

**EVENT MEDICAL SAFETY PLAN**

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Emergency Medical Services & Event Medical Services

**Presented to:**

**NATAL WFO**

**For:**

**TIMBERLAND IXOPO ENDURO EVENT**

**Presented by:**



**Confidentiality Notification**

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**Document Control**

**Document Control :**

<b>Document Title:</b>	Event Medical Plan Version: (04) 01/2016 Version 4
<b>Date of Document:</b>	22 October 2020
<b>Event Date:</b>	22 May 2021
<b>For Attention:</b>	Mrs Nadine Young
<b>Prepared by:</b>	Midlands EMS (Pty) Ltd – Event Medical Services

**MIDLANDS EMS REPRESENTATIVE / SCENE COMANDER**

NAME:	DESIGNATION:	CONTACT:
Mark Winterboer	Medical Command	072 807 8942

**EVENTS MEDICAL SERVICES ON SITE EMERGENCY NUMBER:**  
**Cell: 074-14-97-911**

**RESOURCES****Vehicles & Call signs: (MIDLANDS EMS)**

<b>Resources:</b>	<b>Communications:</b>	<b>Status:</b>
FORD TRANSIT AMBULANCE NR 36027	Cell/ PTT Radip	Dedicated

**Event Medical Staff:**

	Name:	Qualification:	HPCSA NO	Contact:	
1	Mr T Dlamini	ECP	0008818	074 1497 911	
2	Mr M Winterboer	ILS	0098256	072 807 8942	
3	Mr N Dladla	BLS	1613855	074 1497 911	

**Advanced Life Support & Ambulance Services:**

ER	079 620 6661
Netcare 911	082 911

**Fire Services**

PMB FIRE	033 8455911
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**Preparation of the Plan**

The Event Medical Plan will be a work-in-progress document throughout the Event Planning process, with various issues emerging as each aspect of the event is confirmed. The basic contents of the Plan are fairly self-explanatory, however the Risk Management Coordinator and Committee will be required to plan for and execute appropriate actions to reduce the likelihood and severity of any injury or damage arising from the staging of the event or activity.

In order to prepare an Event Safety Plan, the Risk Management Coordinator will oversee and assist the Committee to identify and assess the nature and consequence of each risk associated with conducting the event.

**Each Committee Coordinator with responsibility for a functional aspect of the event:**

(Catering, Activities, Teams Coordination, Ceremonies, Facilities, etc.) Will need to consider the Risk management issues involved with delivering their part of the event. In order to do this, each committee coordinator **will be required to work with the Risk Management Coordinator to complete the Risk Assessment forms** to identify and address the risk management issues involved. In some cases **contractors and service providers (including volunteer service providers) will be required to consider and complete a Risk Assessment prior to undertaking the event.** The feedback and actions from these service providers may be relevant for inclusion into the final Event Risk Management Plan.

**Risk Assessment Forms**

These are contained in the Manual. Multiple copies of the forms should be made and distributed to Committee members. The Risk Assessment should be introduced to the Committee at around the third Committee meeting.

**Site Management****Primary Management**

Primary Site Management is the responsibility of the Facility Co-ordinator. This should be your first point of contact for any event related queries or problems.

**Communication**

Primary site management will communicate relevant issues to the secondary management level (On-site activities co-ordinator, Health and Safety Officer, Ceremonies Co-ordinators, Volunteers, etc) via mobile phone or radio.

**Ground Rules**

- 🚫 No cars, trucks, roller blades, scooters, on the track.
- 🚫 No open fires – portable BBQs must be kept under strict supervision at all times
- 🚫 Place all rubbish in the designated areas
- 🚫 No smoking
- 🚫 Alcoholic beverages in moderation
- 🚫 No underage drinking

**EVENT OVERVIEW:**

Midlands EMS is providing dedicated event emergency medical services to our client for the duration of the following event and specified by the client on their risk matrix completed and provided to Midlands EMS and in line with the Sports and Recreational Act of South Africa (Vol. 492; amended on 30<sup>th</sup> of June 2006 No. 28963) and that all the crew members/vehicles are registered with the relevant governing bodies.

**OPERATIONAL OVERVIEW:****Saturday 22 MAY 2021****WFO**

**Description:** ENDURO

EVENT 18Km Enduro Loops

**Amount Expected:** 200

**Time:** 06:00-16:00

**Expected Medical conditions:**

- Dehydration
- Medical Emergencies
- Trauma Emergencies
- Anaphylaxis
- Scratches / Abrasions
- Fractures (limb)

**Event Info:**

Taking place at KORONGO LODGE in the IXOPO area, presented by NATAL WFO is the perfect venue to host the event in MAY 2021. Natal WFO Competitors face the challenges presented by soaring temperatures and typical off road with a vast collection of rocks and untouched beauty.

**PATIENT REMOVAL:**

Please note that Midlands EMS provides dedicated resources to this event and should there be a need for patient evacuation we will make use of one of our other units, who will be dispatched to the event to transport the patient to a medical facility, thus ensuring that there will always be a unit at the event, in the unlikely event that we have multiple injuries, we have a memorandum of agreement between several Ambulance Services for patient evacuation and advanced care providers, however should the event be outside of their response area an

alternative agreement will be in place with the closest most appropriate emergency services provider or provincial emergency services. All attempts will be made to notify these services of the event and to allow for more rapid intervention.

Midlands EMS however reserves the right to notify and engage the most appropriate service provider or emergency service provider, ER 24, Netcare 911,

### HOSPITALS:

#### PRIVATE

Hospitals:	Priv:	Prov:	Level:	Notified:	Contact:	Address:
NETCARE ST ANNES Hospital	X		3	x	033 897 5281	331 Burger St, Pietermaritzburg
Hilton Life HOSPITAL	X		2	x	033 3295604	1 Monzali Drive Hilton

#### PROVINCIAL

Hospitals:	Priv:	Prov:	Level:	Notified:	Contact	
Greys Hospital Pietermaritzburg		x	1	x	033 8973174	Town bush Road Pietermaritzburg

### Emergency Procedures –

#### Role of the Site Manager

To provide event coverage the role of the Site Manager is shared between the Chair manager(s) and the Facilities Coordinator.

The Site Manager is the primary contact on site. In the event of an emergency the Site Manager must be in attendance.

Duties of the Site Manager in an emergency include:

- Ensuring first aid is provided
- Contacting the OHS Officer
- Contacting the Facilities Group
- Contacting the Chair Manager (if not already present)
- Contacting and Liaising with Emergency Services
- Filling out the Incident Report Sheet

Fire



MIDLANDS EMS (PTY) LTD

Emergency Medical Response | Event Medical Services | Emergency Training | OHS Consulting

Company Registration: 2014/207564/07

Practise number: 009 003 0699594

Director: M I Winterboër

- Raise Alarm
- Ensure no one in immediate danger,
- If possible and only if safe to do so, use fire extinguisher or available fire suppression (should be on standby at any points of ignition)
- Keep all persons away from area,
- Alert JOCC / Site Manager / EMS (Fire, ambulance)
- Consider Evacuation in consultation with Committee.
- Complete Incident Report Forms

### Evacuation

- Alert Site Manager of emergency (PA)
- *Example: MC Notes – Attention please, could the site manager please report to the JOCC or designated point*
- Security to be notified
- Alert Emergency Services and Event Medical Services
- Notify OHS Officer and Facilities Group to assemble at the Muster Point (pre designated as per below)
- *MC Notes – Attention please – could all committee members please report to the designated area*
- OHS Officer and JOCC to co-ordinate evacuation. Notify committee of intention to evacuate and location of assembly location.
- Delegate warden and marshal roles to security services
- Warden to site entry point to meet and escort Emergency Services vehicles
- Warden to the Evacuation Point to supervise participants
- Other Wardens to sweep area to ensure evacuation takes place (see 7).
- Wardens to sweep Event areas – Vendors area, Infield, Pavilions, Toilets, Car Park to ensure that attendees leave area
- Commence Evacuation. Notify attendees of Evacuation (PA). Ensure **ALL** persons leave site and proceed to Assembly Location
- *MC Notes –*
  - *Preceded by air horn*
  - *Attention Please, we ask you to please **EVACUATE** the area and proceed directly to the*
  - *Evacuation Point located at TO BE ADVISED ON THE DAY*

Reports of any missing persons to Site Manager/ OHS Officer at the Muster Point via JOCC

- Site Management Team to liaise with Emergency services on site
- After emergency assess situation and address accordingly
- Return to event
- *MC Notes –*

*Preceded by air horn*

*Attention Please – ALL CLEAR - Could all patrons please return to their sites and prepare for restart. We apologize for any inconvenience and thank you for your patience. (REPEAT)*

### Medical

- Alert Site Manager / JOCC
- Alert Event Medical Services
- Alert OHS Officer (Rob Sutherland)
- Contact Ambulance if required

**If Ambulance is required:**

- The onsite Event Medical Logistics representative will co-ordinate and dispatch as needed
- Complete Incident Report Form

**Security**

- Alert Site Manager and JOCC
- Assess Situation and determine if security is to be called
- Notify Security
- If required and instructed to contact Police do so via JOCC
- Notify Chair Manager/ CCV Rep
- Complete Incident Report Forms
- Any Enquiries/ Problems contact

**Emergency Evacuation Plan – Participants**

In certain circumstances the event site may need to be evacuated, such as for a gas leak or a fire. The procedure for evacuation is detailed below:

**Audible Warning Signal**

In the event of an evacuation you will be notified by an **audible signal** over the PA system followed by **verbal confirmation**.

**Progress to the Evacuation Point**

Once you hear the Warning Signal you should move to the designated evacuation area to allow access to the site by emergency personnel and vehicles. Do not go to the car park or to your vehicle as this will restrict access to the site. You will be directed to the evacuation area by site management and volunteers. Site management and volunteers will check the event site and associated buildings to ensure that all persons have evacuated the site. Please remain at the evacuation area until given the all clear

**Evacuation Point**

The evacuation area is designated by client.

**Extreme Weather Policy**

**Extreme Weather Policy (extreme rain, extreme wind, extreme heat)**

The event's Extreme Heat Policy uses a combination of air temperature and the Wet Bulb Globe Temperature (WBGT) to determine the degree of heat stress.

The event will be suspended if the air temperature reaches 35 degrees C with a WBGT of 28 or above. Both criteria must occur simultaneously.

**CONDITIONS FOR EVENT SUSPENSION**

**AIR TEMPERATURE 35°C**

**WBGT 28°C**

The event will recommence as soon as practicable after conditions cool below the threshold.

The WBGT is a measure of environmental conditions such as the air temperature, solar radiate heat, wind speed and the air humidity. It provides an indication of the capability of the participant to lose body heat in the environment.

**Prior to event**

**Actions** – OHS Officer to review weather forecast (72 hours/48 hours/24 hours prior to event) and make recommendations to the Committee / JOCC.

**Guidelines –**

Predicted Maximum Air Temperature

<30°C - OK

30-35°C Event to progress with monitoring of conditions on the day (be prepared to suspend event for several hours if temp > 35°C WBGT > 28oC), >35°C you must monitor conditions on an hourly basis throughout the event (suspend activities when air temperature > 35°C WBGT > 28oC).

- 🌀 Wind > 25 knots, cancel event
- 🌧️ Rainfall > 15 mm cancel event

**Potential Actions** - Event Cancellation - notify team captains / volunteers / vendors OR  
Event to progress

**During the Event**

**Actions** – OHS Officer to monitor conditions during the event.

- Safety Officer to call committee meeting to discuss issues.
- Committee (JOCC) to decide on the event feasibility.
- Liaise with Event Medical Services.

**Guidelines –**

- Air Temperature < 35 °C WBGT < 28oC OK
- Air Temperature > 35 °C WBGT > 28oC suspend event.

The event will recommence as soon as practicable after conditions cool below the threshold.

- Wind > 25 knots, suspend or cancel event
- Rainfall > 15 mm suspend or cancel event

**Potential Actions:** Event Cancellation - notify team captains / volunteers / vendors,  
Event Suspension - notify team captains / volunteers / vendors OR Event to Progress

**Control Actions for Extreme Heat**

- Cool water stations and fluid replacements will be available throughout the event.
- Participants will be reminded frequently of the need to adequately hydrate.
- It is recommended that participants drink 500ml within 2 hours of commencement and at least 150 ml every 15 minutes during participation.
- Whilst water is adequate for activities lasting up to an hour, carbohydrate-based sports drinks are recommended for longer periods of participation.
- In extreme heat conditions (T > 35oC WBGT > 28oC) participants should rest in shaded

**Helicopter Emergency Services**

Landing Zone (LZ) Criteria



- Flat area, clear of obstructions
- Night time: 50m x 50m
- Daylight: 30m x 15m
- At least 45 meters from rescue scene to minimize rotor wash effects
- Remove loose debris; Wet down area with water fog to minimize dust
- Level with firm surface
- Clear of sand, gravel and other debris
- No power lines, trees, poles, buildings, or other overhead obstructions near or in the area
- No vehicles or people within the zone
- Avoid sloped areas



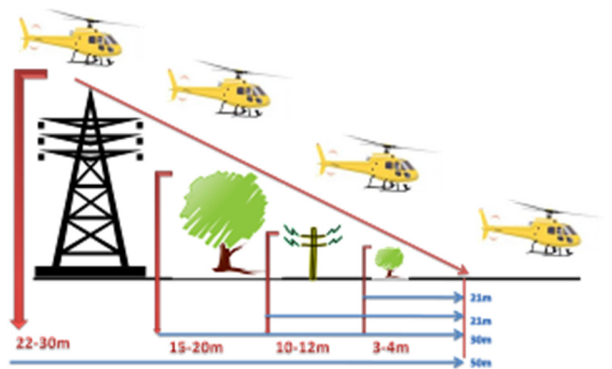
### Marking the Landing Zone (LZ)

- Weighted construction cones
- Two vehicles with headlights crossed at the center of the LZ
- Smoke canisters during daylight operations
- Battery operated strobe lights
- Cylume Chem-lite Sticks
- Markings such as barrier tape, flag tape, etc. should not be used

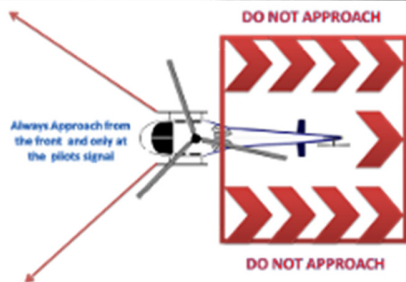
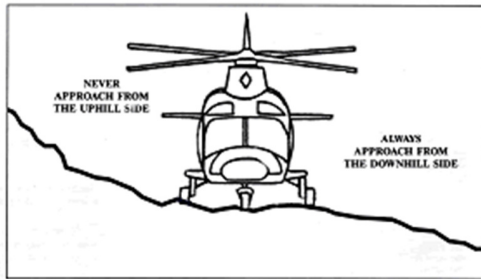


### LZ Coordinator Responsibilities / Helicopter Safety:

- Command and secure the LZ
- Establish radio contact with aircraft
- Assist pilot in locating the LZ
- Keep all bystanders 50 meters' away from the LZ
- Keep everyone away from the tail rotor
- Contact pilot after landing to determine any safety issues
- Approach and depart the aircraft from the side only
- Never walk around the tail rotor
- Shield your eyes from rotor wash during landing and take-off
- Do not carry anything above your head
- Do not approach the helicopter while the blades are turning unless instructed by the pilot
- Do not run towards the aircraft, approach in a calm and slow manner
- No smoking anywhere in the vicinity of the aircraft
- The pilot and/or medical crew control activity around the aircraft



- Secure loose items such as hats, clothing, stretcher sheets, and any other object light enough to be blown into the rotor blades



### Fixed Wing Aircraft

Emergency Personnel Safety  
Remain behind fence/gate until:

- propeller/s have stopped spinning
- external lights are off and
- cabin door is open
- Don't run** on the tarmac or near an aircraft.
- Be aware** - the engine exhausts and other metal components will be very hot.
- Don't walk under the wing** - there are sharp pieces of metal that will cause injury.
- Children** - must be escorted.
- No smoking** - on the tarmac or near an aircraft.

Every year people are seriously injured or killed by walking into aircraft propellers.

### Vehicles around aircraft

- Keep vehicle clear of the tarmac until the aircraft cabin door has been opened.
- When the propeller/s are stationary and it is safe to approach the aircraft, the cabin door will be opened.
- At night the cabin door will open after the red rotating beacons and navigation lights are turned off.

- **Caution** - engine exhaust/s and other engine components will be very hot.
- **Don't walk under the wing** - there are sharp pieces of metal that will cause injury.
- **Don't run** on the tarmac or near an aircraft.
- **No smoking** on the tarmac or near an aircraft

All vehicles that are driven on the tarmac:

- **Must not** exceed a speed limit of 10kph.
- **Must remain** at least the wings length away from the aircraft.
- **Must not reverse** the vehicle towards the aircraft.
- At night, so that the pilot's night vision is not impaired:
  - Vehicle headlights **must be on low** beam
  - Emergency lights and white strobe lights **must be off**
  - **Use vehicle hazard** lights at night

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SIGNED AT \_\_\_\_\_ ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2021.

AS WITNESS:

\_\_\_\_\_

FOR: The Customer

\_\_\_\_\_

Duly authorised

(Names of witness in block letters)

SIGNED AT HOWICK ON THE 06<sup>th</sup> DAY OF MAY 2021.



FOR: Midlands EMS

MIDLANDS EMS GROUP - Duly authorised

**COMPANY INFORMATION**

**MIDLANDS EMS (pty) Ltd**  
**2014/207564/07**  
**mark@midlandsems.co.za**  
**074 14 97 911**  
**www.midlandsems.co.za**  
**PR NO 009 003 0699594**



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