



Incident Plan

This document outlines the actions to be taken in the event of a critical incident arising during ST Georges Day Parade 2026

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## 1. Definitions

### 1.1 Abbreviations

Abbreviation	Definition
CIP	Critical Incident Plan
MT	Management Team
EAP	Emergency Action Plan
STGP	St George's Day Parade

### 1.2 Roles

Role	Description and Responsibility
Event Organiser	Leader with ultimate responsibility for the event (Andy Brookes).
Management team	Managed by the Event Organiser, the MT consists of: Ryan Clarke, Kathy Baylis, Shell Brooks, Paul Goodyear, Lauren Wheeldon, Mark Soames
Marshalls	Leaders in charge of specific marshal points along route.
Rear Vehicle	Reopening roads once parade is safely away from area, providing first aid support and safety vehicle if needed.

## 2. Contact Numbers

Name	Number(s)	Open Hours
Event emergency contact numbers	Andy Brooks - 07946684383	
Scout Association Emergency number including Duty Press Officer	0208 433 7100	
District Lead Volunteer	Andy Brooks - 07946684383	

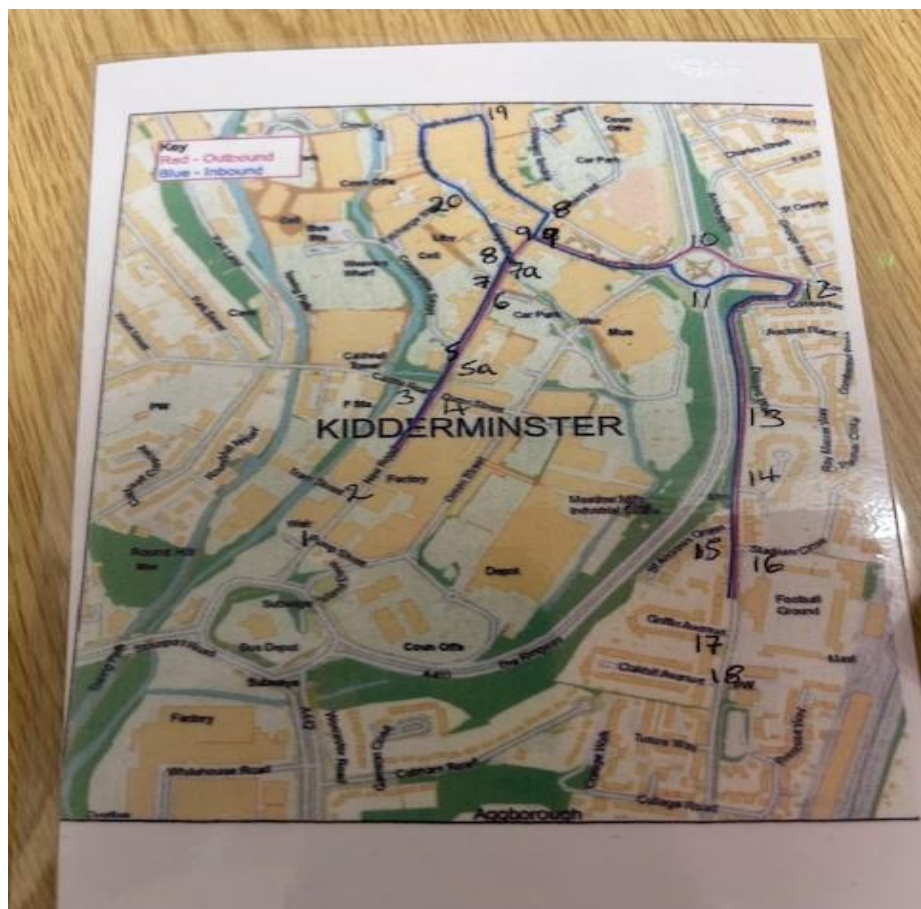
## 3. Medical and Police Locations

Name	Address	Telephone	Opening Hours
Minor Injuries Unit, Kidderminster	Bewdley Road, Kidderminster, DY11 6RJ	01562 823424	8.00 AM to 10.00 PM
Worcestershire Royal Hospital	Charles Hastings Way, Worcester, WR5 1DD	01905 763333	Open 24/7
Police Station	Habberley Road, Kidderminster, DY11 6AN	Emergency 999 or 112 General 08457 444 888	Open 24/7

## 4. Timeline

Date	Day	Time	Description
24/04/2026	Friday	18.30	Marshal's briefing at Rhydd Covert
26/04/2026	Sunday	06.00	Cones and barriers put out along route
		09.00	Radio Collection from New Road
		10.00	Road Closures Start
		10.30	Parade moves off from New Road to Kidderminster Harriers Stadium
		11.30 approx	Parade is in Harriers Stadium
		12.15 approx	Parade Forms back up
		12.30 approx	Parade leaves Kidderminster Harriers Stadium to New Road via Kidderminster Town Centre
		13.15	Parade Dismissed
		13.30	Roads Reopened
		13.30	Radios Returned to New Road
		13.30	Barriers and Cones collected in

## 5. Parade Route



## 6. Leadership Operating Procedures

### 6.1 General

- Parade will only move off when safe to do and will stop when needed to ensure safety of all participating

### 6.2 Responsibilities

Role descriptions are included in section 1.2 above.

The Event Management Team will:

- Ensure the safety and welfare of all participants,
- Operate in accordance with the UK Scouting Policy, Organisation and Rules (POR) including maintaining high safeguarding standards.
- Follow the Yellow & Green Cards and this Critical Incident Plan in the case of an emergency.
- Keep a log of incidents and issues and report to HQ where appropriate.

### 6.3 Management Team

- Will be at different points in the parade.
- Respond to and support emergency incidents

### 6.4 Communication

- Full briefings to Marshalls & helpers will be carried out on Friday Evening.
- During the STGP all marshal points will be provided with a Radio. A person should be nominated to operate this and respond to any requests or messages. If a message needs to be dealt with confidentially (IE It should not be broadcast to everyone) then phone Andy Brooks - 07946684383
- Marshall will be expected to have an active mobile phone during the period of the STGP

### 6.5 Welfare and Safeguarding

- The Rear Vehicle will have the First Aid Kit and Water if needed
- The Rear Vehicle will have 2 leaders in that have completed all training

## 7. Participant Operating Procedures

### 7.1 General Procedures in Case of an Emergency

- If anyone attending STGP suffers an emergency or are first contact in an emergency situation, they should follow the procedure in section 8 which is based on the Scout Purple Card.
- It is important to manage the breaking of any bad news very carefully for the sake of all those involved. This is the responsibility of the MT leaders to manage sensitively.

### 7.2 Health and Welfare

- If you have any worries or concerns, please raise them with your own Group Leaders.
- Ensure appropriate footwear is worn at all times.

### 7.3 Safety

- All Group Leaders must take responsibility for their own and each other's safety and well-being.
- Please listen to any Leader instructions.

### 7.4 Event Safety

- Route is marshalled from the start to the end and will be communicated throughout by Radio
- Each group leader is responsible for their group.

## 8. What to do in an emergency

### 8.1 The Purple Card – As applied to STGP – Roles and Responsibilities

This applies to all incidents. In the event of an incident:

Purple Card Action	Leader Responsible	Detailed Actions
1. Deal with the immediate situation and alert the appropriate emergency services, if required.	Leader in Charge of activity, Unit or First Contact	<ul style="list-style-type: none"> <li>• Provide first aid and support to the casualty/victim.</li> <li>• Alert appropriate emergency services if required. Be ready to provide details about any casualties, a description of what happened and location.</li> <li>• Thefts and assaults should be reported to the police.</li> <li>• Ensure the safety and welfare of others in the group. Account for everyone and ensure that the incident will not escalate and involve anyone else.</li> <li>• Delegate tasks to facilitate the swift implementation of an Emergency Action Plan (EAP).</li> <li>• Phone the Management Team with details: The nature of the incident, who is involved, location, and any support required.</li> <li>• Make a record of actions and communications, including details of witnesses who may have seen what happened, IDs of emergency service personnel, any vehicles involved. Take photos of the situation.</li> </ul>
	Management team	<ul style="list-style-type: none"> <li>• Inform Event Organiser</li> <li>• Delegate tasks to facilitate the swift implementation of an Emergency Action Plan (EAP).</li> <li>• Send additional leaders to the scene to support if required. Two adult leaders should remain with the casualty/victim.</li> <li>• Allocated leaders to take the casualty/victim to the doctor/hospital/police if required.</li> <li>• Make a record of the details of the incident, time notified, actions taken etc.</li> </ul>

Purple Card Action	Leader Responsible	Detailed Actions
2. In the event of a critical incident (one involving loss of life, near loss of life or collapse of a structure) alert the Duty Press Officer for the Scouts Association at Gilwell Park (0208 433 7100)	Event Organiser	<ul style="list-style-type: none"> <li>Phone Duty Officer at Scout HQ and provide an overview of the incident, who is involved, where the incident occurred and Group information. The Incident Manager will provide guidance through the management of the incident.</li> <li>Liaise with the Incident Manager to manage and co-ordinate communications</li> </ul>
3. Alert your commissioner or their designate.	Event organiser	<ul style="list-style-type: none"> <li>Phone Andy Brooks (07946684383)</li> </ul>
4. Alert the emergency contact of those individuals involved.	Event Organiser or Troop Leader	<ul style="list-style-type: none"> <li>Phone parent/guardian(s) of individual(s) involved</li> </ul>
5. Inform UK Headquarters at the earliest opportunity if: <ul style="list-style-type: none"> <li>Someone suffers a personal injury / illness requiring a doctor, nurse, paramedic, dentist or hospital.</li> <li>Someone requires an emergency service rescue.</li> <li>Third party property is damaged.</li> </ul>	Leader in Charge of activity or First Contact	<ul style="list-style-type: none"> <li>Identify witnesses to the incident</li> </ul>
	Witnesses	<ul style="list-style-type: none"> <li>Provide witness statement using the standard template as soon as possible after the incident (paper and electronic forms to be held by MT)</li> <li>Any formal statements to authorities provided by a young person should be given accompanied by a 'friend'.</li> </ul>
	Event Organiser	<ul style="list-style-type: none"> <li>Provide report to HQ using the Online Incident Reporting Form</li> </ul>
6. Support victim/casualty with post incident care	Event Organiser / Management Team	<ul style="list-style-type: none"> <li>After a serious incident the casualty may need ongoing care and support. It may be necessary to involve outside experts. Consider participants, leaders, parents and any who may have been traumatised.</li> </ul>

Key points:

<p><b>Do</b></p> <p><b>Do</b> – Keep a record of actions and communications, including details of others who may have seen what happened.</p> <p><b>Do</b> – Keep calm and ask for support where needed.</p> <p><b>Do</b> – Refer all news media to the Duty Media Officer and seek support before talking to the media by calling UK Headquarters.</p> <p><b>Do</b> – Brief young people to contact members of the Leadership Team first in the case of an incident unless in an emergency when the appropriate services must be called first. Leaders must be briefed about an incident before contacting parents.</p> <p><b>Do</b> – Ensure Safeguarding requirements are met throughout any emergency incident.</p>
<p><b>Don't</b></p> <p><b>Don't</b> – Make any admission of liability.</p> <p><b>Don't</b> – Initiate contact with the news media. Any communication with the press must be through the Duty Press Officer for the Scouts Association</p> <p><b>Don't</b> – Report the incident outside the Contingent without the permission of the Communications Leader. This includes on social media, in private messaging, email, by phone call or any other communication media.</p> <p><b>Don't</b> – Try to handle things on your own.</p>

All members of the Management Team to be provided with a copy of the purple card

## 9. Additional Considerations

The emergency procedures in section 8 should be followed in all emergency incidents. The following are additional considerations for specific incidents.

### 9.1 Additional Considerations – Critical incident

A Critical Incident is one involving loss of life, near loss of life or collapse of a structure.

- Follow the emergency procedures in section 8.
- Event Organiser to phone the Duty Officer at Scout HQ and provide an overview of the incident, who is involved, where the incident occurred and Group information. The Incident Manager will provide assistance and guidance through the management of the incident.
- Event Organiser will delegate two leaders to join the victim/casualty to remain with the casualty.
- Casualty leaders and Event Organiser to set up an ongoing communication to ensure all are updated with progress.

### 9.2 Additional Considerations – Moderate incident

A moderate incident is one where a participant has a significant illness, injury or legal issue that requires them to be returned home before the end of the event.

- Follow the emergency procedures in section 8.
- Event Organiser will delegate two leaders to join the victim/casualty to remain with the casualty until safely moved. Only one leader will be required should the casualty be an adult leader.
- Casualty leaders & Event Organiser to set up an ongoing communication to ensure all are updated with progress.

### 9.3 Additional Considerations- Incapacity of an STGP Management Team Leader.

Incapacity of a leader includes any situation where a leader is unable to continue their role on the event. This may be due to illness, injury or other personal circumstances e.g. issues at home.

- Follow the emergency procedure in section 8 and ensure the leader receives the treatment and support they require.
- Management Team to assess the impact of the loss of the leader on the immediate situation and provide support as required e.g. provide additional leaders or to facilitate a change or cancellation of the activity.
- Event Organiser to assess the impact of the loss of the leader on the remainder of the event and adapt roles and activities to ensure they are run safely.

### 9.4 Additional Considerations – Incident with multiple casualties.

Accidents or illnesses can cause more than one casualty and potentially multiple casualties.

- Follow the emergency procedure in section 8 and ensure casualties receive the treatment and support they require.
- The more people involved, the more likely that there will be media interest and the advice and guidance from UK HQ needs to be sought.
- Management Team to plan what additional support will be required – This could include additional leaders to accompany casualties in hospital.

9.5 Additional Considerations – Incident requiring evacuation from Kidderminster Harriers Stadium  
Incidents could occur that would require the full group of participants to be evacuated from the Kidderminster Harriers Stadium. This could be due to a natural disaster, political situation, civil disturbance, terrorist incident or war.

- Follow the emergency procedure in section 8 and ensure any casualties receive the treatment and support they require.
- Event Organiser to liaise with Kidderminster Harriers staff and local Civic Authorities to take guidance on evacuation procedure and potential locations to evacuate to.
- Management Team to obtain guidance from UK Scouting HQ
- Management team and all Group Leaders to account for all participants to ensure all are present.

#### 9.6 Additional Considerations- Theft

A Participant being a Victim of Crime. A report to the police will provide a crime number which is required for an insurance claim.

- Follow the emergency procedure in section 8.
- The theft must be reported to the Police within 24 hrs and a report number obtained. Without this, any insurance claim is likely to fail. Police may ask for ID.
- A second person will have to attend to corroborate a witness statement.
- Under 18s have a right to be accompanied for a police interview.

#### 9.7 Additional Considerations- Assault

A Participant being a Victim of Crime. Any assault is serious and must be reported to the Police.

- Follow the emergency procedure in section 8 and ensure the victim receives the treatment and support they require for both physical injuries and mental health.
- Report the assault to the police. A victim/casualty should be accompanied to the Police Station by two leaders.
- Under 18s have a right to be accompanied for a police interview.
- A second person will need to attend to corroborate a witness statement.

#### 9.8 Additional Considerations- Arrest

A Participant being arrested by Police.

- Follow the emergency procedure in section 8.
- If a team member is arrested and taken to a Police Station, then the first contact or Management Team should try to arrange that two of the Leadership Team accompanies them or joins them shortly after to provide support.
- Make a note of the arresting officer's name & number.
- The arrested individual should be advised to remain calm and courteous.
- Under 18s have a right to be accompanied for a police interview. They should be advised that they should wait until they are accompanied before giving a statement.