

SCOTTISH SWIMMING MAJOR INCIDENT AND CRISIS MANAGEMENT POLICY

1. Introduction

This plan is intended to guide the response of Scottish Swimming to a crisis or major incident situation in a simple but efficient way. The Plan is generic and recognizes that it is impossible to account for every crisis situation and in particular for the detail of each situation. As such it is essential that all incidents take account of and ultimately decisions are made only once the situation is understood based on the local factors such as the type of incident, the location of the incident, the potential the incident has to escalate, any intelligence held and the potential of harm from the incident.

2. Scope

The purpose of this plan is to respond to the major incidents that occur out with the boundaries of our control. This plan establishes the responsibilities and procedures by which Scottish Swimming deals with a crisis or major incident.

3. Definition

A major incident is something which threatens to harm Scottish Swimming, its members, stakeholders or the general public. This could include an incident which has the potential to or has damaged or destroyed critical assets, thus undermining business continuity of Scottish Swimming and threatening the reputation of Scottish Swimming. Whilst we have ensured that we have sufficient insurance cover to minimise any damage to critical assets and legal cover to support litigation costs, this can only form part of the response.

The decision whether to treat an incident as a 'Major Incident' will be taken by the Chair of the Crisis Management Team (CMT). In taking the decision it is likely but not essential that the Chair would liaise with the CEO and Chair of the Scottish Swimming Board.

4. Responsibilities

Scottish Swimming will put in place a Crisis Management Team (CMT) that will be responsible for formulating the tactics to be implemented in response to any major incident or crisis. The team will consult and co-ordinate with 'on site' leads, such as, but not exclusively, Meet Directors or Team Managers and other stakeholders, such as, but not exclusively, emergency services, Local Authorities, Leisure Trusts. This will include:

- First and foremost, the protection of human life
- Determine the legal implications and liabilities, which may occur during or resulting from the major incident.
- Set response priorities and give directions to the other teams as necessary.
- Monitor and direct the response recovery process.
- Ensure that accurate information on the situation is made available as part of the communications outlined in point 6.
- Maintain a written record of all decisions taken.
- Ensure that the Championship Crisis Team and the Operational Management Team are updated regularly.

The emergency services and local authority departments will be responsible for the arrangements and activation of their own management structure for dealing with major incidents.

For the avoidance of doubt, if a major incident is declared it is expected:

- Police will co-ordinate and facilitate the 'on' and 'off-site' responses with the exception of a fire where the fire brigade will be responsible for dealing with an 'on site' response.

SS CORPORATE GOVERNANCE POLICIES AND PROCEDURES

- The NHS ambulance service will initiate the co-ordination and facilitation of the overall medical response with the on-site medical team at the scene, nominating and alerting receiving hospitals, distributing casualties, providing emergency transport, communications and liaison with the other agencies.
- Local authorities will provide a range of services that may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment that may be required.

Where teams are abroad, Team Managers should in the first instance follow the guidance of the Local Emergency Services / Organising Committee / Venue. Team Managers should make contact with the CEO as soon as possible and ultimately follow the guidance and advice of the Foreign and Commonwealth Office (www.gov.uk/foreign-travel-advice)

5. Crisis Management Team

The following individuals will form the Scottish Swimming CMT:

Name	Title	Mobile Phone	Responsibilities
John Mason	Chair ARC / Chair CMT	07490 959162	Chair the CMT
Forbes Dunlop	CEO	07740 987379	Provide CMT with a situational Report and Initial Response Status
Elaine Mackenzie	Director of Services	07713 245734	Support the Chair / CEO
Kirsten Philips	Communications Manager	07730 661788	Provide CMT with initial communication status. Draft communications as detailed in point 6
	Members of Services Team	N/A	Minute the meetings/draft Actions
	Team Manager/Meet Director (as appropriate)	N/A	Add to the Situational Report / Initial Response

The Chair of the CMT will have the authority to co-opt additional members to the CMT as required. If any members of the CMT are not present, if possible a deputy should attend on their behalf. This would include:

John Mason replaced by another Board Director who is on the ARC
 Forbes Dunlop / Elaine Mackenzie replaced by another member of the Management Team
 Kirsten Philips replaced by another member of the Marketing and Communication Team
 The Chair of Scottish Swimming would not be part of the CMT, allowing them to retain a wider view of any incident, without getting distracted by the detail.

A Draft CMT Agenda is provided in Appendix 1.

6. Communication

Following the CMT meeting it will be the responsibility of Kirsten Philips, Communication Manager, to prepare communications as follows:

- Outcomes and decisions to relevant stakeholders (LA, Emergency Services, Scottish Government, Leisure Trust, British Swimming)
- Public / Media Statements
- Member / Staff / Council / Board communications

All communications must be signed off by the CMT before they are released.

CMT Agenda

The following agenda should be followed when the CMT meets:

1. Situation report:
*What appears to have happened.
Confirmed facts (when, immediate known consequences, likely consequences). Scope of proposed situation.*
2. Initial response status:
*What is being done, why, by whom.
Likely implementation time and hoped-for results.*
3. What effect does this have on the sport competition or training camp continuing to time
How will delays be managed, broadcast, session time over runs, public transport, workforce times/shifts.
4. Initial communications status:
Who knows, who needs to know immediately and in due course.
5. Short-term response requirements:
*Client group crisis communications responsibility.
What must be done in the next several hours and how must it be done. What human and material resources are available or needed.*
6. Short-term communication process:
Athletes, delegates, workforce (including venue), spectators, etc.
7. Next meeting time and location

A representative from the Services team will take a log of the CMT meeting. They must ensure the meeting Chair agrees the following items;

Time and date of activity (e.g. decision, action)
Description of the activity and the reason for it
Name(s) of person(s) initiating the action
Names of those instructed
Dependencies (e.g. people, resources etc.)
Other persons who need to be kept informed
Expected time task will be complete
Time task is completed
Date/time and location of next meeting