

Emergency Incident Management

Advice for Ride Leaders (and useful knowledge for all club members)

1. Remain calm and think of yourself first – make sure you are safe.
2. Assess the casualty/casualties if qualified to do so or ask if anybody has a first aid qualification. Only move the casualty if absolutely necessary. The following app may be useful if required: [Free Mobile First Aid Apps – St John Ambulance](#)
3. In cold weather it is essential to keep the casualty warm with foil blankets (under and around), additional clothing or body warmth from other cyclists.
4. Get other people off the road or trail and away from danger and assign roles (traffic control, location (what3words), emergency services (999), details of other road users involved, photographic evidence)
5. Make the area safe. Ask for two (or more) people to warn/stop any traffic (on either side of the incident and consider using flashing red cycle light)
6. Assigned person to call the emergency services if required by dialling 999. They will need to know the location and the details of the injured parties. Identify your location by either a grid reference or using apps such as what3words.com or OS Locate
7. Send people to guide the emergency services if required (e.g. off road rides)
8. Reassure the casualty and, if they are conscious, ask whom they would like to be contacted. If they are unconscious, try and locate their emergency contact details (ICE) on their membership card or phone
9. Whilst the casualty/casualties remain your prime responsibility it is useful to keep an eye on the rest of the group.
10. When help arrives, ask where the casualty is being taken so you can inform their emergency contact. Try and get the job number as well in case the ambulance is redirected enroute. Do not go with the casualty
11. Make a note of any witnesses and other parties. Record briefly what happened and take photos of the scene.
12. Decide what to do with the casualty's bike and possessions – collected by contact or perhaps a local resident could look after them.
13. If the injured party is fit to carry on, remember to check the bike over first: brakes, wheels, gears etc.
14. In principle no rider should be left alone at the side of the road whilst awaiting recovery (e.g. no significant injuries suffered but bike not rideable). This can be difficult to enforce if a rider is adamant that they are okay to be left alone. Ideally if a rider is left to be recovered this should be in a safe place (pub, cafe etc). Remember that a rider who has been involved in an incident may be suffering from shock and not make the best decisions.
15. In cold weather it is especially important that everyone keeps warm (carry an emergency foil blanket). If cycling in a large group, it may be appropriate to allow some of the group to return home.
16. Inform the VSCC Safety Officer and complete the British Cycling Incident Form as soon as practicable ([British Cycling Incident Report form](#))

Additional information

1. The ride leader may be the casualty and someone else may need to manage the incident
2. Consider checking at the pre ride brief who has 1st Aid Training and who is carrying a foil blanket
3. Consider 1st Aid Training
4. This document is intended as a basic guideline and should be used in conjunction with common sense and personal responsibility.