

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

- 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