

1. Pre Ride Briefing. See Notes 1, 2 & 5.
 a). Confirm 1st aider if available See note 1
 b). Confirm "000" coordinator if available. See note 1
 c). If either one not present this will not stop the ride going ahead
 d). Where the ride manager is injured then a senior rider should take over that role. See note 2.
 e). The ride can go ahead if items a) and b) are not met, See note 5.

If incident occurs

2/3. Is incident high or low level. See notes 1, 2 & 5
 a). The first aider/first responder should determine the severity.
 b). If low level go to point 7 or 10.
 c). If high level go to point 4. If a medical incident go to point 5
 d). If nominated riders are not present. and rider is unconscious or severely injured the first responder should organise to ring "000" immediately. Seek help from others.

High 3

Low 3

4. Is the incident an injury or medical episode

Serious Injury

4. Response to a serious injury: See notes 1, 2, 4 & 5.
 a). If rider unconscious or has serious injury ring "000". See note 1, 2, 5
 b). Do not move the rider as internal injuries can occur, such as spine damage
 c). First aider to give first aid, and cpr if needed. See note 5
 d). Ride manager to appoint a marshall to clear bystanders & control traffic.
 e). Ride manager to appoint a marshal to direct ambulance to the scene.
 f). Try and access a defibrillator from nearby sources if needed.

5. Response to a medical incident

Medical Incident

5. Response to a medical incident: See notes 1, 2, 4 & 5.
 a). If rider unconscious, trouble breathing, chest pains etc ring "000".
 b). First aider to give first aid and cpr if needed.
 c). Ride manager to appoint a marshall to clear bystanders & control traffic.
 d). Ride manager to appoint a marshal to direct ambulance to the scene.
 e). Try and access a defibrillator from nearby sources if needed.

6. Inform emergency contact. A club representative present on the ride should ring the emergency contact number listed on the sign on form, and inform the contact re the incident. If a club representative is not present, then the ride manager should ring the contact. (See note 2).

is transport needed

Yes

No

7. Arrange transport for rider and bicycle if needed. In cases where the rider is taken to hospital, the ride manager should arrange for the riders bicycle to be transported to a safe location. If not taken to hospital but unable to ride then the rider and bike should be taken to a location nominated by the injured rider. (See note 2).

8. Fill out Accident and hazard report form. In the case of a serious accident or medical issue, the ride manager should fill out the accident and hazard report form and forward it to the Secretary. (See note 2).

9. Follow up. A member of the committee should follow up with cyclist, and/or family member, after a serious accident or medical incident. In all incidents, thank all those on the ride who provided assistance. (See note 3).

10. Finish.

Note 1. In cases where no first aider is present, then the ride manager should ensure the "000" coordinator calls "000", and try and get help from people nearby if no one in the group can perform first aid or CPR.

Note 2. In cases where the ride manager is the rider involved in a serious incident, then another person from the club should take over their role. The first aider

Note 3. An appropriate member of the committee should contact the person who is the emergency contact.

Note 4. Defibrillators are available at National Parks office in the MSCA, clubs, and shopping centres etc.

Note 5. When the nominated first aid person or the "000" coordinator is not close to the incident then the first rider or person on the scene should act as the first responder and give assistance until further help arrives.