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Appendix 1- Control stands and tethers

Control stands with their SI units attached are the club's most valuable asset and should be managed properly to maintain them. Photocopies of master maps should be prepared to enable people to go out and bring the controls in. Stands should then be laid out in number order to ensure all stands have been collected. Any missing numbers should be doubly checked then the master map consulted to check the stand was actually used and is therefore still in the bush.



Master map noting collected controls.

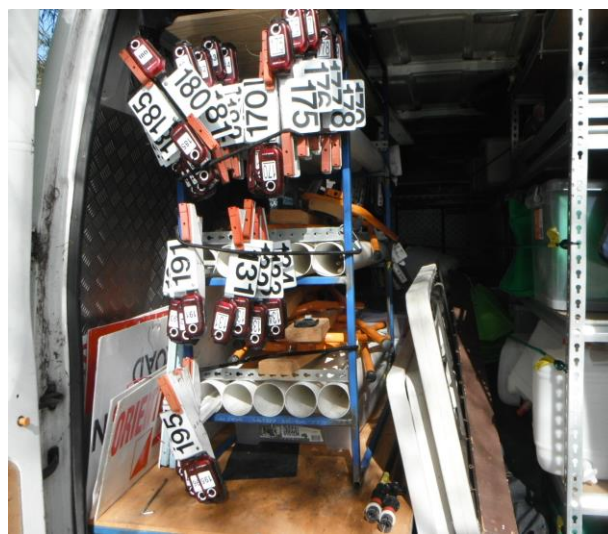


Stands arranged in number order to check missing.

When all stands are accounted for they should be bundled in groups of 5 for ease of handling and storage and to again make certain all stands are present. The next organiser can easily find the stands they want to use if they are bundled in numerical sequence. Stands will all fit in the special storage slot in the gear van if the bundles are arranged interleaving number plate to number plate and back to back. Stands should be arranged from 150 in the front to 249 at the back for easy location of particular stands. NOC also has a double 100 and a double 250 for use as pivot control or saw horse last control.



Controls stored in bundles of 5, taped top and bottom.



Stands in bundles of 5 stowed in the gear van.

Tethers of various length are available for securing the valuable SI stands to park furniture and trees. This is especially important for bush events for Very Easy course controls placed on tracks well used by motor bikes and 4wd's. The tether can be looped around the tree, through the SI unit and flag and secured with a padlock. Looping the tether through the hole in the SI unit still allows insertion of SI stick and does not affect operation of the SI unit.

The following numbers of tethers of various length are available for use:

20 x 900mm (short length) colour coded RED = good for tethering to park benches and tables

20 x 1400mm (middle length) colour coded YELLOW = good for use on power poles

20 x 2200mm (long length) colour coded GREEN = good for use on average trees

5 x 3000mm (extra long) colour coded BLUE = good for use on large park specimen trees.

The best way of storing and carrying tethers is to coil them and secure a padlock through the two wire eyelets and around the loops. Bundles of tethers are stored in the plastic containers with 4 blue snap lock sides.

Course planners need to decide likely tether length before placing controls. Carrying lots of green tethers is a safe method. More tethers than expected are likely to be used as the bright orange newer control flags are very visible in the bush.



Padlocked tether secures the SI unit and stand to tree.



Padlock through eyelets and around tether coils.

For ease of counting and carrying, coiled tethers should be bundled into groups of 5 through a light weight carabina. Needing to tether controls to trees significantly slows the pace at which controls can be placed in the bush. Leaving the padlocks permanently attached speeds up the placement process by eliminating tether tangles and losing padlocks.



Tethers bundled in groups of 5 secured in a carabina.



Tethers stored in plastic container.

Appendix 2- Event Safety NSW Manual 4.13

These rules are based on a [template](#) published by Orienteering Australia dated 14 November 2010. The Orienteering Australia template is based very closely on the Orienteering Association of South Australia Event Safety Policy and Guidelines, which has been found to be appropriate by Orienteering Australia's public liability insurers. These NSW rules have been reviewed by a doctor and a search & rescue expert; both of whom are also orienteers.

1: Overview

1.1 Introduction

These rules are to be used at all NSW sanctioned events, including those organised by affiliated clubs, in order to ensure the safety of participants and those involved in event organisation.

The purpose of these rules is to:

- ensure that event organising personnel are aware of processes necessary to manage event safety;
- hazards are recognised and removed or managed at the event planning stage as far as practical;
- all participants are made aware of potential hazards as far as practical;
- participants know what to do if they get lost or have an accident; and
- organising personnel know what to do in case of an accident or participant becoming lost.

1.2 Responsibility

Both organising personnel and participants are responsible for safety.

At the event planning stage, the event organiser and course planner are responsible for implementation of all safety procedures. The organiser must stop, postpone, or cancel a course if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitor, officials or spectators. At events for which a controller has been appointed, the controller has final responsibility.

All event organisers, course planners and event controllers shall be made aware of these guidelines prior to commencing event planning. The NSW Board shall distribute these rules to event organisers, course planners and controllers. Distribution can be direct, via club secretaries or event series co-ordinators. Accredited controllers are expected to be aware of the existence of these rules and to ensure they are enforced.

1.3 Event Allocation

The Board, in drawing up its events program, must consider the safety aspect of planning events. For example, it should:

- not schedule foot or MTBO events “on top of the mountains in the middle of winter”;
- ensure afternoon events are on appropriate maps in months with limited daylight.

2: Event Preparation and Organisation

2.1 Safety of Officials

Before, during and after the competition time, the mapper, course planner, controller and other officials need to be cognisant of their own safety. This should include the following;

- Undertaking activities in a manner appropriate for the weather conditions (consider both hot and cold weather).
- Taking a whistle (if this is expected of competitors on the area).
- If no one else is on the map, leave a map with a responsible person indicating where you will be, plus expected time of return. Take a mobile or satellite phone and/or a PLB with you.
- If you are in the forest, where shooters might be present or in an area with vehicle traffic, high visibility clothing should be worn.
- If working with others, know where each other will be working, expected time to meet, etc.

In some instances, car parking assistants might need to wear high visibility clothing.

2.2 Drinking Water

Orienteers should be able to drink before a race and when they are thirsty.

If the estimated winning time is more than 30 minutes, or for a score event longer than 45 minutes, refreshments shall be available at least every 25 minutes at the estimated speed of the winner. Drinks shall be located at controls or compulsory crossing points. At events where water is required, competitors shall receive basic information about its location or lack of availability before they go to the start. For example, the event information could say “Water will be provided at a control approximately half-way around each course and at the finish. The start is only 5 minutes walk from registration, so water is not provided at the start”

At least pure water of suitable temperature shall be offered as refreshment. If different refreshments are offered, they shall be clearly labelled.

- The volume of water provided should allow for 200-300 ml per competitor passing through a drinks point.

- The sharing of drink containers should not occur and competitors should not be able to immerse their hands in water supplied for drinking. To this end, water at events must not be supplied in open containers such as garbage containers. Refreshments at events should be supplied in sealable containers, preferably with taps.
- Refreshments shall be dispensed in disposable cups. The cups should be discarded after use so that they cannot be reused and in such a way as to pose no environmental problems.
- Competitors may be encouraged to carry their own water supply or cups on courses, but this in no way diminishes the responsibility of organisers in supplying enough drinking water and disposable cups for all competitors passing through the drinks point.
- For those events where the expected temperature is expected to exceed 20°C, organisers should provide refreshments at more frequent intervals appropriate to the expected event temperature.

2.3 Course/Event Planning

The following points must be considered and, if appropriate, addressed during the course and event planning stage.

- Develop a risk management plan for the event.
- The area on each competitor's map should have definite boundaries (roads, tracks, rivers, major creeks, cliff lines, etc) so that competitors cannot stray too far outside the mapped area. If necessary, a larger scale locality map should be included on the map.
- Consult with landowners regarding any hazards of which they are aware.
- Consider the suitability of the assembly area for access in adverse weather conditions, (eg. wet weather, flooding, access in potential fire danger conditions).
- Identify any hazards in the area which will affect courses (eg. busy roads, dangerous cliffs, mine shafts, electric fences). Mark features with flagging tape on the ground as required. Avoid dangerous areas or situations (e.g. high cliffs, deep water crossings, dense scrub) in course-setting.
- Plan adequate water controls for the expected weather conditions— see 2.2 above.
- Consider under what conditions the event would be cancelled, either in total, or some courses cancelled or modified (eg. due to extreme weather or other dangerous conditions such as bushfires or floods).
- Determine who will be Search Co-ordinator, in case a search is required.
- Check mobile phone coverage of event area.
- Obtain emergency contact information relevant to event area (police and hospital are compulsory, see next paragraph).
- Determine access to the area which can be used if a competitor is injured or lost, this may require obtaining keys from landowners to locked gates. If access to parts of the area is difficult, consider how you will bring out an injured person (eg. do you need to ensure that a number people able to carry a stretcher stay until all competitors finish).
- Determine the signage required, eg. directional with adequate warning information prior to turn-offs, and other safety signs (eg. Runners on Road).
- Consider what other risk management issues need to be addressed. As part of the event preparation the following shall be available at events to assist the search –
- Complete set of all course maps and a map of all controls available at the finish to be used to assist a search;
- Copies of a topographic map, street directory or access to internet maps that cover the area surrounding the orienteering map;
- Phone number of the nearest police station (see NSW police website) and nearest hospital with an emergency department (see MyHospitals website).
- For bush events, GPS units that work in forested areas; and
- Mobile phones if the area has mobile phone coverage (consider Telstra Next-G coverage especially for the assembly area).

Where mobile phone coverage is limited or not available, organisers should have a satellite phone and/or UHF radios—preferably at least 3 radios. ONSW has radio equipment available. Ensure batteries are charged.

The following points should be considered to ensure competitor safety.

- Consider the needs of competitors on Very Easy and Easy courses first, as it is sometimes difficult to find areas of a map with sufficient linear features for those courses.
- Courses other than Hard should have collecting features near the control to minimise risk of competitors moving too far from their course. This particularly applies for controls on legs near the edge of the map.
- Animal control fences can prove difficult and dangerous for some competitors to cross so unnecessary fence crossings should be kept to a minimum, or crossing points provided.

- “Straight is great” is a common competitive catchcry so course planners should be wary of setting legs which may encourage competitors to do careless things such as tackle a cliff descent.
- Planners should avoid setting controls very close to the edge of the map— particularly where the boundary features are not very distinct.
- Sometimes controls may need to be used, for example, to funnel runners around dangerous areas.

There are standard symbols that course planners can use to mark dangerous features:

- Out of bounds areas— if not otherwise shown on the map, show by purple vertical lines
- Forbidden line feature— mark purple crosses along route, eg. a railway line, busy road.
- Compulsory crossing points in a forbidden line feature— shown by two purple arcs \times
- Dangerous areas— show in purple cross hatching; on a sprint map use an out of bounds symbol.

Dangerous areas that are difficult to see shall be taped.

Where possible, the line between controls should be moved from a straight line to highlight the above features.

2.4 Start Draws

Where competitors have a history of poor navigation and slow times on courses, organisers can allocate early start times to them.

2.5 Traffic

Traffic is a significant safety issue in most urban foot events and some non-urban foot events.

Travelling to and from the event

The approach and exit routes of all vehicles should be assessed. There is the need to get vehicles in efficiently and parked safely. Measures must be in place to ensure turning orienteers’ vehicles do not stop dangerously on main country roads whilst waiting to turn, traffic does not ‘back up’ onto main roads or block junctions. Bush and farm tracks should be safe to drive on.

Car parks need to be sufficient to get all vehicles parked and leave room for emergency vehicle ingress and egress. The layout may include an empty lane every X number of cars. As much space as possible should be left between vehicles, particularly campervans, in case of fire.

Traffic in competition area

Course planners and controllers must bear traffic conditions in mind when setting courses. Actions can include:

- setting up ‘time-out’ SI units to allow the deduction of the time the competitor takes to cross the road;
- avoiding legs where competitors will go along the access roads to the assembly area, in particular at MTBO events;
- crossing roads at an angle (ie. controls are set to allow competitors to run alongside the road until there is a safe break in traffic);
- where competitors cross roads in the bush, setting up signs warning drivers of runners;
- marking pedestrian crossings on the map (eg. with a crossing point symbol).

Particular attention needs to be given to courses planned for competitors under 16 or over 55 years of age.

Any traffic marshals used to stop public road traffic must have a Traffic Control Photo Card.

2.6 Extreme Weather Issues

The organiser must stop, postpone, or cancel a course if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitor, officials or spectators.

Consideration must be given to cancelling or modifying events in extreme weather conditions. NSW rules are not specific about what to do in extreme weather as an appropriate course of action can depend on a variety of circumstances. For example, decisions could differ between a long distance championship in a remote forest location and an informal urban sprint. Appropriate responses may include:

- cancellation of the event;
- rescheduling of the event to a more suitable time (eg. early morning on a hot day);
- modification of the event (eg. making it non-competitive); and/or
- modification of the courses (e.g. shortening courses)

Any decision would have to take into account:

- advice from police or emergency services; and
- the likelihood of the problem conditions prevailing during the event.

Weather forecast information is best obtained from the Bureau of Meteorology website (www.bom.gov.au). The NSW National Parks & Wildlife Service website has a list of closed areas of national parks due to fires, floods and other causes. Forestry Corporation has a similar webpage.

High fire danger

Organisers must make a considered decision regarding event cancellation or modification if a total fire ban is in place for the NSW Fire Area in which the event is taking place. If there is a bushfire, which is in, or could move into, the competition area at the event must be cancelled and appropriate steps taken to get any competitors out of areas in danger. When planning events in forest areas during seasons where high fire danger is common, possible evacuation routes should be considered in planning assembly areas, eg. avoid location on north sides and tops of ridges, have more than one possible evacuation route and don't use dead end locations for assembly areas.

For further information see NSW Rural Fire Service (fire danger levels, total fire bans and current fires) and Fire and Rescue NSW (current fires) websites.

For events conducted in State Forests, the ONSW/Forests NSW MoU says "At times of extreme fire danger or bushfire risk, Orienteering NSW will contact the appropriate Region to confirm the status of such areas."

Extreme high temperatures

Organisers must make a considered decision regarding event cancellation or modification if the temperature during the event will be greater than 35° C.

If the event continues in any form:

- more water points may need to be provided or in urban areas, taps or bubblers shown on the map.
- competitors and event officials should be made aware of the Heat Guidelines published by Sports Medicine Australia. The main points to note in the Sports Medicine Australia guidelines are.
- Young children (<13), older participants (>40) and those with predisposed medical conditions, are less able to cope with exercise in hot conditions.
- Adequate water needs to be consumed, before, during and after any sporting activity. In particular, during the event water should be available at no greater than 15-20 minute intervals, and this time should relate to slower participants not the faster.
- Participants should be encouraged to reduce the intensity of their effort.
- Both the temperature and humidity need to be considered.

Poor air quality

At times, eg. when there are significant bushfires nearby, for air quality to be so poor that sensitive people or all people should not exercise strenuously.

Extreme low temperatures, especially if accompanied by rain/snow or high winds.

Organisers must make a considered decision regarding event cancellation or modification if the temperature is less than 5°C and is unlikely to increase during the event time.

The Organiser, having regard to the nature of the terrain or potential weather conditions, may require that a:

- thermal top; and/or
- hooded waterproof jacket or similar weatherproof garment shall be worn or carried throughout the race by all competitors. In such circumstances a competitor not carrying such a garment shall not be permitted to start the race, and a competitor finishing the race without such a garment shall be disqualified.

If such climatic conditions are possible, competitors should be notified in the event information or, in exceptional cases, by email to competitors before the event. Competitors and event officials should be aware of Victorian Government information on winter sports & cold related injuries and hypothermia.

Space blankets should be included in first aid kits.

Heavy rain

Organisers must make a considered decision regarding event cancellation or modification if:

- access routes are rendered difficult, dangerous or impassable;
- tracks used in the competition, in particular for MTBO, are dangerous; or
- creek/river crossings on the course become difficult or dangerous.

High winds

Organisers must make a considered decision regarding event cancellation or modification if winds are forecast above 75 km/h or if winds are strong enough to be dangerous, eg. branches are breaking off trees.

If very high winds strike unexpectedly the following advice is issued by the Bureau of Meteorology: "Seek shelter in a building (not a car or caravan) immediately. If no shelter is available, lie flat in low dry spot (ravine or ditch) or under a low bridge. Protect your head. As a last resort, hang on tightly to the base of a shrub or small tree."

If appropriate, competitors should read this text before starting.

Lightning

Thunderstorms are usually localised and are of a relatively short duration. If a danger of lightning strikes is imminent, organisers should:

- delay starts; and
- direct people at the assembly area into vehicles and delay the event until the thunderstorm moves on.

If thunderstorms are forecast, organisers should display and otherwise make competitors aware of the following text: Lightning strikes– safety (from Bureau of Meteorology)

If you are outside:

- Get inside a vehicle or building if possible. Avoid water and objects that conduct electricity (eg. golf clubs, umbrellas, metal fences). Do not stay in open space or under tall objects (trees, poles).
- If no shelter is available crouch down, feet close together with head tucked down. If in a group spread out, keeping people several metres apart.
- Remember, lightning victims can be revived with CPR even though there is no pulse

If you are in a car:

- Stay in vehicle with windows closed. Avoid touching metal parts of vehicle. Do not drive, wait. But don't park under trees or other tall objects that may fall over in storm.
- Be wary of downed power lines that may be touching your car. You should be safe in the car but may receive a shock if you step outside. ONSW encourages organisers to allow competitors to be compensated for time lost if they take shelter during a thunderstorm.

2.7 Whistles

The Organiser, having regard to the nature of the terrain or weather conditions, may give notice that a whistle shall be carried by all competitors. In such circumstances a competitor not carrying a whistle shall not be permitted to start the race.

Where whistles are required or recommended, the following text should be supplied to competitors:

Competitors who are seriously lost (ie. you do not know how to find the finish) can ask for assistance from another competitor or follow the safety bearing information on the map.

Waiting at a control, especially if it is on your course, or staying on a drivable track or roads are sensible options– orienteers' preliminary searches will concentrate on these. An orienteer lost overnight should stay in one place– police searches are designed to find people who are not moving. Orienteering Australia Rule 26.2 says: "It is the duty of all competitors to help injured runners." A signal in a group of three (such as three whistle blasts or cooee) is a distress signal. If you hear a distress signal you should investigate, if safe to do so, and report it to the event organiser.

2.8 Assembly Area

Electricity

Equipment which is designed for external use is designed to be safe provided that it is used appropriately and by suitably experienced people. There is a danger that domestic equipment used outside is not suitable for such an environment. If in any doubt, seek qualified advice.

The use of generators to support event systems requires careful consideration to ensure that safety is maintained. For example, they must be sited away from main thoroughfares, cordoned off and spare fuel stored appropriately.

The use of computers, printers and other hardware to support event systems needs consideration with regard to the weather, electrical safety, generator support, cable runs, etc.

Cable runs and connections must be suitably protected from the weather.

Cables must be of the correct rating for their function, and joints must be protected. There should be protection from all traffic going over them– vehicle and pedestrian. Any cables at head height, e.g. travelling between tents and buildings, must be securely supported.

Other risks

Particular care should be taken with:

- tent guy ropes– which can be a trip hazard, especially near the finish download;
- gas barbeques– see Victorian government advice; and
- hidden holes, especially in the finish chute.

2.9 General Hygiene

• It is the responsibility of all orienteers and event officials to maintain strict personal hygiene, as this is the best method of controlling the spread of infectious diseases.

• All orienteers with prior evidence of infectious diseases are strongly advised to obtain confidential advice and clearance from a doctor prior to participation.

• It is the responsibility of the organisers of an event to ensure that toilets, if supplied by organisers, should be kept clean and tidy. Adequate supplies of toilet paper, hand sanitisers and refuse disposal bins should be available at all times.

- All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Disposable surgical rubber or plastic gloves shall be provided by the event organiser for use by anyone required to handle equipment which has also become contaminated with blood (e.g. control cards or maps).

2.10 Medical and First Aid

A suitable first aid kit must be available at all events, and organisers should ensure it is fully stocked. Ensure that any items used are recorded and replaced.

Organisers should obtain contact information for medical and other emergency services relevant to the event area and make themselves aware of members with first aid/medical qualifications.

The following are recommended minimum requirements for all orienteering events:

- a fully stocked first aid kit (MANDATORY for ALL events);
- a designated and qualified first aid person;
- access to all areas that have vehicle access (keys or combinations to locked gates);
- a GPS device, so that emergency services can be told the precise location of a seriously injured or ill person (winching out by emergency helicopter might be possible);
- ONSW stretcher and air splints. These should be taken to all major events at remote locations;
- a designated vehicle capable of negotiating all access tracks that can be used for retrieving injured competitors;
- plans regarding transport of injured people to relevant medical services; and
- adequate communication links to relevant medical services

A suitably trained first aid officer (St John Ambulance or Red Cross course) must be available at major events and, preferably, a doctor at major events with an expected entry of over 500. However all organisers should seriously consider having St Johns and an ambulance in attendance at other events, in particular where the time taken for medical attendance to an event assembly area would be significant, or if other high risk issues apply.

3: Competitor Information

3.1 Event Information on Websites

If someone is lost and obtains outside assistance, they will want to ring the organiser. The information in Eventor and other websites should include something along the lines of:

- Contact Phone Number: Joe Bloggs 123 456 789
- Contact Phone Number: At event, Joe Bloggs 123 456 789 Other times: Joe Bloggs 1234 5678(H)
(If organiser doesn't normally use a mobile)
- Contact Phone Number: At event: Lithgow Police 9876 5432 Other times: Joe Bloggs 1234 5678(H)
(A police number should be used when the event is outside the mobile phone network. If the event is not in mobile phone coverage, the local police must be notified).

3.2 Event Information to be Made Available to Participants

Event notices and course maps shall provide all necessary safety information to participants. This could cover the following points.

- For bush events, safety bearing printed prominently on the map.
- For bush events, information on the boundaries of the map. If there is no definite boundary, this should be mentioned and a location map should be included.
- For all events: the map should prominently show "In emergency ring: [the organiser's mobile number] and the organiser should have their mobile switched on. It is likely that those involved in, or witness to, an incident will have access to a mobile phone. If the event is outside mobile coverage, the local police shall be contacted before the event and the police number listed on the map.
- Course Closure time; for daytime bush events, this should be at least an hour before sunset.
- Event specific information, eg. busy roads, dangerous cliffs, areas with mineshafts and how they are identified, marked crossing points which competitors should use, forbidden routes.

Event specific information must be prominently displayed at events and in pre-race information– in event information on website or posted to orienteers, at the registration, at the start or clear and check. Event officials (eg. starters) should tell competitors of particularly important information.

3.3 Registration Information

If a competitor does not provide the required safety information or "read and accept" the Public Risk Statement and Disclaimer, the competitor can be prohibited from starting or disqualified.

Safety information

Safety information must be collected for all competitors at all events. Required information for safety purposes is:

Information	How to collect the information	
Enter on the day events	Pre-entry events	
Competitor's name	ONSW Registration Card	Eventor
Course	ONSW Registration Card	Eventor
Competitor's (mobile) phone number & vehicle registration number	ONSW Registration Card	ONSW Safety Information Form
Emergency contact number	ONSW Registration Card	ONSW Safety Information Form

The organisers should ensure that this information is filled in by competitors.

Public Risk Statement and Disclaimer

All entrants to orienteering events organised by ONSW or its affiliated clubs shall sign a statement, or electronically indicate, that they have “read and accept” the ONSW Public Risk Statement and Disclaimer.

Section 4: Post Event

4.1 Have all the Starters Finished?

Event organisers and controllers shall check-off the starters against the competitors that have finished (ie. results).

Several methods can be used. They include:

- The starters hold a hard copy list of all entrants. All non-starters are recorded and provided to the finish officials to ensure that all participants have finished or are recorded as DNFs.
- Where SI units are used at the start, the organising team interrogates the start or clear controls to see which competitors have started.
- For events using OR software, by downloading the start control (after last start)- OR identifies all runners who haven't finished. Make sure the start control is cleared before the event if using this method!

4.2 Incident Management

An Incident/Accident Report Form must be completed and submitted to ONSW, in the event of any significant incident. If you are in doubt about the need to submit the Form, please do so – the reports help ONSW to reduce possible future incidents and accidents.

In the event of a major incident (e.g. one which involves serious injury or death, a police search or is otherwise likely to attract substantial outside attention from the media or elsewhere), the ONSW President and Orienteering Australia (or appropriate substitutes) should be informed as soon as possible (see websites for contact details).

Emergency action will be required if a competitor has not returned to the finish by course closure time or another participant reports that a competitor has been injured and requires assistance.

For injured participants, the event organiser/first aid personnel should complete an “Assistance Required Report Form” or similar. Ambulance services should be contacted according to the nature of the injury, and in this instance retrieval of injured competitors should be done in consultation with ambulance staff. Otherwise, retrieval should be undertaken in consultation with members with first aid/medical knowledge at the event.

4.3 Lost Competitor

Section 4.17 “ Search Procedures” of the ONSW Manual shall be used.

5: Mountain Bike Orienteering

Additional requirements apply to MTBO. See Orienteering Australia's Rules and Guidelines for Mountain Bike Orienteering, in particular Protocols 3.4-3.7, and 4.2- 4.4; Guidelines 8 and 9; and Competition Rules 10.5, 11.2, 11.5 and 15.1- 15.2.

Adopted Feb 2014

Dec 2013

Reason for re-issue: added paragraph on poor air quality and a reference to Forestry Corporation's list closures.

Feb 2014 Reason for re- issue : updated NPWS link

Appendix 3- Search Procedures ONSW Manual 4.17

1.0 Preliminary Search

1.1 Introduction

A preliminary search must, at the latest, be commenced ONE HOUR after course closure time. It can be commenced earlier, e.g. if someone is reported as being out for an extraordinary length of time.

It is essential that ONE person coordinate a search. This Preliminary Search Co-ordinator shall stay at 'base', allocate all roles, ensure that all searchers report back and be prepared to brief the police if necessary. The Co-ordinator should have the skills and experience to be accepted as being in charge during a potentially stressful period. The Controller is a logical person to perform this role. If there is no pre-determined "Preliminary Search Coordinator" the Event Organiser, Controller and/or Course Planner should designate one as soon as the possible requirement is recognised. The organisers shall begin to gather the information below as soon as possible, thereby getting any search moving at the earliest possible time. Many of our events occur when daylight is limited.

1.2 Preliminary Search Coordinator Task List

The Preliminary Search Coordinator must ensure the following process is followed:

- Ensure that sufficient experienced and fit people remain at the event should a search be required.
- Decide whether people designated to collect controls should form part of the search party. If normal control collection continues they must be briefed regarding any people known to be still out after course closure.
- Ascertain and check that the participant has not returned, and a search is warranted by:
 - (a) Double checking start lists with finish lists
 - (b) Checking with family, friends and colleagues
 - (c) Calling the participant's mobile phone if available
 - (d) Checking whether the participant's car has gone.
- Gather as much information as possible about the participant:
 - (a) Course
 - (b) Age
 - (c) Fitness level
 - (d) Experience and competence
 - (e) Any known/perceived medical conditions.
 - (f) Clothing the participant is wearing, watch?, whistle?
- Obtain a copy of the course and compare actual completion times and estimated completion time for the participant.
- Narrow the possible search area by asking if anyone has seen the participant while competing.
- Consider likely points of error/hazards and estimate likely distance travelled.
- Consider likely perimeters that the participant might have made their way to if lost; bordering roads, tracks etc.
- If SportIdent is being used, it is possible to establish from the SI units on their course which controls were last visited. Retain the services of a SI expert to carry out this task once SI stations have been collected. The SI units must be retained at the search base until all searching is complete.
- Consider daylight remaining.

1.3 Essential Preparations for Search

- Establish a search base (e.g. event tent, vehicle) to which all searchers will report.
- Plan search.
- Identify and assemble search personnel.
- Appoint search team leaders.
- Brief leaders and other search personnel. (see Briefing section)
- Record names of all searchers.
- If mobile phone reception is available, set up a mobile network (swap numbers) between the search base and as many of the search teams as possible.
- Ensure base remains staffed.

1.4 Preliminary Search pattern

Suggested search pattern:

Team 1: Perimeter and road search (by vehicle) - maintained until an agreed time unless advised.

Team 2: Sweep the missing person's course in the direction of the course following likely route choices and 'possible' areas. Report back to search base on completion.

Team 3: Sweep the missing person's course in reverse direction and 'probable' areas. Report back to search base on completion.

All teams should consist of between 2 and 4 people.

As search teams will be calling out and carefully looking for a person, it is likely that Teams 2 and 3 will take 2 or 3 times longer than the winning time to make the search.

The SI units on the missing person's course should be collected during the preliminary search. If there are more orienteers available and capable of searching, they should form teams to collect controls (or possibly just the SI units for interrogation). These collection teams and the search teams need to be briefed on who is collecting what.

1.5 Briefing

- Details to be covered:
- Information relevant to the missing person –name, age, sex, clothing, fitness, medical conditions, time out on course, experience.
- Area to be searched - have maps prepared
- Recommended search pattern.
- Allocated time for initial search.
- Command and communication system.
- Any special instructions.
- Searchers must be advised that any effects found and suspected of belonging to the lost participant must not be touched or relocated but their position carefully noted and reported (should search dogs be used at a later stage).
- Searchers should be instructed to pause frequently, looking ahead, back and side to side while using voice, calling out person's name. Searchers should not use whistles to avoid confusion except as directed in the two points below.
- Instruct teams that, in the event of finding participant and requiring further assistance, use normal whistle call for help: 3 one second whistle blasts at one second intervals; repeated at one minute intervals. (See Upon Locating a Lost Person below)
- Each team must carry water, extra clothing and an emergency first aid kit containing a compression bandage, triangular bandage and space blanket, and a torch.
- If participant is found and cannot be moved, at least one searcher must remain with participant, while another reports to the search base.
- All searchers must return to the search base by the predetermined time.
- If the person is found, the search base should, if possible, communicate with other search teams by phone or radio. If this is not possible, the recommended signal for searchers to return to base is 10 short blasts of a car horn every 1 to 2 minutes or whistles.
- The search procedure remains in place until the lost participant is accounted for and all searchers have reported back.

1.6 Contacting emergency services

000 is designed to be used in life threatening situations. If the search co-ordinator believes a person is genuinely missing or there are concerns for the person's welfare, ring 000. If in doubt, ring 000 anyway - IT WILL NEVER BE WRONG TO CALL 000.

1.7 Upon Locating a Lost Person

Once the missing person is found:

- If you come across an **injured person in the bush** the following injuries **MUST** be treated only by trained first aiders or emergency services. Keep the injured person warm and dry and summon assistance, but do not move them and definitely do not encourage them to walk out - this can make their condition worse and in some cases kill them.

This applies to these types of injuries:

- * Hypothermia (over exposure to cold).
- * Hyperthermia (over exposure to hot conditions).
- * All leg injuries more serious than a rolled ankle. That means dislocations, possible fractured bones, bad sprains or strains or major bleeding.
- * Eye, head, chest, abdominal or back injuries.
- * Any "high velocity injury", such as falling down a cliff or being hit by a car.
- * Snake or spider bite
- The missing competitor is likely to be worried, frightened, upset, disorientated, tired, hungry, cold or wet. Reassure them and tell them help is on the way. Get a message to the search co-ordinator that you have found an injured person, the location and any suspected injuries. If you must send somebody to go for help make sure you have at least one person to remain with the injured person.
- The Search Team approaching him/her must be sympathetic and reassuring, use his/her name - do not add to their fear and do not chastise.
- Missing person must receive any basic treatment necessary to prevent worsening of their condition and provide comfort until evacuation.
- Such treatment must include first aid, food, warmth and shelter – the missing person must not be left alone once found.
- If the person is uninjured or is safe to move proceed to the search base with the found person.

The search base should be informed by phone or radio or, if appropriate, by sending one person from the search team back to base.

1.8 Termination of Preliminary Search

The search will be terminated on the recovery of the missing person and the return of all search personnel to the search base. All people who have been informed of a search must be informed of its conclusion.

If the initial search fails to locate the missing person, the search co-ordinator must ring 000 and commence the police search process.

2.0 Police Search

2.1 Introduction

To commence a police search, the Preliminary Search Co-ordinator shall:

- (a) Notify the police that a search is required.
- (b) Notify an available emergency contact for the missing participant (e.g. home telephone number)
- (c) Ensure that all information is on hand and up to date for the briefing of the police.
- (d) Support the search as required by the police. (e) Ensure at least one member of the ONSW Board is informed (the Board's phone numbers are on the ONSW website).

2.2 Police Search

- On arrival of the police, the Preliminary Search Co-ordinator provides all recorded information and gives a verbal report to the police.
- Police assume full control of search from that point.
- The Preliminary Search Co-ordinator co-operates with police.

The Police will want to use appropriately accredited emergency workers for the search. It is unlikely they will use orienteers.

2.3 Contact Numbers

In the case of serious injury or the need to organise a police search ring 000 (if this doesn't work, ring 112, from a GSM mobile).

You will be asked which emergency service you require. If the person is injured, ask for ambulance. For a search, ask for police.

You will be asked for a street and cross street. If this is not relevant, say it is a remote area and give GPS references, grid reference from a topographic map or clear directions on how to get to the area. Consider arranging for an experienced orienteer to meet emergency services at an easy place to find, if there is any possible confusion where emergency services should go.

Adopted May 2013

Appendix 4- Event Cancellation- ONSW Manual 4.20

1 Under some circumstances it may be necessary to cancel an event. The decision must be made by the Organiser in consultation with the Controller (if one is appointed). This decision can be subjective and time critical. ONSW notes that:

- a) the following OA Rule applies at all ONSW events: “The organiser must stop, and postpone or cancel a race if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitor, officials or spectators.”
- b) if the Organiser and Controller do not agree on whether to cancel, ONSW policy is that the event must be cancelled.

2 The circumstances could be due to safety considerations such as, but not limited to:

- (a) high fire danger;
- (b) extreme high temperatures;
- (c) extreme low temperatures, especially if accompanied by rain/snow or high winds
- (d) heavy rain - particularly accompanied by fast rising creeks and/or flooding;
- (e) high winds;
- (f) lightning. See also ONSW Manual Section 4.13 on Event Safety.

3 Cancellation may be required for other reasons such as:

- (a) petrol strike
- (b) loss of permission to use the area - the NSW National Parks & Wildlife Service website has a list of closed areas of national parks due to fires, floods and other causes.
- (c) impassable roads or a risk that roads or tracks may be damaged - the ONSW arrangements with Forests NSW and National Parks & Wildlife Service require orienteering organisers to rectify damage to roads.

4 Any decision would have to take into account:

- (a) advice from police or emergency services,
- (b) advice from landowners; and
- (c) the likelihood of the problem conditions prevailing during the event.

5 The timing of the decision to call off the event should take into consideration the location of the event in relation to where competitors may be travelling from. Where competitors are likely to have booked accommodation, the decision should, if at all possible, be made at least 24 hours in advance. For a weekend event, ONSW prefers that at least one event on the weekend should have all - weather access.

6 Once a decision has been made, as many competitors as possible should be notified using email, SMS, the ONSW website and/or any other appropriate method. Don't forget to advise any other organisations that are planning to attend the event, e.g. first aid, caterers, O-gear shops, media.

7 If the event is cancelled at short notice, the organising club **MUST** ensure that a manned check-point on the access road to the event area is maintained on the day of the event to explain the situation to participants.

8 Should it be necessary for an event to be cancelled whilst in progress (e.g. flash flooding) then a systematic plan must be implemented to identify and locate all persons in the event area and ensure that they are found and evacuated from the area. The Search Plan Section of the Manual is relevant.

9 Where an event is cancelled and entry fees have already been paid, competitors can claim a refund, less any payments that have necessarily been made by the organising club.