

# ✚ IN THE EVENT OF AN INCIDENT ✚

- 1. STAY CALM** - allocate duties (traffic control, calling for assistance etc.,) and clear critical area and keep it uncluttered.
- 2. CONTACT THE RUN ORGANISER** by radio or mobile phone, to halt the convoy.  
If the leader is out of radio or phone range, contact someone else on the convoy and ask them to relay the message.
- 3. MAKE THE ROAD SAFE FOR OTHER USERS:**
  - make sure all stationary vehicles are off the road surface (if possible)
  - place a person a reasonable distance either side of the incident to alert oncoming road users.
- 4. IF NO-ONE IS INJURED** - assess if the vehicle/s involved can be driven.
  - **If so** (and depending on the level of damage), arrange for the vehicle/s to rejoin the convoy or make their way to the nearest centre where appropriate help is available
  - **If not**, assess what help is required at the site and contact appropriate assistance. If this assistance cannot be raised by mobile phone, arrange for a mini-convoy of 2-3 cars to drive to the nearest centre to organise help (ensure at least one of these has a mobile phone).
- 5. IF ONE OR MORE PARTICIPANTS ARE INJURED**
  - **Ask if anyone is medically qualified or trained** in first aid to care for the injured.
  - **Call 000** for an ambulance. Give an accurate location of the incident.
  - **Protect yourself** (ie, the 'first aider').
  - **Check for immediate life-threatening hazards** eg, high tension power lines down, leaking fuel.etc.,
  - **Check the conscious state** of the person.

**If the person is conscious:**

  - **Keep them in the vehicle** unless they are in danger.
  - Attempt to **control any dangerous bleeding**. Do not splint any fractures.
  - **Keep them warm** and wait for the ambulance to arrive.

**If the person is unconscious, check:**

**A Airway:** Check for blockage [tongue, teeth, food etc] and clear airway

**B Breathing:** Person is breathing once every 3 to 5 seconds.

**C Circulation:** Check the person's heart rate. Place two fingers into the groove next to the 'Adam's apple' on the person's neck and count the pulse over one minute.

  - If breathing and circulation are confirmed and the person remains unconscious, support the person's neck by holding both sides of the head and maintain a head position that ensures the person's chin is held off the chest. This ensures a clear airway.
  - If not breathing, or pulse is absent, remove the person from the vehicle and commence resuscitation.
- 6. POLICE** - Notify the police of the incident if required.