

Incident Management Guideline

UniRoos

Table of Contents

1.0	Event Details	3
2.0	Response Procedures	4
2.01	Arrest of Participant	4
2.02	Assault Physical	5
2.03	Assault Sexual	6
2.04	Bodily Fluid Clean Up	6
2.05	Bullying, Hazing and Victimisation	6
2.06	Death of Participant	7
2.07	Death of a Relative/Close Friend	7
2.08	Drug Overdose or Drug Impaired Participant.....	8
2.09	Drug Dealing and/or Possession	8
2.10	Expulsion from Accommodation	8
2.11	Extreme Threat	9
2.12	Fire	9
2.13	Food Poisoning	10
2.14	Injury.....	10
2.15	Intoxicated Participant	10
2.16	Misconduct (General) – Team	11
2.17	Missing Person.....	12
2.18	Psychological Distress (Extreme)	12
2.19	Suicide Risk*/Attempted Suicide.....	12
2.20	Suspicious Person/Unauthorised Visitor at Accommodation / Venue.....	13
2.21	Theft by Participant	13
2.22	Travel Accident	13
3.0	Incident Escalation Checklist	15
4.0	Critical Incident Management - Levels	18
5.0	Impact Assessment.....	19
6.0	Information Collection Form	21
7.0	Incident Log	23

8.0	Assembly Point Management.....	27
9.0	People at Risk Log.....	30
10.0	Relocation Register.....	32
	Appendix A - Acronyms and Glossary.....	34
	Appendix B - Pre-Event Checklist	36



Event Details

Event Name		
Event Location		
Event Date	Start:	Finish:
Event Coordinator	Name:	Contact Number:
Venue Manager	Name:	Contact Number:
Venue address		
Incident Kit Location		
Team Manager	Name:	Contact Number:
UniRoos Incident Response Team Leader	Name:	Contact Number:
UniRoos Crisis Team contact 1	Name:	Contact Number:
UniRoos Crisis Team contact 2	Name:	Contact Number:
UniRoos Crisis Team contact 3	Name:	Contact Number:
Total participants		
Total UniRoos Team Staff		

1.0 Response Procedures

The following response protocols are the actions you may wish to consider during an incident. **Note:** The Standard Operating Procedure for all incidents is to apply the UNI part of the UNI CHAMPS immediate response protocol.

U	Understand	Understand the situation. Collect immediate facts about the incident.
N	Needs	Organise your immediate safety and team safety needs (eg first aid, 000).
I	Inform AUS	Report to AUS on what has happened as soon as you can.
C	Communicate	Communicate with your team on actions to take. Remind team not to speak to / post to media.
H	Health	Understand how you and your team are feeling. Seek appropriate support.
A	Act	Act on instructions from emergency services and AUS.
M	Manage	Manage the situation calmly and with confidence.
P	Prepare	Prepare to understand the steps and plan for evacuation or relocation.
S	Summarise	Summarise the incident and complete the incident report.

If the incident is assessed as moderate or major (after using the impact assessment in 5.0) the UniRoos Incident Response Team will be taking the lead in the UniRoos WUC Team response to this level of incidents. **If the incident is rated a Major, the UniRoos Incident Response Team Leader will notify the UniRoos Crisis Management Team.**

The actions below are the ‘on the ground’ responses to consider for incidents that are considered minor when assessed against the incident escalation checklist, which will guide all actions from start to finish for an incident.

2.01 Arrest of Participant

1.	Team Manager should be notified of incident immediately, gather as much factual information as possible and undertake an impact assessment of the incident using the agreed checklist. If assessment is moderate or major then Team Manager will escalate to UniRoos Incident Response Team Leader.
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2.01 Arrest of Participant

2.	If the Team Manager assessment of the Incident is it is a minor level e.g. infringement not an arrest, then the following steps will apply.
3.	Team Manager to attend police station where participant held and inform UniRoos Incident Response Team Leader
4.	UniRoos Incident Response Team Leader will meet with the arrested individual and inform them of the disciplinary process arising from this matter.
5.	UniRoos Incident Response Team Leader to initiate agreed sanctions within the UniRoos WUC Team Approved Sports Event Representation Agreement.
6.	If participant is to be sent home, then the UniRoos Crisis Management Team and AUS need to be informed of this decision.
7.	UniRoos Incident Response Team Leader to complete Incident Report Form.

2.02 Assault Physical

1.	If requested to do so by the victim or if the victim is unconscious, administer First Aid to your level of training.
2.	Contact Team Manager with UNI CHAMPS response. Team Manager will assess incident and if major will escalate to UniRoos Incident Response Team Leader.
3.	If assessed as minor level Team Manager will advise the victim of what options are available to them, such as contacting the Police.
4.	Team Manager will, if asked to do so by the victim, contact Police.
5.	Team Manager, if asked to do so by the victim, will contact emergency contact.
6.	Team Manager will determine whether there is an ongoing risk to the victim and whether there is a risk or possible risk to other participants.
7.	Team Manager will provide referral information to UniRoos WUC Team Counselling Services. Additionally, if asked by the victim, arrange an appointment with the victim and UniRoos WUC Team Counselling Services.
8.	If the assault is such that other members of the team has been traumatised, Team Manager will contact UniRoos WUC Team Counselling and arrange a de-briefing session with remainder of team.
9.	Escalate situation to the UniRoos Incident Response Team Leader if required.

2.03 Assault Sexual

1.	Calm and re-assure the victim. If requested to do so by the victim, administer First Aid to your level of training.
2.	Advise the victim not to wash any part of themselves and not to change any of their clothing.
3.	Notify Team Manager with UNI CHAMPS response. Team Manager will escalate UniRoos Incident Response Team Leader.
4.	UniRoos Incident Response Team Leader to notify all relevant authorities e.g. venue management.
5.	UniRoos Incident Response Team Leader to escalate to Crisis Management Team.
6.	If the assault is such that the participant's team or other team members have been traumatised, the UniRoos Incident Response Team Leader will contact UniRoos WUC Team Counselling and arrange a de-briefing session with affected individuals or teams.

2.04 Bodily Fluid Clean Up

1.	If the spillage is as a result of a person being ill, organise first aid.
2.	Keep other persons away from the immediate area.
3.	Event Coordinator or Team Manager to organise for the removal of the spillage. Ensure PPE is worn.
4.	Assess area to ensure no further risk to others.

2.05 Bullying, Hazing and Victimization

1.	If a member of the team becomes aware that a participant's behaviour is contrary to the Code of Conduct/Participation Agreement (which has been signed by the participant) ideally a local request should be made to the perpetrator to cease this behaviour immediately. If this request is ignored and the behaviour continues and/or occurs again then it must be reported to the Team Manager.
2.	Team Manager should investigate the report.
3.	If found to be of a minor nature the Team Manager will advise the participant that their behaviour is contrary to the Code of Conduct/Participation Agreement, etc., that this behavior must cease immediately and not occur again and may apply the applicable Level 1 sanction as outlined in the UniRoos WUC Team Approved Sporting event representation agreement.
4.	If the participant does not comply with the requests of the Team Manager or the misconduct is rated as a Level 2 Breach, the Team Manager shall notify the UniRoos Incident Response Team Leader.
5.	UniRoos Incident Response Team Leader will determine what action should be taken and advise the participant of the application of the University Disciplinary procedure. The sanctions applied may include removal of the participant accreditation.

2.05 Bullying, Hazing and Victimization

6.	If the UniRoos Incident Response Team Leader determines that the participant's accreditation is to be withdrawn for the remainder of the event, then the UniRoos Crisis Management Team and event organisers should be notified.
7.	Follow up with victim of bullying and hazing.

2.06 Death of Participant

1.	If you find a person who is unconscious, then either administer first aid to your level of training or get help.
2.	While you are administering First Aid, get someone to <ul style="list-style-type: none"> ▪ Firstly, call local emergency number and request an Ambulance and the presence of Police; ▪ Secondly to alert the First Aider who will take over the first aid and shall administer first aid to their level of training; and ▪ Thirdly to notify the Event Coordinator / Venue management.
3.	The person who called the emergency number should remain with the First Aider to provide support. All other onlookers should be kept back by other event staff.
4.	Notify UniRoos Incident Response Team Leader with UNI CHAMPS response.
5.	UniRoos Incident Response Team Leader will escalate to Crisis Management Team. Crisis Management Team will assume control of situation as it affects UniRoos Team members.

2.07 Death of a Relative/Close Friend

1.	If the participant is unaware of the death, determine how best to advise the participant of the death. The UniRoos Incident Response Team Leader may contact UniRoos Team Counselling to seek their assistance in this regard.
2.	Subject to the advice provided in Step #1, the UniRoos Incident Response Team Leader should meet with the participant as soon as possible.
3.	Offer and arrange on behalf of the participant, support by means of: <ul style="list-style-type: none"> ▪ access to counselling; ▪ access to a private room; ▪ assistance with travel arrangements; ▪ contacting emergency contact of the participant, etc.
4.	If the participant wishes to arrange a period of absence from the tournament, or cease participation, UniRoos Incident Response Team Leader to inform AUS that the participant is withdrawing from the event.
5.	UniRoos Incident Response Team Leader should inform the team of the situation.

2.08 Drug Overdose or Drug Impaired Participant

1.	If requested to do so by the participant or if the participant is unarousable and/or unresponsive, administer First Aid to your level of training.
2.	If a participant is unconscious, unresponsive, unable to hold a conversation, contact Ambulance services and inform them of the situation.
3.	Contact Team Manager and advise them of the situation using UNI CHAMPS response.
4.	Team Manager will determine whether there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants, or other participants of the wider team.

2.09 Drug Dealing and/or Possession

1.	Contact the participant and/or guest to determine whether there has been an actual offence or whether the allegation warrants further investigation.
2.	If the allegation warrants further investigation, Team Organiser must contact Team Manager and advise them of the situation using UNI CHAMPS response.
3.	Team Manager will determine whether there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants, or other participants of the wider team.
4.	Team Manager in conjunction with UniRoos Incident Response Team will assess facts of incident. If an offence has occurred, then the Team Manager will advise UniRoos Incident Response Team Leader who will escalate accordingly.

2.10 Expulsion from Accommodation

1.	Team Organiser should notify the Team Manager as soon as possible if an individual has been expelled from accommodation with the UNI CHAMPS response.
2.	Team Manager to contact accommodation and find out their reasons for the expulsion from accommodation.
3.	In conjunction with the UniRoos Incident Response Team Leader, the Team Manager needs to determine the severity of the reason for the expulsion. This decision leads to responses below: Minor = Level 1: <ol style="list-style-type: none"> i. Team Manager to warn individual or team that their behaviour is not acceptable ii. Team Manager in conjunction with WUC Organising Committee to arrange for alternate accommodation for the week. The cost of these charges will be incurred by the individual / team iii. In an instance this is not possible, the individual / team might be required to withdraw from the event iv. If the participant / team is forced to withdraw from the event, then the Team Manager should notify the UniRoos Incident Response Team Leader of this decision. Major = Level 2:

2.10 Expulsion from Accommodation

- i. Team Manager Notifies UniRoos Incident Response Team Leader who then instigates the UniRoos disciplinary process.

2.11 Extreme Threat

Examples: bomb threat, fire, chemical, extreme weather, terrorist attack, hostage situation, civil disturbance, infectious disease, flight crash.

1. Follow emergency processes as instructed by venue wardens or official services.
2. Team Manager should be notified when safe to do so
3. Move everyone to the nominated assembly area / meeting point.
4. All participants shall rendezvous at the evacuation assembly area, where the Team Manager (or delegate) shall call the roll to ensure that all participants are accounted for.
5. Team Manager to determine if there is an ongoing risk to the participants and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants.

2.12 Fire

1. Activate the nearest fire alarm, where applicable. Where there is no fire alarm, yell loudly to attract attention.
2. **If it is SAFE to do so** where the fire is small and if you have been trained in the use of fire extinguishers or fire blankets, use an appropriate fire extinguisher or fire blanket to put the fire out.
3. Follow emergency processes as instructed by venue wardens
4. Team Organiser must notify Team Manager
5. All event staff and participants shall rendezvous at the evacuation assembly area, where the Team Manager (or delegate) shall call the roll to ensure that all UniRoos WUC Team participants are accounted for.
6. Team Manager shall determine if there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants.
7. Team Manager shall advise UniRoos Incident Response Team Leader and Event organiser of the incident.

2.13 Food Poisoning

1.	If the participant is suffering from mild symptoms, the participant should seek appropriate medical assistance.
2.	Where applicable the Team Organiser should contact the Sport Trainer who can administer first aid to their level of training.
3.	Team Organiser should notify Team Manager.
4.	Team Manager to determine the best course of action to take in respect of obtaining proper health care for the participant and others in team.

2.14 Injury

1.	If the injury is not life threatening, advise the participant to seek appropriate and / or available venue medical assistance.
2.	If you find a person who is seriously injured and/or unconscious, then either administer first aid to your level of training or get help.
3.	While a you are administering First Aid, get someone to <ul style="list-style-type: none"> ▪ Firstly, call the emergency number for the country you are in and request an Ambulance and the presence of Police; ▪ Secondly to alert the First Aider who will take over the first aid and shall administer first aid to their level of training; and ▪ Thirdly to notify the Event Coordinator/Venue management. ▪ Advise Team Manager.
4.	The person who called the emergency services should remain with the First Aider to provide support. All other on lookers should be kept back by other event staff.
5.	Team Manager should ensure a team member is to accompany the athlete to the hospital or treatment centre.
6.	Notify UniRoos Incident Response Team Leader with UNI CHAMPS response.
7.	UniRoos Incident Response Team Leader and UniRoos Crisis Management Team will assume control of situation as it affects UniRoos WUC Team members.

2.15 Intoxicated Participant

1.	In instances of minor intoxication, the team members are responsible for taking care of affected individuals.
2.	If the participant is not at their accommodation the team members should ensure the affected individual is escorted to accommodation.

2.15 Intoxicated Participant

3.	Depending on level of intoxication the athlete might require monitoring throughout the night.
4.	If requested to do so by the participant or if the participant is unarousable and/or unresponsive, administer First Aid to your level of training.
5.	If a participant is unconscious (unarousable and/or unresponsive) contact ambulance service and inform them of the situation.
6.	If the participant is violent and aggressive, call Venue/Event/Accommodation Security (where applicable).
7.	Try to calm the participant down. If the participant threatens you, leave immediately. Do not continue to intervene or put yourself at any risk. If possible, prevent other participants from putting themselves at risk by advising them to keep away from the general area.
8.	Call emergency number and request Police presence if they believe that the situation warrants such action.
9.	Notify Team Manager with UNI CHAMPS response.

2.16 Misconduct (General) – Team

1.	If you become aware that a participant or team's behaviour is contrary to the Code of Conduct and/or UniRoos WUC Team Policies and Procedures and/or is unreasonably disruptive to other participants, you should contact leaders within the team, and discuss allegations with the Team Manager.
2.	In response to discussions with the senior team members the Team Manager should determine the course of action. The severity of the misconduct will determine the nature of the sanction applied by the University.
3.	If misconduct is minor, the participant or team in question will be advised that their behaviour is contrary to the Code of Conduct / Participation Agreement, and that they must cease the offending behaviour immediately; and informed that if behaviour continues sanctions might be put in place. Explain the impact of the participants or team's behaviour on other team members.
4.	Give the participant or team possible solutions to modify behaviour.
5.	If the participant or team does not comply with the requests of the Team Manager or the misconduct is rated as a serious breach, the UniRoos Incident Response Team Leader shall be notified.
6.	UniRoos Incident Response Team Leader will determine what action should be taken and advise the participants of the application of the University Disciplinary procedure. The sanctions applied may include removal of the participant's accreditation.
7.	If the UniRoos Incident Response Team Leader determines that the team member's accreditations are to be withdrawn for the remainder of the event, then the University Crisis Management Team and event organisers should be notified.

2.17 Missing Person

1.	If a participant cannot be physically located by their respective team attempt to contact them via mobile and/or online (Facebook, Whatsapp, etc.).
2.	If this is not successful, establish when the last time the missing participant was seen by a team member.
3.	Obtain details regarding their last known whereabouts.
4.	Provide the missing participant's full details and emergency contact details to Team Manager who will escalate to UniRoos Incident Response Team Leader.

2.18 Psychological Distress (Extreme)

1.	Try to calm the person down.
2.	If you feel that you are in danger, leave immediately. Do not continue to intervene if putting yourself at any risk.
3.	If possible, prevent other participants from putting themselves at risk by advising them to keep away from the general area.
4.	If there is an immediate risk of harm to either the distressed participant and/or other participants request someone to phone for Police and Paramedics.
5.	If the participant has harmed themselves (and it is safe to do so), treat with first aid.
6.	Contact Team Manager with UNI CHAMPS Response
7.	Team Manager to determine if there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants.
8.	If the situation is not dangerous provide support by means of: <ul style="list-style-type: none"> ▪ Calling the nearest State Crisis Assessment & Treatment Service. ▪ Providing referral information to UniRoos WUC Team Counselling. ▪ Contacting the participant's emergency contact if approved to do so.
9.	Following up affected person post event.

2.19 Suicide Risk*/Attempted Suicide

*If there is an immediate risk of serious harm to a participant

1.	Try to calm the person down. If you feel you are in danger, leave immediately. If it is safe to do so, remove any means by which the participant may harm themselves or others.
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2.19 Suicide Risk*/Attempted Suicide

*If there is an immediate risk of serious harm to a participant

2.	Prevent other participants from putting themselves at risk by advising them to keep away from the general area.
3.	If there is an immediate risk of harm to either the participant and/or other participants, call Emergency Services using any phone, and/or call venue or event security.
4.	Notify Team Manager with UNI CHAMPS Response

2.20 Suspicious Person/Unauthorised Visitor at Accommodation / Venue

1.	The Team Manager shall notify the authority responsible for the event location who shall ask the person of the nature of their visit to the event location.
2.	The team members shall contact the Team Manager.
3.	If it is confirmed that the visitor is unauthorised, Team Manager shall request the appropriate responsible authority to request /remove the person from the event location and immediate area.
4.	Determine if there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants which could include calling the police, evacuating and/or locking down the immediate area until Police arrive.

2.21 Theft by Participant

1.	Team members should notify the Team Manager of the theft.
2.	Team Manager to investigate the allegations and validate allegation.
3.	For a minor theft, the Team Manager in conjunction with the team members and those involved in the incident are to determine whether the stolen items can be returned.

2.22 Travel Accident

1.	In the event of a minor accident with no injuries follow the process set out in either the hire car agreement or personal insurance protocol. This will involve documentation of incident etc.
2.	Contact Team Manager especially if accident will impact on sport event timings.

A large, light blue silhouette of a kangaroo in a jumping pose, positioned behind the main title text.

Team Manager Protocols

2.0 Incident Escalation Checklist

Assess

Step	Activity/Action/Task	Reference
1.	Ensure safety and welfare of staff, participants and other members of the community including visitors.	Nil
2.	Obtain a briefing from the first responder if incident or disruption has occurred. Here are some questions to ask: <ul style="list-style-type: none"> Have staff / students / participants been injured? Has first aid been administered to injured? Have emergency services been contacted? Has the area been evacuated and contained? Is there media coverage? If overseas incident, has contact been made with the Australian Embassy? 	Nil
3.	Assess the incident level.	Section 4.0 Page 18
4.	Assess the impact severity.	Section 5.0 Page 19
5.	If there is an immediate threat to persons, notify staff to prepare for an emergency response.	Nil
6.	Notify the UniRoos Incident Response Team Leader.	Nil
7.	Consider if pre-emptive actions are needed, including: <ul style="list-style-type: none"> Safely storing or protecting assets / infrastructure, e.g. move vehicles from under trees, board up windows. Seek advice from emergency services Pre-positioning resources to enable response to potential incident, i.e. fire equipment, first aid kits, blankets Disseminate information about the potential incident to participants, families, staff and visitors. Placing teams on alert including the Facility Response Teams, UniRoos Incident Response Team and/or Crisis Management Team. 	Nil

Activate

Step	Activity/Action/Task	Reference
1.	Advise staff members of the need for an emergency response.	Nil
2.	Send text to team members needed.	Nil
3.	Notify the UniRoos Incident Response Team Leader that you have enacted emergency procedures.	Section 1.0 Page 3
4.	Initiate and maintain Logs.	Section 7.0 Page 23

Step	Activity/Action/Task	Reference
5.	Notify event operators and participants of emergency activation, if appropriate.	Nil
6.	Place transport suppliers on standby, if there is a potential need to evacuate or relocate.	Nil
7.	Place accommodation suppliers on standby, if there is a potential need to evacuate or relocate.	Nil

Respond

Step	Activity/Action/Task	Reference
1.	Determine appropriate response strategy. Evacuate or Lockdown if necessary.	Section 2.0 Page 4
2.	Confirm welfare of participants, staff and visitors. Communicate any injuries or participant/staff welfare issues to the UniRoos Incident Response Team.	Nil
3.	Re-assess expected level of incident.	Section 4.0 Page 18
4.	Re-assess the impact severity.	Section 5.0 Page 19
5.	Brief UniRoos Incident Response Team and event staff of incident.	Nil
6.	Establish liaison with the local emergency services.	Nil
7.	Liaise with event group operator, DFAT and local officials as available to jointly assess the situation, plan response and allocate tasks.	Nil
8.	If an evacuation is required, assess duration, and the need to relocate to alternate accommodation.	Nil
9.	If relocating to an alternate location, maintain a register of where people are sent	Section 11.0 Page 32
10.	Work with UniRoos Incident Response Team to establish and implement communications strategy.	Nil
11.	Advise staff to redirect any media enquiries to the media spokesperson or UniRoos Incident Response Team Leader.	Nil
12.	Advise staff to limit the use of phones to incident related use, where possible.	Nil
13.	Assess existing capabilities and identify additional resource requirements for responding personnel.	Nil
14.	Work with the UniRoos Incident Response Team to assess viability of continuing event as planned.	Nil
15.	Arrange security measures for participants and staff if necessary.	Nil
16.	Arrange relocation of participants to alternate accommodation if required.	Nil

Step	Activity/Action/Task	Reference
17.	Establish a schedule for liaison with the UniRoos Incident Response Team.	Nil

Stand Down

Step	Activity/Action/Task	Reference	
1.	Declare an end to the Critical Incident.	Nil	
2.	Notify staff and participants that the critical incident has completed. Confirm that they understand the reasons for deactivation.	Nil	
3.	Confer with the UniRoos Incident Response Team on the need to conduct Critical Incident Stress Debriefing for participants and staff.	Nil	
4.	Collect, collate and file all logs and other documents related to the incident.	Nil	
5.	Gather and return all rented or borrowed equipment.	Nil	
6.	Work with UniRoos Incident Response Team, DFAT and others to transport participants back home if required.	Nil	
7.	Conduct a debrief with all affected staff and participants.	Nil	
8.	Monitor participants and staff for signs of shock.	Nil	
9.	Provide the UniRoos Incident Response Team updates on participant welfare so next of kin can be informed.	Nil	
10.	Continue to ascertain the progress of hospitalised staff or participants.	Nil	
11.	Conduct follow up with affected staff and participants post even	Nil	<input type="checkbox"/>
12.	Complete a UniRoos WUC Team Incident Report and other necessary paperwork.	Nil	

3.0 Critical Incident Management - Levels

Following the occurrence of an incident, the Team Manager must determine whether the incident is serious enough to activate the UniRoos Incident Response Team. Activation of the Team should occur immediately for obvious critical incidents. For incidents where the impacts are not obvious, refer to the following table to gain an objective assessment of whether the incident justifies formal activation of the UniRoos Incident Response Team.

Classification	Description	Examples	Reporting
Event (Level 0 - Minor)	<ul style="list-style-type: none"> No or minor injuries. Contained in house. Using University Standard Operational Procedures (SOPs). No external services required. Consultation with emergency services. No external threat. External reporting. Low/ Medium financial loss. 	<ul style="list-style-type: none"> Bodily fluid clean up Conflict between players Drink spiking Family emergency Intoxicated participant (minor) Misconduct – individual Motor vehicle accident (minor) Property damage Racial abuse claims Team Cheating Witness to a crime 	<p>Normal line management reporting.</p> <p>Notify: Team Manager, (and AUS if appropriate)</p> <p>Activate: Nil - local response only by Team Organiser, and AUS (if appropriate).</p>
Emergency (Level 1 - Moderate)	<ul style="list-style-type: none"> Potential to escalate and/or affect event operations. Attendance of emergency services. External and/or mandatory reporting. Evacuation of small area. Media attention at local level. Less than 3 people injured. Impact duration up to 1 day. No external threat. High financial loss. 	<ul style="list-style-type: none"> Accommodation loss - individual Arrest of staff or student Bullying, hazing, victimisation Family / friend network emergency Family violence / intervention order Fire at event Fire at residence Hospitalisation of participant or staff Intoxicated participant (major) Loss of passport Medical emergency (minor) Motor Vehicle accident (major – no fatalities) Theft from / by participant 	<p>Notify: UniRoos Incident Response Team.</p> <p>Activate: UniRoos Response Teams.</p>

<p>Critical Incident (Level 2 - Major)</p>	<ul style="list-style-type: none"> Loss of event operational capability. Detrimental off-campus effect. Evacuation of whole facility. Media attention at regional or national level. More than 3 people injured. Impact duration up to 1 week. External assistance necessary. Major financial loss. 	<ul style="list-style-type: none"> Accommodation loss - team Active Shooter Assault Physical Assault Sexual Biological Bushfire Chemical Civil disturbance Death staff or students Disease Drug impairment, dealing or possession Drug overdose Earthquake Extreme heat Flood / water damage Food poisoning Medical emergency (major) Misconduct – team Missing person Psychologic distress (Extreme) Self harm Sexual Assault Suicide Terrorist attack Transport accident Utility failure 	<p>Notify: UniRoos Incident Response Team Leader will advise UniRoos Crisis Management Team.</p> <p>Activate: UniRoos Incident Response Team.</p>
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4.0 Impact Assessment

Following the occurrence of an incident, you should determine whether the incident is serious enough to notify the UniRoos Incident Response Team. Activation of the Team should occur immediately for obvious critical incidents. For incidents where the impacts are not obvious, refer to the following table to gain an objective assessment of whether the incident justifies formal notification of the UniRoos Incident Response Team.

Incident Assessment (where is this incident going to go?)			
	Minor	Moderate	Major
<p>To determine whether to formally activate the UniRoos Incident Response Team:</p> <ol style="list-style-type: none"> Consider the following 'Event Statements'. For each statement, tick the expected impact. Convene the UniRoos Incident Response Team if one or more potential outcomes are considered to be Major. 			
Human			
1. Actual or potential for further injury to staff, participants or visitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational			
2. Actual or potential for key facilities and/or infrastructure to be rendered unusable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Actual or potential for communications services to be disrupted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Actual or potential for secondary services including food, transport to be disrupted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Actual or potential for event to be cancelled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial			
6. Actual or potential for financial loss.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reputational			
7. Actual or potential for wider political and community impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal			
8. Actual or potential breach of regulatory requirements, competition rules etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5.0 Information Collection Form

Use the following checklist to collect information on the emergency being notified. You should pass this information to the UniRoos Incident Response Team Leader.

Call Details (who you received information from)					
Date:		Time Received:			
Person calling:		Contact Number:			
Notification Details (who you are notifying)					
Date:		Time Notified:			
Person notified:		Contact Number:			
Incident Details					
Incident date:		Incident time:			
Incident location:		Incident level:	<input type="checkbox"/> Minor	<input type="checkbox"/> Moderate	<input type="checkbox"/> Major
People Impacted	Incident Name	Person	Student ID	Witness Name	Student ID
What happened? How did it happen? When did it happen?					
Actions taken					
Further action required					

Assistance required	
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Type - T = Telephone V = Verbal E = Electronic N = Note



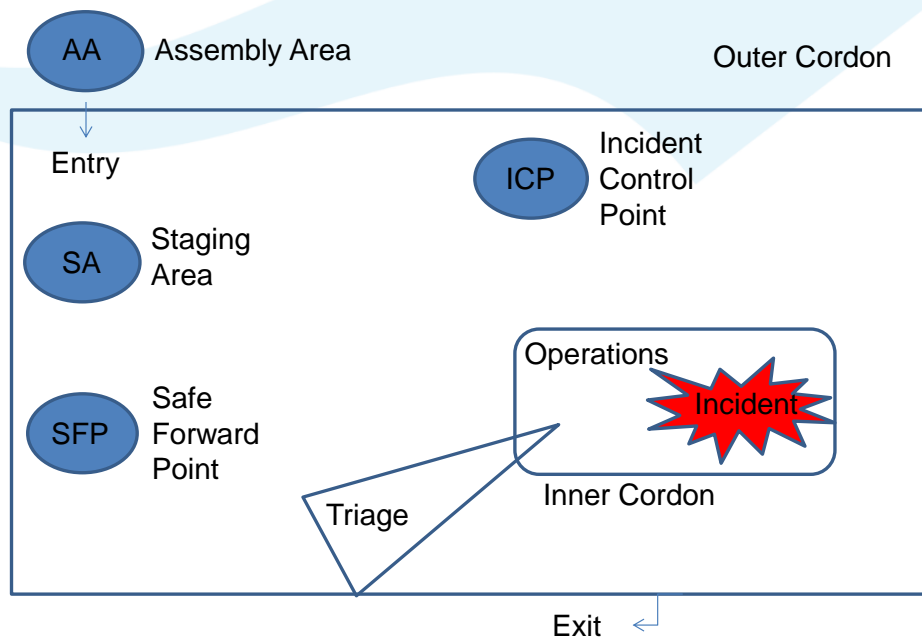
Incident Scene Containment

The Team Manager or Event Response Team will take control over the immediate incident scene as well as oversee the internal response teams responding. To support this, the Team Manager may need assistance from UniRoos Incident Response Team Logistics to secure the immediate incident area.

The incident scene may include a few different areas:

Inner Cordon	Containing the immediate incident area to prevent people from entering. Only first responders should be in this area.
Outer Cordon	Containing the 'warm' area of the incident. Only internal response teams and emergency services should be in this area. When emergency services arrive, they will most likely contain the area further, and restrict access to only their teams.
Incident Control Point	Point where the Team Organiser will generally coordinate the internal response teams from, and where they will meet external emergency services.
Staging Area	Area where people will meet. Area where equipment will be placed ready for use.
Triage	Area where casualties are brought to for first aid if safe.
Safe Forward Point	Ideal for the coordination of resources before movement out of the incident containment area.

An example of an Incident Scene Control is below.



Actions	
1.	Confirm with the Event Organiser where the incident has occurred, and where perimeters should be established.
2.	Retrieve Incident Control Point kit and take to Incident Control Point.
3.	Establish incident scene containment: <ul style="list-style-type: none"> • Place barrier tape around inner cordon and outer cordon • Place signage for different areas within incident scene area • Ensure clear access for emergency services into incident area, and out of incident area

The following items will be required to effectively contain the incident control point:

Resources needed	
<ul style="list-style-type: none"> • High vis vest and helmet/cap • Two-way radio • Mobile phone • First aid kit • Torch with batteries 	<ul style="list-style-type: none"> • Pen and paper • Barrier tape • Signage • Generators (if needed) • Portable lighting (if needed)

7.0 Assembly Point Management

The following locations have been identified as assembly points at the various off campus locations. This checklist provides guidance on how to establish and maintain control at the assembly area. The wardens will assist at the assembly point(s), however will require the Team Organiser to provide ongoing support and management.

Venue	Assembly Points	
	▪	▪
	▪	▪
	▪	▪

Actions	
1.	<p>Appoint positions to control persons at the assembly point:</p> <ul style="list-style-type: none"> ▪ Assembly Point Manager – overall coordination of assembly point ▪ Traffic marshal (vehicles) – control flow of vehicles around area (prevent entry and exit) ▪ Traffic marshal (people) – direct people when they arrive on where they should proceed to ▪ Assembly Point Marshal – to address questions people may have ▪ Logistics (via Logistics Coordinator – will establish assembly point) ▪ Triage Manager – manage triage area for incoming casualties
2.	Ensure the assembly point kit is taken to assembly point.
3.	<p>Place signage at assembly point. This may include:</p> <ul style="list-style-type: none"> ▪ Assembly point location ▪ Triage area ▪ Warden location ▪ Ambulance pick up point ▪ Amenities ▪ Direction to the Family Reception Centre ▪ Direction to the Media staging area
4.	Determine if a triage area needs to be established at the assembly point.
5.	Communicate the need for people to remain at the assembly point until advised it is safe to leave.
6.	Ensure persons are contained within the assembly point location.
7.	Appoint marshals to the roads and gates around the assembly point to prevent people and cars entering or leaving.

Actions	
8.	Identify people needing first aid assistance or ambulance. Work with Triage manager in getting these people the aid they need.
9.	Establish communication with assisting wardens, and the triage manager.
10.	Provide updates to the person coordinating 'on the ground' response on status of people, injuries etc. Also obtain information from person in charge to communicate to persons at Assembly Point.
11.	Person in charge to establish mechanism to track multiple assembly point status's.
12.	If external media personnel arrive, direct them to the media staging area for further information.
13.	Establish security at the assembly point if needed.
14.	For extended evacuations, consider: <ul style="list-style-type: none"> • The need to relocate persons to sheltered location. • Establishing a controlled way of moving people. • Amenities, hygiene, catering, welfare etc.
15.	If children have arrived at the assembly point: <ul style="list-style-type: none"> • Move them to the children's area, and ensure an appropriate staff member is monitoring them. • Register them on the <i>People at Risk Log</i> (refer to visual boards). • Organise for children to be moved to Family Reception Centre when safe to be picked up by their parents / guardians.
16.	Provide ongoing updates to persons located at the assembly point.
17.	Assess mobility needs for moving people to or from assembly point.
18.	When evacuation is over, advise all persons they can move from the assembly point. Ensure controlled movement of persons.
19.	If night-time, consider need for generator and portable lighting.
20.	If people are needing a translator, source a translator to assist with passing on critical information.

Resources needed	
<ul style="list-style-type: none"> • High vis vest and helmet/cap • Two-way radio • Mobile phone • Megaphone • First aid kit • Torch with batteries 	<ul style="list-style-type: none"> • Pen and paper • Barrier tape • Signage • Generators • Portable lighting • Language translation cards





9.0 Relocation Register

Should relocations be required to alternate accommodations, record details below to keep track of all persons.

No.	Person Name	Date moved	Transport	Alternate Accommodation	Confirmed Arrived?
1.	Example: Jane Smith	16/06/16	Bus 3	Motor Inn, Landsdale	Yes
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Appendix A - Acronyms and Glossary

Definition	Description
AUS	Australian University Sport
CMT	Crisis Management Team
Critical Incident	A critical incident relates to an event which may adversely affect the University and requires an immediate response. An incident may be deemed critical if it is likely to cause significant personal illness or injury, substantial impact to operations and commercial prospects, a degradation of reputation, or lead to an impact on the wider community. A critical incident will generally need to be managed by the senior management team of the Sports Team due to the resourcing requirements and decisions required.
Critical Incident Management	Critical Incident Management is the development of a system to minimise the impact of a crisis on an organisations people, business, operations and/or reputation and to assist an organisation to recover from such an event
Emergency	An emergency relates to a situation or occurrence that happens unexpectedly and demands immediate action. An emergency can generally be managed with local resources, such as the local facility management and/or security, however may require the support of Emergency Services.
Emergency Management	Emergency Management is the development of an effective incident response system focused on controlling an event that requires an immediate response using existing: <ul style="list-style-type: none"> ▪ Evacuation Plans ▪ OHS/WHS Procedures ▪ Standard Operating Procedures (SOP's)
Emergency Response Procedures	A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency response plan, to respond to and manage emergencies.
Emergency Response Procedures	A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency response plan, to respond to and manage emergencies.
Facility	A building, structure or workplace that is, or may be, occupied by people (staff, students and visitors)
Incident Log	Summary of decisions made and actions delegated during an emergency or incident
Leader	Person responsible for taking control over an incident and delegating and directing a trained group of people in achieving a set of objectives
LIRP	Local Incident Response Plan
UniRoos Incident Response Team	UniRoos Incident Response Team
SOPs	Standard Operational Procedures
Visitor	A person who is within a facility who is temporarily visiting the facility and is not: employed at or for the facility, either on a permanent casual, temporary, contracting basis; a resident; or studying at the facility
Warden	A person available on-site, with clearly defined responsibilities in relation to the facility's Emergency Response Plans. A warden will oversee the evacuation and lockdown processes of a

Definition	Description
	facility / area. This process will usually be managed by the Facility or Event Manager. A warden team may also be referred to as the Emergency Control Organisation.
WUC	World University Championship



Appendix B - Pre-Event Checklist

Step	Action	Who	When Done	Evidence Sited
1.	Complete Team UniRoos WUC Team Risk Assessment and Event Itinerary and provide to the UniRoos Incident Response Team Leader for review and approval.			
2.	Receive approval of risk assessment from UniRoos Incident Response Team Leader.			
3.	Confirm the number of staff and support staff required for the event.			
4.	Establish key dates of event and travel.			
5.	Obtain travel arrangement list, including extended travel arrangements.			
6.	Confirm allocated drivers hold a Green (P2) or full drivers licence.			
7.	Ensure participants sign UniRoos participation agreement.			
8.	Prepare team lists.			
9.	Ensure all participants are eligible to compete for the University			
10.	Confirm insurance for non-students.			
11.	Determine emergency equipment needed.			
12.	If any participants are under 18 years old: <ul style="list-style-type: none"> ▪ Obtain guardianship sign off and transfer ▪ Ensure all staff attending have had their working with children check completed ▪ Ensure all activities cater for under 18 year olds 			
13.	Confirm the UniRoos Incident Response Team members for the event timeframes.			
14.	Confirm first aiders for the event timeframes.			
15.	Nominate a staff member who is to work with the venue management in the event of a serious incident occurring.			
16.	Obtain a copy of the transport company and venue emergency procedures. If the host does not have emergency arrangements, establish the team emergency protocols to be followed.			
17.	Ensure contact details of the UniRoos Incident Response Team are available to all Event members. Note: Ensure all team members have access and know how to use the App.			
18.	Identify alternate accommodation locations (may be through the Organising Committee and AUS) should an evacuation be required. Document these in the emergency contacts and relocation schedule.			

Step	Action	Who	When Done	Evidence Sited
19.	Identify alternate transport arrangements should an evacuation be required. Document these in the emergency contacts and relocation schedule.			
20.	Obtain updated weather forecast, ski or surf conditions, and include in the briefing.			
21.	Establish ongoing weather monitoring and alert mechanisms.			
22.	Prepare Local Incident Management Protocols and incident kit, and provide to Team Manager and Team Organiser.			
23.	Prepare briefing pack for staff and participants.			
24.	Provide briefing to participants.			
25.	Collect emergency contact and medical information from the participants and Sports Managers.			
26.	Ensure participants have signed the UniRoos WUC Team representative agreement.			
27.	Provide UniRoos Crisis Management Team access to the team listing, including the event operations details (number of staff, what is happening).			
28.	Advise security that the event is happening. Update the log of travels.			
29.	Provide briefing to event team.			
30.	Ensure UniRoos Incident Response Team office checklist are packed.			
31.	Team Organiser's to provide teams with team information sheet.			
32.	Confirm UniRoos Incident Response Team Leader and Team Manager are contactable and ready.			

Signed: _____

Date: _____

Insert name, Insert Role, UniRoos Team

