**INCIDENT MANAGEMENT AND REPORTING INSTRUCTION**

References:

1. [JSP 751 Joint Casualty and Compassionate Policy and Procedures](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP751.aspx)
2. [2022DIN06-008 Annual Defence Road Safety Awards 2023](https://modgovuk.sharepoint.com/sites/DINs/_layouts/15/Doc.aspx?sourcedoc=%7B21697C2A-A4A0-4BBF-A437-E7052F2CDF32%7D&file=2022DIN06-008-Annual%20Defence%20Road%20Safety%20Awards%202023%20-%20Details%20for%20Entry.docx&action=view&mobileredirect=true&DefaultItemOpen=1)
3. [2022DIN06-020 The Defence Accident Investigation Branch (DAIB)](https://modgovuk.sharepoint.com/%3Aw%3A/r/sites/DINs/_layouts/15/Doc.aspx?sourcedoc=%7b15800AD9-7684-4014-9D97-E09D60D76A6F%7d&action=View&ClassicExperience=True&cid=d93c6d48-9abb-415a-a31d-572dfb0af205)
4. [AGAI Vol 1, Chap 5, Sport](http://www.armysportcontrolboard.org/pdf%20docs/AGAI_005.pdf)
5. [DURALS Alert User Guide](https://army.defencegateway.mod.uk/sites/MySERIES/MyAPPRAISALs/Defence%20Alert%20User%20Guide%20V.01.pdf)
6. [DURALS Guide to reporting and investigating](https://www.nwrfca.org.uk/wp-content/uploads/2022/01/DURALS-Guide-to-Reporting-and-Investigation-v04-Jan-22.pdf)
7. [Home Command Incident Reporting](https://modgovuk.sharepoint.com/%3Aw%3A/r/teams/1596/0402/20/_layouts/15/Doc.aspx?sourcedoc=%7BF3E161FF-17FD-4BE7-A853-688AF470959C%7D&file=0012_INCIDENT_REPORTING_XO-OS.docx&wdLOR=cD81C3397-AF1C-486E-9B14-9E2914F505A5&action=default&mobileredirect=true)

Figures:

1. Incident Reporting Flowchart
2. Call Register

**General**

1. All disciplines within BAMA are to use this instruction to manage, and report, Incidents, involving Service Personnel (SP), which occur during BAMA supported events. Each event will be supported by an Administration Instruction (AI) or Addendum which will list those classed as ‘on duty’ however this instruction also applies to all SP in attendance.

**Aim**

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

**Action**

1. **Prelims**. This instruction is to be added to the AI or Addendum as an Annex.
2. At the beginning of each event, the Activity Deliverer will place a hard copy of the nominal role into a folder along with:
3. An up to date nominal roll of all SP in attendance including visitors
4. A paper copy of each ‘on duty’ SP unit Pt1 Orders
5. At the beginning of each event, the Activity Deliverer is to the brief all personnel on the location and contents of the folder and the importance of social media discipline following an incident.
6. **Method.** In the case of an Accident, Serious Incident, Incident or Near Miss, the Team manager is to the access the folder and follow the flow chart at Fig 1 using information available within the other documents where applicable. In the event of a serious incident, the Team Manager should be in constant contact with other participants so that any TRiM requirements can be identified at the event.
7. Where possible it should be the injured party who initiates the DURALS Alert as this will go to their unit for further input as a DURALS Report. Where this is not possible, the Team Manager should initiate the Alert. The Team Manager shall keep a record of all telephone calls made using Fig 2.
8. **Close down**. The Team Manager is to keep in contact with outside authorities for as long as is deemed necessary and remain the Single Point of Contact for outside authorities unless otherwise detailed (this may be a substantial time following the event). The Team Manager should be able to keep all individuals informed of any developments throughout. Where a DURALS Report is closed down by an individuals unit, that SP should inform the Team Manager.
9. The Team Manager should be made aware of all DURALS submitted throughout or due to participation at an event. At an appropriate time after⁴ the event this information shall be passed to the Discipline Secretary.
10. In the event of a serious incident the Discipline Secretary should contact each participating individuals parent unit so they can be made aware if there is any requirement for TRiM post event where necessary.

¹ As a general rule, any incident/accident involving a knock to the head or back/neck or limbs where that SP is required to drive away from the event, should be seen by the event medical staff prior to dispersal.

² A DURALS Alert should be raised for all incidents, accidents or near misses by the DURALS SPOC. This ensures that person has access rights if the report requires additional information at a later date. Raising a DURALS Alert does not automatically inform DAIB.

³JCCC are to be notified where an SP has been admitted to hospital and will be (or are likely to be) kept in overnight.

⁴At a convenient time when access to MODnet is available. Where access to MODnet is not available this task should be delegated to ensure it happens in a timely manner.

**BAMA Incident Management Guide**

The Team Manager is to make provisions for the safe return of equipment for any involved personnel where they are not able to conduct this themselves.

Incident/Accident occurs at a BAMA Event involving a named participant or authorised guest.

All affected individuals, under guidance from the Team manager, are to raise a DURALS Alert in line with Ref E² on a PED through Defence Gateway.

The Team manager is to assess the incident/accident in line with Ref C, Paras 6 & 7 and contact DAIB if required on 01980 348622.

DAIB will advise if they wish to carry out an investigation.

The Team manager is to make the initial assessment on any injuries they think require immediate medical assessment prior to dispersal from the event¹.

Where an Incident/Accident has caused an obvious serious Injury or Fatality, or an injury worsens to the point it is classed as serious or fatal, the Team Manager is to take charge and ensure no social media or information is transmitted outside of unofficial channels. ie Op MINIMISE

The Team manager is to keep communications with relevant authorities open. The relevant authorities will notify NoK when a serious injury or fatality is involved. Where there is a minor or no injury, this can be done by the SP.

The Team Manager must remain available to provide further information where necessary (other witnesses may also be required to give more information). The parent unit may require more information when the DURALS Report (Ref F) is actioned by the parent unit.

The Team Manager should record all phonecalls made reference the incident on the log at figure 2.

The DURALS SPOC should make a list of witnesses for future reference, request reports from event organisers and remind those present of the possible implications of any unauthorised social media activity about any accidents/ incidents.

Authorities to contact:

Unit CoC See Admin Inst

DAIB 01980 348622

JCCC³ 01452 519951 (unless MAB, call the Exchange)

MAB Exchange **(Online Version redacted)**

(ask for the Duty Officer)

BAMA CoC As per discipline

When an incident has occurred, the Team Manager should send an [INCREP](https://modgovuk.sharepoint.com/%3Aw%3A/r/teams/12978/0201/_layouts/15/Doc.aspx?sourcedoc=%7B612E13B0-3332-440E-833C-93D903A49D20%7D&file=20230718-BLANK-AGAI_062_Annex_J.docx&action=default&mobileredirect=true) to RC-Pers-INCREPS-0Mailbox@mod.gov.uk or RC-SDO-0mailbox@mod.gov.uk, and copy in the Chief Operating Officer, Army Sport - pleighton@britisharmysport.com. This will ensure that Army Sport is aware of the incident in a timely manner and that CEO Army Sport is appraised appropriately.

Note. This will require MODnet access but should be done at the earliest opportunity.

Figure 1. Incident reporting flowchart

**Incident Call Log**

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| DTG | Caller | Receiver | Outline of call |
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Figure 2. Call Register