**RACE SITE (Point of Impact) - Injured/Medical problem with runner**

* Request on site medical assistance if an incident occurs
* Re-route the finish chute to allow medical crew access as needed
* Secure Bib number to identify person in distress/injured
* Confirm the Bib number & identity of person involved
* Send to local ER or designated medical tent as needed
* Identify/contact on site medical volunteers who assisted
* Designate ONLY one key contact in critical situations to control the narrative. (Select someone other than the race director who has many other duties on race day)
* Talk with race volunteers to document statements about what happened to the injured/distressed party and actions taken to assist them.
* Avoid making comments to the media or family about an incident on race day

**IMMEDIATE AFTER-ACTION STEPS (First 24-48 hours)**

* Have all senior key race officers meet next day
* Confirmed identify and download/pull registration details, including signed waiver of the individual
* Advise Board & other key race officials about the incident if they were unaware on race day
* Have one key race official monitor social media posts & advise if comments are made regarding an incident
* Ensure that NO ONE replies to any social media post other than an appointed spokesperson for the event
* Use social media to identify primary & secondary witnesses to the incident for possible future need
* As needed, provide the media with general information only. Do not identify the person or their family members
* Assign a key race official to reach out to the individual or family members to make a general inquiry about the person’s well-being.
* Ensure no one makes a statement accepting blame or fault for an incident
* Create an incident report file that includes documented statements taken from volunteers/race officials on race day, the registration details with signed waiver, and other documentation needed for filing an incident report
* Appoint person responsible for completing the incident report to submit to the insurance company.

**AFTER-ACTION STEPS (72+ hours)**

* Only allow a small group to review the incident report to protect the person’s identity and information. File the report with the insurance company
* Schedule a follow-up neeting with senior club officers/event officials to review race actions & procedures in place
* Monitor the emotional health of the Race Director & others directly involved in an incident

 **Key Takeaways for After-Action Meeting**

* Update written procedures for managing medical issues on course
* Provide additional training, as needed, for volunteers (various levels)

*Adapted for RRCA with permission from the Richmond Road Runners Club “Race Emergency Protocol”*