

AFSS Incident Response Procedure

1. Incident Identification and Reporting:

Use AFSS Incident Report Form if possible.

- **Incident Description:**

A clear and concise description of the incident, including the time, date, and location of the event.

- **Affected Parties:**

Identify the specific parties impacted by the incident.

- **Severity/Impact:**

Categorize the severity of the incident (e.g., low, medium, high) and its potential impact on safety, sport reputation and race results.

- **Reporter Information:**

Record who reported the incident and their contact details.

2. Incident Analysis and Triage:

- **Root Cause Analysis:** Review the Incident Report, interview all parties involved and impacted by the incident. Review any digital footage of the incident. Interview any witnesses of the incident.

- **Impact Assessment:** Assess the impact of the incident on safety, Sledding Sports reputation, the event and race results.

- **Prioritization:** Determine the priority of the incident based on its severity and impact.

3. Incident Response and Resolution:

- **Containment:** Consider steps to take to isolate and contain the incident to prevent further incidents.

- **Communication 1:** The Race Marshall will communicate the findings of their Incident Review to the parties involved and advise the event committee. The privacy of all parties must be upheld and outcomes not communicated outside the parties effected.

- **Recovery:** The Race Marshall to advise Timekeepers of any Time Penalties, Disqualification or other outcomes as necessary taken to restore affected events and race results.

- **Communication 2:** Document communication in the form of a Race Marshall report.

4. Post-Incident Activities:

- **Documentation:** All written documentation to be provided to the AFSS Secretary including a comprehensive incident report summarizing the incident, actions taken, and lessons learned.
- **Review and Improvement:** Analyse the incident response process to identify areas for improvement and prevent future occurrences.
- **Recommendations:** Provide recommendations for preventing similar incidents in the future.

Key Considerations:

- **Roles and Responsibilities:**

Clearly define the roles and responsibilities of individuals involved in the incident response process.

- Primary responsibility for handling the incident is the nominated Race Marshall.
- The Race Marshall may consult with any members of the event committee solely at the Race Marshalls discretion.
- The Race Marshall may also consult with any AFSS Committee member present solely at the Race Marshalls discretion.

- **Communication Plan:**

Establish clear communication channels and protocols for internal and external stakeholders.

- The Race Marshall and Event committee members will decide the process for communications that are appropriate to the incident and advise the parties involved.

- **Escalation Procedures:**

Define escalation procedures for incidents that require additional support or expertise.

- If the parties involved wish to dispute the ruling of the Race Marshall, the Race Marshall may form a "Dispute Committee" made up of a nominated Event Committee member and/or attending AFSS Committee member.

- **Training and Testing:**

Ensure that all relevant personnel are trained on the incident response process and that the process is regularly tested.

- The Race Marshall, attending event Committee members and attending AFSS Committee members are to have a full understanding of AFSS rules and this Incident Response Procedures. Copies of both should be available at all events and provided to parties raising and responding to an incident.

- **Regular Review:**

The incident resolution process should be reviewed and updated regularly to reflect changes in the environment and address lessons learned from previous incidents.