

INCIDENT MANAGEMENT AND REPORTING GUIDE

References:

- A JSP 751.
- B 2018DIN06-011.
- C AGAI Vol 1 Chap 5.

GENERAL

1. All disciplines within BAMA are to use the flow chart at Fig 1 to manage, and report, incidents which occur during BAMA supported events. Each event will be supported by an Administration Instruction which will list those attending and have contact details for each individual's parent unit.

AIM

2. The aim of this guide is to provide a standard management and reporting process for all disciplines within BAMA and act as guidance for individuals who have no prior experience in incident management to follow.

ACTION

3. **Preliminaries.** At the beginning of each event, a hard copy of this guide is to be placed into a folder along with:
- a. The event Administration Instruction.
 - b. A nominal roll of those attending.
 - c. A paper copy of each participating soldier's unit Pt 1 Orders.
4. The team manager will brief all attendees at the beginning of each event on the contents and location of the folder and give a brief description of the process to follow.
5. **Method.** In the case of an Accident, Serious Incident, Incident or Near Miss, a suitable individual is to access the folder and follow the flow chart at Fig 1 using information available within the other documents where applicable. The Incident Controller should be in constant contact with other participants so that any Trauma Risk Management (TRiM) requirements can be identified at the event.
6. **Close Down.** The Incident Controller is to keep in contact with outside authorities for as long as is deemed necessary. The Incident Controller should remain the Single Point of Contact for outside authorities unless otherwise detailed (this may be a substantial time following the event). The Incident Controller should be able to keep all individuals informed of any developments throughout.
7. The Discipline Secretary should contact each participating individual's parent unit so they can be made aware if there is any requirement for TRiM post event.

Fig 1 - BAMA Incident Management and Reporting Guide Flow Chart

