**It’s an Incident - what will you do straight away?**

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| O | ORGANISE | Organise your immediate safety and team safety (eg first aid, 000) |
| F | **FACTS** | Collect immediate facts about the incident |
| F | **FIND YOUR MANAGER** | Report to your event manager on what has happened as soon as you can |
| C | **COMMUNICATE** | Communicate with your team on actions to take |
| A | **ACT** | Act on instructions from emergency services and your senior Manager |
| M | **MEDIA** | Do not speak with media, the public, external parties or via social media on the incident |
| P | **PREPARE** | Prepare to relocate to an alternate location if needed |
| U | **UNDERSTAND** | Understand how you and your team are feeling. Seek appropriate support |
| S | **SUMMARISE** | Summarise the incident and complete the incident report |