



GUIDELINES FOR CRISIS MANAGEMENT CHAMPIONSHIP EVENTS

DECEMBER 2010

Guidelines for event organizers to implement when an emergency situation occurs at an athletic event, or involves an athlete, official, support person or spectator during the period of an athletics carnival. This could be a situation that may, may not, or may no longer involve Emergency Services such as Police or First Aid etc.

These guidelines cover situations such as sudden death, severe accident, a distressing unexpected disruption. It could be as "simple" as a fractured arm or as distressing as a severe injury, heart attack or sudden and unexpected death of an athlete, official or spectator present at the meet. The situation could also be the result of extreme or freak weather conditions.

INITIAL ACTIONS

1. When appropriate relevant emergency services - ambulance, medical/first aid, police must be contacted promptly.
2. Verify the accuracy of the information received.
3. Determine what information is to be shared and with whom.
4. Relay information of the emergency to the Meet Manager as soon as possible.
5. Where appropriate schedule a meeting of key personnel as soon as possible.

Points to consider would include:

- Management of the situation that will provide the least disruption to the majority whilst respecting those who are the closest involved.
- The necessity to advise all present at the event of the situation.
- Whether or not any rescheduling, postponement or cancellation of events is necessary.
- The ongoing safety or distress of others present.
- The need for a press release.

ROLES

MEET MANAGER

1. To convene a meeting with key personnel.
2. To inform team manager, colleagues, or family members of the situation, and if deemed appropriate, all present at the event of the situation.
3. To prepare if considered necessary a short written statement such as "A medical emergency has occurred and the person(s) involved are receiving the best possible care".

4. To release any officials from their posts if they so request or they are stressed.
5. To ensure that any replacement officials are appointed as necessary.
6. To liaise with the Safety Officer prior to recommencing the program.
7. To provide guidance for other athletes who may wish to inform themselves about the well-being of an affected athlete, and/or identify an appropriate individual to liaise with relevant service – e.g. hospital;
8. To advise athletes and officials if a special ceremony of respect is to be held.
9. To appoint a designated spokesperson to liaise with the media. Usually the best comment initially is “No comment”. If it is deemed appropriate to issue a press release **all** key personnel should, where possible, view it before release.
10. To arrange a debriefing meeting for key personnel.

SAFETY / FIRST AID OFFICER

1. Where relevant ensure that adequate measures are taken to avoid any further dangerous situations.
2. To make a written report if the emergency situation arose under the officer’s jurisdiction and to allow safeguards to be put in place for the future.

ORGANISING COMMITTEE

1. To meet with the Meet Manager and Team Manager or Team representative.
2. To assist those closest involved in the emergency with transport, victim support etc.
3. If necessary make available a “crisis room” where someone, possibly an official, is present to respond to enquiries.
4. To liaise with the family if a mark of respect is to be made at the meet.
5. To keep sponsors informed if any major changes are necessary.

RECOMMENDATION

In general it is recommended that the event should continue as scheduled when due consideration has been given to:

- Safety
- Respect for those closely involved
- The number of other persons who are affected
- The time of the emergency in relation to the meet program, i.e. is it Day 1, Rest Day, Closing Ceremony, etc.

ACKNOWLEDGEMENT

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