.:

NZMS 1 N94 450392 (1:63 360) "old"

NZMS 260 T18 687767 (1:50 000) "new"

(both references give the same location of the Finish at Katoa Po 92, on the Whakaipo Bay map)

- (b) Know the location/availability of the nearest telephone - if using a mobile phone, check out the reception before the event.
- (c) Ensure competitors are aware of a "safety bearing" to follow. This should be simple: N, S, E, or W to the road, then turn S etc. Information should be in the programme and displayed at the event.
- (d) Checked that no courses have controls placed at the edge of a map (unless there is a very obvious catching feature they are unlikely to cross: e.g. a river)
- (e) Ensure a course closure time is in the programme
- (f) Insist competitors carry a whistle
- (g) Ensure adequate supplies of water are available on courses in hot weather
- (h) Ensure the host club has a First Aid kit at the event

SEARCH AND RESCUE POLICY

Hazard Identification

Venue

Date

Special Hazards at today's event

Typical hazards include:

Cliffs, pits, streams, swamps, overgrown trimmings, vines, tree roots, derelict and unstable fences, livestock

Please Note it is the participants responsibility to:

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings
- Not interfere with any plant or equipment
- Not enter any unauthorised areas or farm buildings
- Avoid disturbing livestock and keep away from all work activities
- Not allow children to wander unsupervised
- Carry a whistle at all times
- Notify the organisers of any health problems. eg diabetes, asthma, angina, hepatitis, angina, etc.
- Check in at Finish even if you do not complete the course.

Today's safety bearing is

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Landowners are not responsible for the natural hazards and risks associated with orienteering and attendant activities

Participation today is at your own risk.

SEARCH AND RESCUE POLICY

Emergency Procedures

Event:

Date:

Controller:

Planner:

Persons with first aid training:

Doctors:

Persons with mobile phones:

In the event of a competitor being injured the Controller is to be overall charge and is to ascertain the extent of injuries and location of injured person.

Minor injuries are to be treated with the first aid kit, which is kept in the following location:

For major injuries the injured person is to be kept warm but not moved until checked by a first aid qualified person, preferably by a doctor. This person will decide the course of treatment.

If a rescue helicopter is to be called the NZMS map references must be given. The NZMS grid reference of this assembly area is:

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Search and Rescue Procedure

The Search:

[A] When to start action:

Are you sure the person is lost?

CHECK THAT THE PERSON IS ACTUALLY MISSING

- (a) Have they reported in at the Finish?
- (b) Is their car still at the event?
- (c) Have other members of the car/family they are with seen the missing person?
- (d) Have they uplifted their gear - from Start/Finish/car?
- (e) **If a person is lost, do not bring in the controls.**

(In some instances controls may already have been lifted before officials are aware of a lost competitor. If the event is using the SPORTident electronic control system, ensure that the information held in each unit is downloaded at the end of the day rather than being deleted, especially in a multi-day situation. The information held in each unit could give some indication to the competitors 'last known whereabouts.' This is vitally important if the search extends through to the following day).

Consider: (not necessarily in this order)

- (a) prevailing weather - cold
 - wet
 - wind
 - hot
 } combination of any 2 can lead to rapid onset of HYPOTHERMIA
 } dehydration and/or sunstroke
- (b) Age of competitor
- (c) Fitness level of competitor
- (d) Experience of competitor
- (e) Any known/perceived medical condition
- (f) How long has the competitor been out:
 - (i) beyond the course estimated winning time (EWT)
 - (ii) beyond course closure time
- (g) Clothing the competitor is thought to be wearing:
(polypropylene/geothermals/woollen top, gloves, hat, etc.)
- (h) Is the competitor carrying a watch/whistle?
- (i) Daylight time remaining

[B] Organising Orienteers to carry out a sweep of the area

Organised jointly by Controller and Course Planner

- (a) Narrow the search area by asking if anyone has seen the competitor while they were competing.
- (b) Send a vehicle around the roads on the map and bordering the map

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[B] Organising Orienteers to carry out a sweep of the area (contd.)

- (c) Contact search - reverse direction of course along likely corridor (approx. 100 metres wide if possible). Make lots of noise, call out name, then all listen.

Consider the competitor may:

- (i) Be injured:
 - conscious - able to respond to voice/whistle
 - unconscious or dead - must be physically found so check bottoms of cliffs, streams etc.
- (ii) Have run off the map
- (iii) Have been distracted, then become disorientated
 - common with young children, and people on courses too difficult for their ability.

[C] Who to Contact?

- (a) **Police** - if initial search fails, a body is found, or insufficient manpower or daylight is left. It takes 2+ hours to get a Police search organised - may not be able to mount a full search until the next day.
- (b) **Next of kin** - if not at the event, they should be notified at the same time the Police are contacted

[D] Police Queries:

Controller, Course Planner and next of kin should be available for any queries

[E] The Rescue

Once the missing person is found the Search Controller must be informed immediately so they can:

- (a) Arrange evacuation of found person:
 - if injured, a stretcher may have to be improvised
 - a person suffering from severe hypothermia must not be walked out.
- (b) Recall other search teams - If the person is dead, apart from attempting CPR, the body should be left where and how it was found and the Police notified.

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Competitors can help to avoid a search by:

- (a) Always checking in at the Finish even if you do not complete your course.
- (b) Carrying a whistle
- (c) Wearing a watch, and being aware of course closure time. Abandon your course if over time.
- (d) Wearing adequate clothing for the weather
- (e) Not panicking if you become lost. Staying with a control until found.
- (f) Ensuring proper use of medication (e.g. inhaler carried by asthmatics, angina pills, barley sugar-type lollies for diabetics etc.)
- (g) Having an adequate intake of liquid while competing.
- (h) Not competing if feeling ill .

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- Avoid disturbing livestock and keep away from all work activities
- Do not allow children to wander unsupervised
- Carry a whistle.
- Notify the organisers of any health problems eg diabetes, asthma, angina

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Important Times to Remember

Northwest Orienteering Club Inc is committed to providing an enjoyable and safe environment to all participants at every orienteering event.

Are you aware of the following?

Today's Courses Close at:

Today's Controls will be collected at:

Today's Maximum Time Limit on each course is:

Today's Safety Bearing is:

Have you got your whistle and a reliable watch?

SEARCH AND RESCUE POLICY

Important Grid References for Northwest Orienteering Maps NZMS 260

- Beautiful Hills:
- Bees Knees:
- Devonport:
- Kaipara Knolls:
- Karamatura:
- Long Bay:
- Moire Park:
- Motutapu:
- Mount Auckland:
- Muriwai:
- Oneporo:
- Otakanini:
- Pulpit Rock:
- Shakespear:
- Spaghetti Soup:
- Stag's Roar:
- Turkey Ridge:
- Waiwera:
- Waterfalls:
- Woodcocks:
- Wounded Knee: