

St John Ambulance Cymru

Adventure Overland Show

Event Plan

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The Priory for Wales of the Most Venerable Order of the Hospital of St John of Jerusalem

Contents

1. Information	3
1.1 Timings & Briefing	3
2. Intent	3
3. Method	3
3.1 Command and Control	3
3.2 Deployment	3
3.3 Resources	3
3.4 Cadets (if applicable)	3
4. Administration.....	4
4.1 Uniform.....	4
4.2 Documentation	4
4.3 Infection Prevention Control (IPC)	4
5. Risk Assessment.....	4
5.1 Personal Protective Equipment (PPE)	4
5.2 Major Incident.....	5
5.3 Serious Incident Reporting.....	5
6. Communications.....	5
6.1 Confidentiality and Media Enquiries.....	5
7. Humanitarian Issues	6
7.1 Pre-Event Occupational Health Screening	6
7.2 COVID-19 Symptom Checks	6
7.3 Welfare	6
Appendix A – Run, Hide, Tell	6

Change History

Version	Date	Author	Comments
1	13.08.2020		

Distribution

- All St John Personnel in attendance
- County Operations Team
- County On-Call Tactical Commander

1. Information

St John Ambulance Cymru (St John) has been asked to provide medical cover for Adventure Overland Show. This event is an exhibition with trade stands with overnight camping. The event will be held at Stratford Upon Avon Racecourse and attendees will be made up of mixed aged groups, including families.

1.1 Timings & Briefing

The times detailed below are for the operations of St John Ambulance Cymru. The Event Briefing will take place at Stratford Upon Avon Racecourse on Saturday 8th August.

Date	Vehicles Depart	Briefing	Start Time	Stand Down*
18.09.20	TBC	TBC	■	■

**NB: Stand down times are approximate.*

2. Intent

The overarching strategic intent for Event Operations is to ensure that adequate medical provision is in place to deliver a safe, effective and timely response to any patient. We intend to deal with any patient in an appropriate manner which promotes and saves life, reduces suffering and reduces impact on the statutory emergency services and NHS where reasonably practical.

3. Method

3.1 Command and Control

Role	Name	Contact Details
County Tactical Commander (On-Call)		
Event Lead	■	■
Welfare Officer		

3.2 Deployment

All personnel **must** report to Rhayader Division at the **start and end** of their shift and will be allocated to provide a particular role within the event.

3.3 Resources

St John will be providing the following resources at this event each day:

1 x 4x4 Ambulance (103)
1 x Paramedic
1 x Nurse

3.4 Cadets

No Cadets will be attending this event.

4. Administration

The regulations and guidelines contained within St John Policies, the Event Operations Manual and/or subsequent NHQ Circulars and Standard Operating Procedures apply to this event, and as such, are not repeated in this plan.

4.1 Uniform

St John personnel have a very visible presence at this event and as such are expected to present themselves in a smart and professional manner. All personnel **must** be in possession of a valid SJAC identification badge and must follow the Uniform Policy with regards the preferred Service Delivery Uniform.

Command or Clinical level role bars must be worn at all times.

Hi-Visibility Clothing & Footwear

All personnel must be in possession of a high visibility green and yellow coat or waistcoat with appropriate badges. Please ensure that high visibility clothing is worn at all times, No member should access the track unless wearing a high visibility jacket. Consideration should also be given to suitable and appropriate eye, face and head protection. Suitable black footwear (e.g. black boots) **must** also be worn at all times.

4.2 Documentation

Standard A3 and A5 Patient Report Forms (PRF) must be fully completed for all patients seen and treated by any St John personnel. All completed PRFs should be handed to the Event Lead who will store them securely until completion of the event. Following completion of the event, PRFs will be sent securely to NHQ via a sealed and dated Polylope. The responsibility for this onward procedure sits with the Event Lead.

Only those directly involved in patient care should have access to completed patient records. Any incidents or accidents caused by the event infrastructure, must be reported immediately, regardless of severity. The Event Lead will then inform a representative of the event management team.

4.3 Infection Prevention Control (IPC)

All personnel are reminded that compliance with the Infection Prevention Control Policy is required and the **bare below the elbows** approach is applied at all times. Please be aware you will be asked to remove any items at briefing.

Safety Checkpoints will be in situ throughout the St John facilities at this event. All personnel must comply with the instructions at each checkpoint (hand hygiene, symptom and temperature check).

When treating patients, long-sleeved uniform must be rolled up or sleeve protectors worn in addition to the appropriate Level 2 or Level 3 Personal Protective Equipment (PPE). The Level 2 PPE is a mandatory requirement when providing clinical care.

Handwashing facilities will be available in the treatment centres and all waste must be disposed of following the St John Waste Management Guidelines.

5. Risk Assessment

A specific risk assessment has been carried out for this event in addition to the organisation risk assessments for Event Operations.

5.1 Personal Protective Equipment (PPE)

PPE at Level 2 and Level 3 will be available throughout the duration of the event. Level 2 PPE is a mandatory requirement for treating all patients. If an Aerosol Generating Procedure (AGP) is required, this PPE must be upgraded to Level 3 following the relevant clinical and operational instructions.

All PPE will be supplied by the local Logistics Hub and any issues (such as shortages) must be raised to the Tactical Commander immediately.

5.2 Major Incident

Should a major incident occur during this event, the St John Major Incident Plan will be implemented and personnel must await further instructions prior to attending an incident scene (unless directly involved).

St John resources will be placed under the control of the West Midlands Ambulance Services NHS Trust and it is essential that the two services work in unison.

Personnel must familiarise themselves with Appendix A in relation to RUN, HIDE, TELL and dealing with Suspicious Items.

5.3 Serious Incident Reporting


Any incidents involving injury or damage to personnel, assets or any other adverse events or near misses will be reported in accordance with the Incident Reporting Policy.

Should any personnel be involved in an incident which they feel has adversely affected them in any way, they should contact the Event Lead immediately or if this is post event their Officer in Charge.

St John will provide support to personnel and will arrange for appropriate debriefing if applicable.

6. Communications

All radios must be signed in and out and ear pieces should be worn at all times when one is available. The following channels will be in operation:

All Onsite Communications	
Backup Communications	TETRA Mobile Phones

When there are any units dealing with an Emergency Call, all other units must maintain radio silence unless Priority. Please ensure qualified and competent staff are designated as radio operators.

On arrival at any incident where further resources are required, the first resource on-scene must give a situation report after a swift initial assessment.

6.1 Confidentiality and Media Enquiries

Patient information will be maintained in the strictest confidence at all times. **No** information will be relayed to anyone (including to event organisers). The disclosure of information will otherwise be at the discretion of the most senior person present, in accordance with legal and statutory requirements.

All press enquiries should be referred to the County On-Call Tactical Commander who will take the appropriate action in conjunction with the Strategic Commander.

7. Humanitarian Issues

7.1 Pre-Event Occupational Health Screening

All personnel will be approved to attend this event by prior assessment following the Occupational Health Screening. This may result in some personnel being unable to attend in a patient facing role. Alternative roles will be found where possible.

7.2 COVID-19 Symptom Checks

All personnel will be checked for COVID-19 symptoms (including a temperature check) upon arrival at this event. If you arrive at the event, or develop any of the symptoms listed below during the event, please inform the Operational or Tactical Commander:

- new continuous cough
- high temperature ($\geq 37.8^{\circ}\text{C}$)
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Support will be given to any personnel who has COVID-19 symptoms in addition to the arrangement of swab testing.

7.3 Welfare

A dedicated and non-managerial Welfare Officer will be allocated to this event and will be responsible for providing support to all personnel. They will have suitable experience to signpost personnel to the various support mechanisms that are available. This person will be contactable by mobile phone during and after the event.

All personnel must bring their own food and drinking vessels due to the current COVID-19 arrangements. Food and individual property should be kept in the Staff Rest Area; however, the security of these items cannot be guaranteed. St John will not accept liability for the loss, damage or theft of any individual property.

Appendix A – Run, Hide, Tell



- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind



- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door



- Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

Suspicious Items - Guidance for Personnel

When dealing with suspicious items apply the HOT protocol to inform your judgement: -

1. Is it HIDDEN?

Has the item been deliberately concealed or is it obviously hidden from view?

2. OBVIOUSLY suspicious?

Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?

Do you think the item poses an immediate threat to life?

3. TYPICAL Is the item typical of what you would expect to find in this location?

Most lost property is found in locations where people congregate. Ask if anyone has left the item

If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures. However, if H-O-T leads you to believe the item is suspicious, apply the 4Cs:

CONFIRM, CLEAR, COMMUNICATE, CONTR

