



Critical Incident Policy

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Pillar Area	Governance	Scheduled review date	2025

Purpose: to outline AusDBF's response to and management of a critical incident.

Scope: AusDBF, its members, staff, volunteers and spectators at AusDBF events.

Definition: A critical incident is an event that has resulted in, or is likely to result in, significant harm (physical or psychological) to AusDBF people covered in this policy, or significant harm to AusDBF's reputation.

Guiding Procedures: to aid the prevention of and preparation for critical incidents, AusDBF will:

- Inform all AusDBF members of this Policy
- Maintain a current risk management register and risk management committee
- Ensure sufficient qualified first aid participants are present at all competition and training events where a medical emergency may occur
- Ensure all AusDBF regattas have a risk management plan and safety officer in attendance.

Specific Procedures: to guide management during a critical incident

- Critical incident occurs
- In the case of a medical event:
 - First responders ensure immediate safety and wellbeing of people and manage initial onsite response by ensuring security, reducing immediate threat and securing the incident site
 - As soon as possible contact the safety officer, or First Aid personnel, or if needed Emergency Services 000
 - Once these have arrived conduct a handover and follow the directions of the authority
 - When handover has occurred, focus on the safety (physical and psychological) of AusDBF people (See 'Scope' above)
 - Lodge a report in Safe365App
- Inform AusDBF and State body of the incident and where it is up to
- Prepare a written report for AusDBF and your State body.

General Procedures: to guide management following a critical incident

- Consult with AusDBF and your State body to prepare a written report

- Ensure AusDBF and/or State body follows up on the welfare of AusDBF people (See 'Scope' above)
- Ensure AusDBF Chairperson and/or the relevant State person is fully briefed so that they can act as the public face of the Federation or State body in matters relating to the critical incident
- Ensure the 3 Cs are covered in all media interaction (Concern, Control, Commitment)
- Revisit the risk management Policy to incorporate learnings from the critical incident.



Critical Procedures

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