



Safety First:

The following tools are recommended (“must have tools”) for all orienteering events:

- 1. Site Safety Checklist**
- 2. Emergency Action Plan (EAP)**
- 3. First Aid Kit or First Aid Station**
- 4. Participants (& emergency) contact**
- 5. Accident reports**
- 6. Waivers**

If you would like to receive a - mic.word - format please email the AOA office:

info@orienteeringalberta.ca

Safety & Emergency Action Plan (EAP)

Event name:

Event date:

Event location:

Emergency Services Contact

Emergency services will coordinate any required emergency services such as ambulance, RCMP, search and rescue, or forest fire response.

Location	Dial: 911
Alternate location	Dial:

Closest Medical Services

City/ Name	Address and phone #:

Event – Program:

Expected number of participants:

This is mainly a local event and the majority of competitors are from

Other competitors may travel from

All participants are expected to speak very good English or

Event Day & Date	Time	Participants number	Location
sprint			
middle			
long			
etc			

Organizers / Key Officials contact number:

1. **Event Director**
2. **Controller**
3. **Safety Chief**
4. **Other: (Finish Chief), coaches etc.**

Pre-Event Planning

1. Event organizers have made the requisite permit applications.
2. The organizers will check with the appropriate Office prior to the event to determine if any area and/or trail closures are in effect in the competition area.
3. The following parties will also be informed of the details of the events:
 - a. Emergency Dispatch at
 - b.

Communication during the event

1. Various personal cell phones as listed below—good coverage
2. Variable coverage on
3. The following individuals (at least) will carry cell phones.
4. There will be 8 radios on site (for use with vettors and search crews if necessary) to ensure communication is possible.

At all times in the day

Event Director

Controllers

Safety Chief

During vetting / setup

Finish Chief

Vettors (will carry radio or cell phone)

In event of a search

Each search group will take a radio and cell phone.

General

1. Orienteering is an outdoor activity that carries a risk of personal injury due to natural and man-made hazards, animal encounters and environmental conditions. While the competitor acknowledges these risks, the organizers of orienteering meets must have an action plan that covers how to reasonably minimize these risks and what to do in case of competitor injury or if a competitor is overdue.
2. The plan should provide sufficient details for specific actions and responsibilities to prevent the situation from becoming worse. *The key to this plan is the ability to have rapid communication with emergency services in the area.*
3. In the event of an incident where legal action is taken, our best defense is to demonstrate that we exercised “due diligence”. This is “...the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to exercise under particular circumstances.” A judge or jury would consider whether the incident was Foreseeable (could a reasonable person have foreseen that something could go wrong?); Preventable (was there an opportunity to prevent the incident?); and Controllable (who was the responsible person and what could they have done to prevent the incident?).

First Aid / Medical Emergency

1. The First Aid area will be situated near the start/finish line. There will be a First Aid kit here. This area will not be permanently manned.
2. All minor injuries (cuts, scrapes, sprains, etc) are to be treated on site. There is generally no requirement to contact the emergency services for minor injuries, although this will be left to the discretion of the Safety Chief.
3. All major injuries (including breaks, dislocations) or life-threatening injuries will require the implementation of the Emergency Medical System and evacuation to a health care facility. The appropriate Ambulance Service will be contacted by phone and notified of the seriousness of the injury. The AOC's First Aid attendant will be the Safety Chief and will be responsible for calling the ambulance if one is required.
4. For all significant treated injuries, an Injury Report Form (attached) should be completed and submitted to the event organizer.
5. For non-residents of Canada, a 'consent to be treated' form needs to be signed before any treatments are instituted. Copies of these forms will be available at the First Aid tent.

Overdue Person

1. Prevention:
 - a. Competitors will be told the safety bearing on their map
 - b. Competitors will be given a maximum allowed time to report to the finish.
 - c. Competitors will be reminded of the serious implications of not reporting to the finish within their maximum allowed time.
2. Identification of overdue competitors
 - a. When a competitor is overdue by more than 30 minutes past that person's maximum allowed time, the **Event Director** is to be notified by finish line personnel or other reporting person. After an initial assessment, he will consult with the **Safety Chief**. In order for the finish line personnel to be able to accurately know how long each competitor has been out on their course it is vital to have accurate start time information. To keep accurate and timely information about who is on the course:
 - i. If *anybody* is started at a time different from their assigned start time, the start officials must communicate, within a reasonable amount of time, the new start time to the finish personnel.
 - b. If friends or relatives of a competitor express concern about a competitor they should be taken to the first-aid area and **Event Director** and **Safety Chief** are to be notified. Under no circumstances are they allowed back onto the course to search (see below).
3. Determining if a search is necessary
 - a. The Event Director or Safety Chief will deal with friends and relatives, informing them of the situation and the procedures being undertaken. The purpose is to reassure them and prevent them from rushing out to search for the overdue competitor. They are to be given a seat, given something to drink, reassured, and informed of the process that is being followed. They should provide a description of the person, the clothes they are wearing, details of their course and their expertise. This person(s) must not be allowed to leave until the overdue person has been found or until cleared by the Safety Chief.
 - b. Competitors who are in the finish area will be interviewed:
 - i. To ensure the person has not come in
 - ii. Asking people on the same course if they have seen the overdue competitor on the course
4. Initiating a search
 - a. When a competitor is overdue by more than 60 minutes past the person's maximum allowed time, the **Safety Chief** will contact the Emergency Services and inform them that a search is being initiating for an overdue competitor.
 - b. Under no circumstances will an active search of the course be initiated by anyone without the approval or direction of the Safety Chief. This will prevent the over-zealous actions of the inexperienced who might themselves become lost or injured. The need to act as a team rather than as individuals cannot be overemphasized.
 - c. A controlled search of the immediate area may be initiated and will be under the direction of the **Safety Chief** only. This may include:
 - i. Searching parking areas, washrooms, other nearby facilities, start / finish areas
 - ii. Driving cars on the roads bounding and crossing the map.
 - iii. Sending experienced orienteers on the missing person's course, to check all control locations. Decision made by Safety Chief.
5. Calling in Emergency Services
 - a. At some point in time no later than 3 hours past the overdue person's maximum allowed time, the Safety Chief must contact the Emergency Services and ask for assistance. The decision to call in emergency services, after the above attempts to find the person, should be made by the Safety Chief and Event Director.
 - b. The actual decision as to how and when to call in emergency services will depend a lot upon circumstances. It is difficult to give black and white answers here, since there are so many factors, such as the age, health and experience of the participant; weather conditions; length of time the participant is overdue; etc. Examples of factors to be considered include:
 - age, health, experience of the participant
 - weather conditions
 - length of time the participant is overdue
 - last seen location of participant (e.g. radio controls, other participants)
 - amount of daylight left
 - nature of the terrain
 - c. The Emergency Services will become the Search Master upon arrival at the site.

Reducing the chance of encounters with large wild animals

Orienteering carries a risk of encounters with large wild animals. Historically most encounters have been with organizers, in particular the course planners, controllers and vetters, prior to the event itself. Organizers tend to be alert to such circumstances and generally carry pepper spray or bear bangers and a cell phone, and often work in pairs.

To reduce encounters during the event the following steps are taken:

1. Identify potential problems in advance:
 - a. Beginning stages of planning. At the time of applying for an event permit, the organizers will discuss the general areas of the terrain most suitable for the competition to reduce the chance of animal encounters
 - b. Weeks before the event. The course planners / controllers visit each control site in the weeks prior to the event for the purposes of planning the courses.
 - c. Days before the event. The course planner / controller visit each control site to place the flag and timing unit.
 - d. Hours before the event. Veters visit each control site immediately before the event begins to check they are ready for the competition.

At all stages of the planning, any animal encounters or signs of activity will be reported to the course planner and controller who may then consult with the Event Director, Safety Chief, or Conservation Officers.

2. Minimize encounters by planning:

The International Orienteering Federation has a number of Environmental publications and recommendations that will be reviewed periodically. These are available at www.orienteeering.org.

- a. If the terrain covered by the various courses is large, then refuge areas should be provided for animals. Ideally these will be areas of thick forest. These will be marked as out of bounds on the maps and courses will be designed so all sensible route choices will stay away from these areas. Courses that go past these refuge areas will be designed to circulate around them in the same direction.
 - b. If the terrain covered by the various courses is relatively small (perhaps 2-3 sq km or less) then no refuge areas are required as the flight distances will take them outside of the competition terrain.
3. Minimize encounters with noise.
 - a. PA system in the finish area and play continuous music. This should cause large mammals to move away from this area, which includes the shorter courses used especially for the young competitors.
 - b. On the morning immediately before the event, we may ask the vetters (who will visit each control site) to carry air horns and to blow them from time to time to “warn” any animals that there are humans using the area.
 - c. Encourage competitors to make noise as they travel through the forest.
 - d. Encourage competitors to carry noise makers to be used to the case of an encounter to scare away the animal and to call for help. Current Canadian Orienteering Federation rules require competitors to carry a whistle

Sighting or Encounters with large wild animals

1. Comply with Bear spray policy in bear country: must carry bear spray if alone.
2. If potentially dangerous animals are known to be in the area during event the organizers will consult with Conservation Officers as to whether the event should proceed.
3. If a participant reports back to the start/finish area about an animal sighting or encounter, any other participants waiting to start will be warned so they can decide whether to go out on the course. Conservation Officers will also be notified.

Risk management and waiver: general advice for participants

Participants are expected to understand the risks of taking part in orienteering competitions and will be asked to **sign a waiver** to this effect. In addition, the following advice and information will be provided to competitors:

1. Safety information provided at event registration links provided to educational content on the website: <https://www.orienteeeringalberta.ca/safety-in-orienteering.html>
2. On the day of the event at the check in, Safety Rules and Recommendation display
3. Bear safety and encounters with large animals’ information display

Everyone must be familiar with the: [Safety Risks and Recommendation for Orienteering](#)

Recommendation regarding encounters with wildlife:

4. To carry bear spray during the race and to know how to use it;
5. To make noise during the race;
6. Must have a whistle and know how to use it for emergency purposes;
7. To be watchful and stay as far away from large wildlife as possible;
8. To accompany small children. Youth under 12 are allowed to be shadowed by parent/ guardian and still acknowledge their results.

Natural Disaster

1. Natural disasters such as floods, forest fires, or severe storms may happen with little notice. The Event Director or the Safety Chief may cancel the event and notify the appropriate emergency agency in such situations. Event organizers and competitors will follow evacuation instructions from the Emergency Services.
2. The organizers will have lists of all participants who have started and finished and will therefore know if anyone is still out in the terrain. Depending on the situation, the organizers will either wait for all participants to report back and leave, or will provide information to emergency agencies.

Transportation plan and public notices:

General:

1. The goal is to decrease vehicular traffic congestion which can increase safety at the event location. The following practices will be applied:
2. Example below:
 - Parking in safe designated location (e.g. School/community center parking lot etc)
 - Bussing participants from a safe parking location.
 - Bussing will be coordinated by a volunteer bussing crew, so that safe loading and unloading of busses with competitors is achieved.
 - Organizers will have prearranged parking spots at...
 - The bus route is identified with safe loading and unloading zones plus a turning around point is established atThere will be a traffic controller volunteer in place who will make sure proper signage is posted and helps with the bus turn around. The traffic controller will be wearing an easily visible reflective vest.
 - The courses and event arena are planned such that no major road crossing is required by the participants.

Signage:

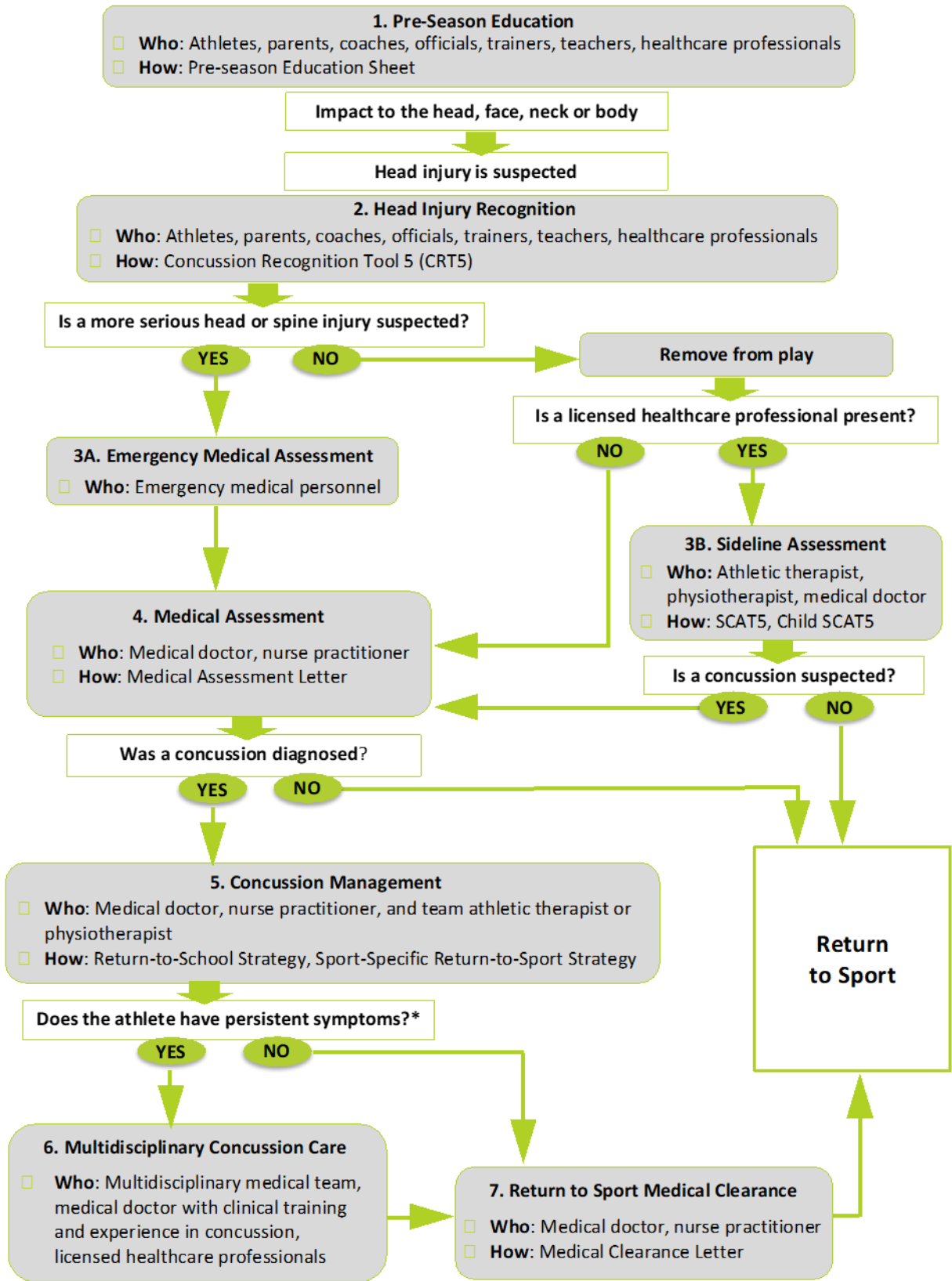
Example: There will be two types of signage

- Before the event: Public notice of the event will be posted - at the trailhead and at public access points - 1 full week prior to the event letting people know about the event.
- On the day event signage: along Hwy - drawing attention on the event and "slow down" signs by the arena and bus unloading area and along the shoulder of the road where porta potties are planned to be positioned.
- The section where participants walk on the side of the road will be marked and flagged and will be min 5 feet away from the road shoulder.

Event Specific Issues

List any site-specific concerns: e.g. large body of water, dangerous cliffs etc.

Appendix 1: Concussion management pathways



*Persistent symptoms: lasting > 4 weeks in children & youth or > 2 weeks in adults

Appendix 2: Concussion Assessment Tool:

CONCUSSION RECOGNITION TOOL 5 ©

To help identify concussion in children, adolescents and adults



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RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Severe or increasing headache
- Deteriorating conscious state
- Double vision
- Seizure or convulsion
- Vomiting
- Weakness or tingling/numbing in arms or legs
- Loss of consciousness
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.
- Assessment for a spinal cord injury is critical.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Disorientation or confusion, or an inability to respond appropriately to questions
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Slow to get up after a direct or indirect hit to the head
- Blank or vacant look
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- Blurred vision
- More emotional
- Difficulty concentrating
- "Pressure in head"
- Sensitivity to light
- More irritable
- Balance problems
- Sensitivity to noise
- Sadness
- Difficulty remembering
- Nausea or vomiting
- Fatigue or low energy
- Nervous or anxious
- Feeling slowed down
- Drowsiness
- "Don't feel right"
- Neck Pain
- Feeling like "in a fog"
- Dizziness

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

- Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:
- "What venue are we at today?"
 - "What team did you play last week/game?"
 - "Which half is it now?"
 - "Did your team win the last game?"
 - "Who scored last in this game?"

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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Appendix 3:

Forms

Incident Report Form

1 – Incident: _____ Time/ Date: _____

2 – Reported by: _____ Time/Date: _____

3 – Initial Response by: _____ Time/Date: _____

4 – Nature/Type of Incident: _____

5 – Action(s) taken: _____

6 – Location / Site of Incident and responses: _____

7 – Name(s): of victims/patients (Age, Gender, Condition, Contact info'): Total # involved: _____

8 - Further Response by / and Actions taken: _____

9 – Incident Details:

Description (What happened): _____

Presumed Cause: _____

Other Factors/Details: _____

10 – Witnesses (Name, address, phone #, how involved)

1 - _____

2 - _____

3 - _____

11 – Incident Report Form Completed by:

Name _____

Address _____

Phone # _____ e-mail _____

Role at AOC _____

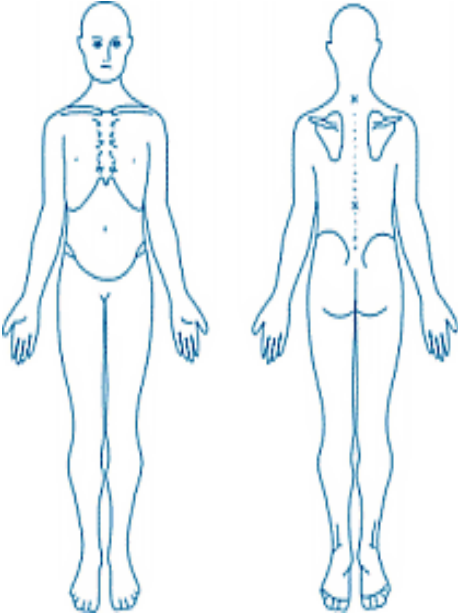
*If victims/patients require medical treatment please complete a ***Injury Report Form****
Attach additional pages as required.

ORIENTEERING INJURY REPORT FORM / TREATMENT LOG

Name: _____ Country of Origin: _____

Date: ____ / ____ / ____ DOB (mm/dd/yy): ____ / ____ / ____ Age: _____ Sex: Male / Female

Contact (local address): _____ Contact Phone #: _____
 Venue: _____ **CIRCLE:** Participant / Coach / Official / Spectator
 / Volunteer

<p>Type of Activity at Time of Injury</p> <p><input type="checkbox"/> Training <input type="checkbox"/> Warm-up <input type="checkbox"/> Competition <input type="checkbox"/> Cool-Down <input type="checkbox"/> Other _____</p> <p>Reason for Presentation</p> <p><input type="checkbox"/> New/Acute Injury <input type="checkbox"/> Chronic/Aggravated Injury <input type="checkbox"/> Illness/Medical Condition <input type="checkbox"/> Other _____</p> <p>Body Part Injured</p> <p><input type="checkbox"/> Right <input type="checkbox"/> Left</p> <p>Please List/Name</p> <p>_____</p> <p>_____</p> <p>Please Circle or Shade on Diagram</p> <div style="text-align: center;">  </div> <p>Medications</p> <p>_____</p> <p>Allergies _____</p>	<p>Past Medical Conditions</p> <p>_____</p> <p>_____</p> <p>Nature of Injury/Illness</p> <p><input type="checkbox"/> Abrasion/Road Rash <input type="checkbox"/> Open Wound/Laceration/Cut <input type="checkbox"/> Blisters <input type="checkbox"/> Contusion <input type="checkbox"/> Sprain (Ligament) <input type="checkbox"/> Strain (Muscle) <input type="checkbox"/> Overuse Injury <input type="checkbox"/> Fracture (including suspected) <input type="checkbox"/> Dislocation/Subluxation <input type="checkbox"/> Concussion <input type="checkbox"/> Loss of Consciousness <input type="checkbox"/> Cardiac Problems <input type="checkbox"/> Respiratory Problems <input type="checkbox"/> Diabetic Reaction <input type="checkbox"/> Unspecified Medical Condition <input type="checkbox"/> Other _____</p> <p>Specify Injury/Illness _____</p> <p>_____</p> <p>_____</p> <p>Mechanism of Injury</p> <p><input type="checkbox"/> Slip/Trip/Fall (from same level) <input type="checkbox"/> Fall (from height) <input type="checkbox"/> Jumping to shoot or defend <input type="checkbox"/> Overuse <input type="checkbox"/> Overexertion <input type="checkbox"/> Collision or struck by another person <input type="checkbox"/> Collision with a fixed object <input type="checkbox"/> Struck by sports equipment <input type="checkbox"/> Temperature related (hypo/hyper) <input type="checkbox"/> Other _____</p> <p>Incident Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Treatment Given</p> <p><input type="checkbox"/> Participant refused treatment <input type="checkbox"/> RICE <input type="checkbox"/> Sling/Splint <input type="checkbox"/> Wound Dressing <input type="checkbox"/> Athletic Taping <input type="checkbox"/> Massage <input type="checkbox"/> Chiropractics <input type="checkbox"/> Other _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Return to Play Recommendation</p> <p><input type="checkbox"/> Return to unrestricted activity <input type="checkbox"/> Advised to return with precautions Specify _____</p> <p>_____</p> <p><input type="checkbox"/> Advised not to return at present time <input type="checkbox"/> Participant did not follow recommendation</p> <p>Referral</p> <p><input type="checkbox"/> No referral needed <input type="checkbox"/> Physician <input type="checkbox"/> Rehabilitative Treatment (PT / AT / Chiropractor / Massage) <input type="checkbox"/> Ambulance Transport (Time: _____) <input type="checkbox"/> Health Link <input type="checkbox"/> Refused Referral <input type="checkbox"/> Other _____</p> <p>Treating Medical Personnel (e.g., Physician, EMS, AT, PT, Nurse, 1st Aider etc)</p> <p>_____</p> <p>X _____ Signature of Medical Personnel</p> <p>X _____ Print Medical Personnel Name</p> <p>X _____ Signature of Injured Participant</p> <p>Date: ____ / ____ / ____</p>
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Site Safety Checklist



Site: _____

Date: _____

Inspected by: _____

Factor	Adequate	Inadequate	Corrective measures*	Observations
Traffic				
Weather (sun, wind, heat, cold, storms)				
Water hazards				
Surfaces (mud, ice, gopher holes)				
Cliffs				
Unmarked fences				
Noxious plants (poison ivy; nettles)				
Dogs off leash				
Dangerous animals (snakes, bears, ticks)				
Strangers				
Lots of participants & only one coach				
Participants alone in the woods				
Others				
First Aid Kit & Procedures				
EAP				

*Corrections 1) add 2) replace 3) modify 4) discard 5) clean 6) repair 7) check

This document, once completed, should be given to the facilities manager (if applicable), and the coach should keep a copy for his/her files.

Facilities Manager name: _____ Signature: _____

Coach name: _____ Signature of coach: _____



GOVERNING LAW AND JURISDICTION AGREEMENT (for Non-residents of Canada)

GOVERNING LAW

I hereby agree that the relationship and the resolution of any and all disputes arising therefrom between myself and Doctor _____ (as well as his or her agents, delegates or employees), including any issues related to this Agreement, shall be governed by and construed in accordance with the laws of the Province or Territory of _____ and the laws of Canada applicable therein.

JURISDICTION

I hereby acknowledge that the treatment will be performed in the Province or Territory of _____ and that the Courts of the Province or Territory of _____ shall have exclusive and preferential jurisdiction to entertain any complaint, demand, claim, proceeding or cause of action, whatsoever arising out of the treatment. I hereby agree that if I commence any such legal proceedings, I will do so only in the Province or Territory of _____, and hereby irrevocably submit to the exclusive and preferential jurisdiction of the Courts of the Province or Territory of _____.

PATIENT'S SIGNATURE _____ WITNESS SIGNATURE _____

PRINTED NAME _____ PRINTED NAME _____

DATE _____ DATE _____

ENTENTE – JURIDICTION ET DROIT APPLICABLE (pour non-résidents du Canada)

DROIT APPLICABLE

J'accepte, par la présente, que la relation entre moi-même et le docteur _____ ainsi que ses agents, mandataires ou employés, et le règlement de tout différend qu'elle pourra susciter (y compris toute question relative à cette entente), soient régis et interprétés en vertu des lois de la province ou du territoire de _____ et des lois canadiennes applicables.

JURIDICTION

Je reconnais par la présente que le traitement sera prodigué dans la province ou le territoire de _____ et que les tribunaux de la province ou du territoire de _____ auront juridiction exclusive et privilégiée pour recevoir toute plainte, demande, réclamation ou cause d'action relative au traitement. Je conviens par la présente que si j'entame de telles procédures, ce sera uniquement dans la province ou le territoire de _____; je m'en remets irrévocablement, par la présente, à la juridiction exclusive des tribunaux de la province ou du territoire de _____.

SIGNATURE
DU PATIENT _____

SIGNATURE
DU TÉMOIN _____

NOM EN
LETTRES MOULÉES _____

NOM EN
LETTRES MOULÉES _____

DATE _____

DATE _____