

# AUSTRALASIAN ROAD RESCUE ORGANISATION INCORPORATED

(In Victoria)

Association No. A0042189P



## CHALLENGE MANAGEMENT GUIDE

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## Introduction

The objective of the Australasian Rescue Challenge (ARC) is to create an environment in which representatives from all agencies involved in responding to road rescues in Australasia can come together to learn, exchange ideas and participate in a skills challenge in the spirit of friendship, learning and service improvement.

The purpose of this document is to set out the guidelines for the development, staging and management of the annual ARC. It details those functions that are expected of the host agency, those that the Australasian Road Rescue Organisation (ARRO) will be responsible for and those that are to be determined on an event-by-event basis.

Throughout this document the term 'host' refers to the agency(s) or organisation(s) that host the challenge in any year. The term 'organiser' will refer to ARRO.

The ARRO Executive will update this document at least annually. Any comments, suggestions or questions about its content should be directed to the ARRO Executive Officer.

Hosting the ARC is a complex and time consuming yet exciting exercise that requires considerable planning. ARRO recommends that the hosts form an event planning committee that should meet regularly in the 12-month period leading up to the ARC. During this period members of the ARRO technical committee will be available to meet with the event planning committee (either face to face or by teleconference) to provide advice and receive reports on the progress of preparations for the event. A member of the technical committee will be assigned as the point of contact for all challenge related queries that the host may have. It is also beneficial for the host to send a delegation to the previous challenge to observe all elements from bump in to bump out and liaise with previous hosts. Members of the host organising committee are also welcomed to participate at ARRO Executive and Technical Committee meetings and teleconferences in the lead up to the ARC. This will facilitate both updates and the opportunity to discuss various elements of the challenge.

The content and events staged, as part of the challenge from year to year, will be determined by ARRO. However, this will be discussed with the hosts to ensure they are fully supportive of any planned activities. As a minimum, the challenge consists of:

- A Challenge Management Team Assessors Workshop
- A Learning Symposium with associated hands-on workshops
- A welcome function which could incorporate a swap night
- A designated "Rescue" bar to allow challenge participants to socialise
- Three Road Rescue Extrication Challenge Classes (Entrapped, Controlled and Time Critical)
- A Trauma Challenge which could comprise two pits
- A CPR challenge
- A trade display providing ARRO's Gold Sponsors and other businesses an opportunity to showcase their product range

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- An Awards Presentation Function.

It should be noted that every effort is made to keep this document as up to date as possible. However, ARRO often passes it on to future hosts up to 18 months ahead of the challenge they will host. Therefore, it is possible that lessons learned from the immediate past challenge may not be captured in this version of the document. If significant changes occur, a revised version will be issued to the hosts after discussion with the ARRO Executive.

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## Functional responsibilities

ARRO will work closely with the host to ensure a successful outcome from the ARC. Attached as Appendix 1 is a sample project task list detailing all aspects of the challenge and which organisation is responsible for ensuring they are addressed in the planning for and conduct of the ARC. Appendix 2 is a sample host budget, giving indicative costs for those functions the host is responsible for.

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## Event dates and duration

The ARC must be held in the period from mid-April to end July unless otherwise agreed by ARRO. There are two reasons for this requirement:

1. ARRO must hold its Annual General Meeting in conjunction with the ARC and the relevant legislation requires that this must be within five months of the close of ARRO's financial year (the last day of February).
2. The ARC is used by the winning teams from the current year's ARC as preparation for attendance at the World Rescue Challenge (WRC) the following year. The WRC is traditionally conducted in the second half of the calendar year, and this extended timeframe (up to 15 months) allows the team's time to fund raise and train.

Ideally, the ARC should be programmed within the date range of mid-April to the end of July as this allows agencies to apportion the attendance costs of teams at the ARC over two financial years. It is also recommended that school holidays, public holidays and other significant dates are avoided, not just those in the host's jurisdiction. However, the event should be conducted over a weekend to ease the commitment on volunteers who attend in their own time.

The duration of ARC is constrained by several factors:

- The number of teams that ARRO, in conjunction with the hosts, choose to accept into the challenge. ARRO has a policy of restricting the workload of the Assessors to eight teams per pit per day however this can be amended with discussion between the Technical and Executive committees to accommodate the timetable and program.
- The extent of the rescue symposium conducted in conjunction with the ARC will be determined by the Technical committee. ARRO expects the host to arrange and manage the logistics of the rescue symposium, usually on the day prior to the challenge commencing.
- ARRO has a range of meetings and workshops it also conducts in conjunction with ARC.

Feedback from teams that have participated in previous challenges has strongly supported a four-day participation program based around the following:

|       |   |
|-------|---|
| Day 1 | ARRO resource containers bump in (required before vehicle prep)                           |
| Day 2 | Vehicle preparation   |
| Day 3 | Vehicle preparation   |
| Day 4 | Vehicle preparation<br>Venue bump in<br>ARRO Challenge Management Team Assessors Workshop |
| Day 5 | Symposium/Workshops<br>Teams briefing   |
| Day 6 | Challenge day 1   |
| Day 7 | Challenge day 2<br>ARRO AGM   |
| Day 8 | Challenge day 3<br>Presentation ceremony  |
| Day 9 | Bump out and clean up   |

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More detail about each of these activities is listed elsewhere in this guide document.

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## Location and venue

The location of the ARC should be in a town that has easy travel access from all parts of Australasia with a good selection of accommodation options. Ideally a single hotel with sufficient accommodation for all officials and teams should be selected early and a special accommodation rate negotiated. For more detail on this see the Accommodation section of this guide.

The following facilities are required to conduct ARC. It is the host's responsibility to identify and arrange all bookings and negotiate for the facilities to be available for an appropriate period based on the length of program agreed with ARRO.

The preferred venue is one that provides for all the activities associated with the ARC to be held at the one location, except for social functions. The venue will need to provide secure undercover areas as follows:

- A venue that holds a large theatre type room to accommodate all teams, CMT and others registered for the symposium day. This should come with seating for the approximate number attending and provide adequate electronic visual display devices and dependable Wi-Fi suitable for the symposium key note speakers addresses.
- Secure, lockable building or compound for storage of up to 80 vehicles. This number of vehicles may include vehicles gained from impounds, insurance write offs or sourced locally via wreckers, etc. This area must be secure (including security guards), have power and a hard-standing area adjacent for vehicle scenario preparation. Doorways should be a minimum of 6 metres wide and 4 metres high to allow movement of wrecked vehicles by forklift.
- Three extrication challenge pit areas of a minimum of 20 metres x 20 metres each and surrounded by an area of 5 metres wide to allow for spectators, plant movement and equipment pits. As an indication half a tennis court is a guide. 240-volt/10-amp mains power supply with 4 – 6 power outlets needs to be suitably located in each pit.
- An adjacent area approximately 20m x 25m each for the ARRO Gold Sponsor workshop pits.
- An additional area within the facility approximately 10m x 10m for each Trauma Challenge pit (up to two). The pit must have access to power.
- An additional area within the facility approximately 5m x 5m for the CPR challenge pit. The pit must have access to power.
- Eight secure and appropriately located rooms, tents and or portable buildings, capable of seating up to 15 people complete with chairs, lighting, and ventilation. These facilities are required for team isolation while scenarios are being constructed and subsequent debriefing. Suitable toilets should be provided nearby that teams can access without compromising their isolation (i.e., not in view of the scenario set up area). This is all subject to logistics management and space.
- A room capable of seating up to 30 people in classroom style for the conduct of Challenge Management Team briefings and meetings. This facility should be able to run presentations (i.e. made dark and have room for a screen and projector, etc). It also requires tables, chairs, and white board. This room also provides for the management team to leave personal items during the conduct of the challenge.

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- A room or secure area suitable for ARRO to manage the administration and scoring of the challenge is required. This must have a space next to it for ARRO to present a display, sell merchandise and promote membership. It should be near the event area and ideally be incorporated into the trade display if one is being held. It will require power, office furniture and appropriate heating and cooling.
- A room with adjoining washroom facilities to be used for the preparation and make up of casualties. This area to be 8 metres square and have tables and chairs for 10 people.
- A room set aside as a hospitality room for ARRO and VIP guests.
- Catering facility. This is needed to provide lunches and morning and afternoon refreshments for participants, Challenge Management Team, visitors, and spectators.
- Under cover area well-lit for trade and host agency displays.
- An area near the event areas that can be set up for team photos.
- All undercover areas require very good lighting and suitable ventilation.
- Rest room and toilet facilities.
- A room set aside for an active First Aid Post.
- Public address system suitable for event area.
- Spectator seating, bleacher style tiered seating is often the best.
- An area for teams to securely place items of equipment and personal property.
- A dedicated area adjacent to the main entrance is required for passenger transport drop off and pick up (i.e. a bus stop).
- An area, not necessarily undercover, where the vehicles can be crushed prior to the events and can be stored in sequence for the ARC. Large plant will be operating in this area. This area may also be used to store vehicles after the events prior to compacting and removal.
- Provision of a 2m section of large timber power pole for use during vehicle preparation.
- Vehicle parking for participating teams, Challenge Management Team, committee, VIP's, and spectators.

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## Event naming

The official name of the event is Australasian Rescue Challenge (add year). The event name can be changed to reflect the host. Some recent examples include Rescue Down Under, Western Rescue, Outback Rescue. Any name change needs to be approved by the ARRO Executive Committee.

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## **Event safety**

Above all else the safe conduct of this event is paramount. Although the whole ARC can be considered a training activity, it should be remembered that many of the participants will be operating outside their normal jurisdiction and environments. Therefore, vigilance to ensure safe work practices and adherence to local safety regulations is critical. The host is expected to appoint a Safety Officer (refer to personnel requirements in Appendix 5) for the duration of the event. ARRO may also appoint a Safety Officer to look after its own interests if deemed necessary. If there is any doubt regarding any work practices in relation to the conduct of any element of the challenge, this should be referred to the local workplace safety advisory authority for advice.

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## Specific elements of the event program

### Scenario Preparation

Based on the suggested program, the vehicles to be used in the scenarios should be delivered on site four (4) days prior to the challenge commencing. This will allow scenario preparation to take place. This involves a small team ensuring all fluids are drained from the vehicles, fuel tanks and batteries are removed, and any SRS equipment rendered inert (technique used will be based on advice from the vehicle supplier). The ARRO resource containers should be delivered to the site to support these activities 4 days prior to the challenge commencing. A list of equipment to carry out this function is attached as Appendix 3. Appropriately licensed equipment operators will also be required for this function. It is recommended that the host appoint a safety officer to oversee the activities.

### Bump in (Venue set up)

Generally, the venues selected to host the challenge are used for other purposes (e.g. showgrounds and the like). Therefore, access is generally on a user pays basis and must be negotiated around other bookings. To ensure a smooth bump in and set up for the challenge, hosts are strongly encouraged to develop an efficient bump in plan to ensure all the logistics aspects of equipment, resources and people arrive in the right place at the right time.

### Opening function

Opening functions vary from event to event, usually to meet local needs. The host has the discretion to vary its nature and extent. ARRO recommends that a standard meal be provided as finger food has not been successful. In the past, the most successful functions have been barbecues. The type of function may vary in line with budget, Ministerial requirements, or program timing, and may be an opportunity for sponsorship. That is, a sponsor may wish to host the opening function (this should also be discussed with ARRO to ensure there is no conflict with ARRO sponsors). This function may be an opportunity to add a bit of local flavour to the event and could be combined with a swap night function (see below) at the hosts discretion.

### Challenge Management Team Workshop

On the day before the Symposium and ARC Registration, ARRO conducts an Assessors Workshop. This is usually a full day activity and requires a classroom type environment for around 30 people as well as a practical venue. The ideal is a location close to the challenge venue, which then allows everyone to move to a pit for the practical components.

The workshop consists of a briefing for all members of the ARRO Challenge Management Team (CMT), plus training for shadow (trainee) assessors. The ARRO team then undertakes a practical scenario, for which a full set of tools will be required as part of the learning process. These tools can be then moved to the pits before the ARC commences.

Morning tea, lunch and afternoon tea will be required to be provided by the host agency for the days prior to the challenge commencement.

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## Symposium

The host in conjunction with the ARRO technical committee will formulate the program and content of the symposium. The host should capitalise on local knowledge and expertise and is encouraged to put forward suggestions for content, or a theme. Past feedback from participating teams has promoted the following subjects:

- New cutting techniques and new tool technology
- New car technology including hybrid cars
- Medical aspects of rescue
- Heavy vehicles and buses
- Techniques for 4WD vehicles
- World's best practice in road rescue
- Assessors demonstrating a scenario in each class

Teams have also expressed a strong desire for 'hands on' activities or demonstrations. This can be difficult to achieve with around 150–200 people in attendance, therefore an innovative approach to the conduct of the symposium is encouraged. Past symposiums have ranged from a full day sit down conference, through outdoor demonstrations, to live video feed into an auditorium for demonstrations to be seen 'up close'.

The exact nature of the program will determine the venue requirements.

It is also worth remembering that the sale of additional tickets to attend the rescue symposium can generate additional revenue for the host. It can also create some significant logistics problems if the numbers swell beyond the capacity of the chosen venue. In such an instance, preference must be given to the teams and the members of the CMT. However, providing additional places allows members of rescue services that may not be participating in the challenge the chance to learn from attendance at the symposium and possibly become involved in future years.

The hosts should liaise closely with the ARRO Research and Education Officer regarding the development of the symposium program.

### Chief Assessor briefing

This must be conducted at the end of the symposium ideally at the same venue and will be led by ARRO. It takes about 45-60 minutes and requires a venue large enough for all team leaders, team managers and medics to attend plus all members of the ARRO CMT and a variety of other key people from this year's host agency and next year's hosts. A total of around 100 – 130 should be expected.

At the team briefing, the teams are introduced to the ARRO CMT. Key players from the host organisation should also be present. The rules of the challenge are discussed, and any key issues highlighted. There is an opportunity for teams to ask questions on any element of the challenge.

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At the end of the team briefing the assessors and pit managers conduct an equipment inspection of items the team wish to bring into the challenge pits. Only items that are approved by the assessors, under the ARRO rules, are allowed.

A suitable PA system is required.

### Challenge program

As indicated, the number of teams that register will drive the length of the actual challenge program. All teams will participate in each class of event on offer with these being the Controlled rescue, Entrapped rescue, and Time Critical rescue. These are explained in the ARRO Challenge Rules. In addition to each class, teams are required to attend the programmed sponsor workshops which could total three where they can practice their skills and learn new techniques using under expert guidance from the sponsor representative and a subject matter expert from the ARRO CMT. These are usually 90-minute sessions and are programmed into the team's timetable.

The ARRO Technical Committee will develop the final challenge timetable, but as a general guide the sequence for each team in each class will be approximately:

- Pit equipment inspection 10 minutes
- Isolation for scenario construction 20 - 25 minutes
- Undertake scenario 30 minutes
- Make up pit 5 minutes
- Debrief from assessors up to 10 minutes

The challenge timetable is split across three days so that they participate in only one class per day however depending on the experience level of teams at the ARC they (inexperienced teams) may be rostered into a workshop pit and trauma challenge on day one which provides them with an opportunity to comprehend the ARC and view other teams in action. The host's Event Manager should liaise with the ARRO Challenge Coordinator in relation to any timetable issues.

### Trauma Challenge

The Trauma Challenge (TC) is a two person, medically focused, 15-minute event. Each two-person team participates twice. Often a 6-person team entered in the extrication challenge has the option of entering their medic and safety officer in this event as an opportunity to hone their medical skills. The event is relatively simple to stage and only requires a small number of props and access to the CMT moulage technicians and volunteers who play the role of casualties. A separate set of TC rules are available on the ARRO web site and further information is available by contacting the ARRO Trauma Challenge Coordinator.

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## **CPR Challenge**

The CPR Challenge is a team, resuscitation focused, 12-minute event designed to promote high performance CPR and the Council of Ambulance Authorities 'Ten Steps for Life' Programme. Each team member will perform two minutes of chest compressions and two minutes of ventilations using a medium-fidelity electronic CPR manikin. Three team members (at minimum) will also operate an Automated External Defibrillator (AED). This event requires a 'clean' area (which can be facilitated by taping a clean salvage sheet to the floor), two electronic CPR manikins, two AEDs capable of attaching to the manikin and two bag mask manual resuscitators. The pit must also have access to electricity. A separate set of CPR Challenge rules are available on the ARRO web site and further information is available by contacting the ARRO Trauma Challenge Coordinator.

## **Swap night/Social function**

The swap night is a very popular informal social function among the teams, where they swap memorabilia and often 'tall stories'. It is the host's discretion whether to conduct a swap night. Any costs associated with this function are the host's responsibility, unless an arrangement is negotiated with ARRO to include a portion of the team entry fee to cover this function, or it is sponsored through arrangements undertaken by the host agency. It could be incorporated into the Welcome Function.

## **ARRO AGM**

ARRO is committed to conducting its Annual General Meeting in conjunction with the ARC each year. This meeting is usually conducted on the Friday or Saturday night and requires a venue with seating, theatre style, for around 50 people, plus a head table for 10 people. The meeting usually runs for about 90 minutes. It is a host responsibility to provide the venue. The night the AGM is held is negotiable.

## **Bump out (Venue clean up)**

As with bump in, an effective plan is required. Generally, this can commence toward the end of the challenge program as the last evolution in each class ends in that pit. Other considerations include:

- Asset recovery (i.e. ensuring all the pit tools and sundry items are returned to their rightful owners) and ARRO containers are repacked while identifying any potential replacement items.
- Disposal of the wrecks. Generally, the local metal recyclers will provide a portable crusher for the volume of cars involved or facilitate a regular pickup plan.
- Safety of personnel is critical during the bump out phase. Most people will be tired after a long week. It is recommended a fresh crew be brought in specifically for the bump out program.

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## Daily 'hot' debrief

ARRO will conduct a daily 'hot' debrief of critical issues from the running of the event that need to be addressed before the start of the next day. All members of the ARRO CMT attend, and all members of the host support crew are invited to attend. It is expected that members of the host event team will attend. These meetings generally run for 15-20 minutes and are conducted on site. On the final day, a more detailed debrief of the whole event will be conducted.

## Closing function

The nature of the closing function is a decision for the host but should be made in discussion with ARRO. Typically, this is conducted as an awards dinner with ARRO determining the awards that will be given from year to year and will manage the proceedings of the evening.

As a minimum, the following numbers attend:

- All members of all teams and their supporters, typically around 6 to 10
- ARRO CMT (approximately 25 to 30), which should all be seated together
- ARRO Executive and guests (approximately 16 - 20 including sponsors). ARRO usually hosts sponsors and Executive members sit on head tables.
- Event sponsors if included in the event
- Any special guests or VIPs
- Any members of your host event support crew

Within the scope of the evening, about 60 minutes is required for the conduct of the awards ceremony and speeches however this is usually broken up between meal courses and speeches. A typical example of a running sheet for a dinner-based function is attached as Appendix 4.

A suitable PA system and AV set up is required.

Details of the host plans for this night should be discussed with ARRO. ARRO is quite flexible in relation to arrangements for the night. However, the awards presentation section of the evening must be managed by the ARRO Executive.

## ARRO Committee Meeting

On the day following the challenge presentation ceremony (usually a Monday), the ARRO Committee may hold a breakfast meeting usually at the hotel for 10 people. ARRO will liaise with the hotel to arrange this in the restaurant.

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## Technical aspects of the challenge

### ARRO Challenge Management Team and host support crew

ARRO will select all assessors and other key members of the Challenge Management Team, usually around 25-30 people, including trainees.

The hosts should arrange a support crew to assist with equipment make up, scenario construction and clean up, team isolation, event coordination and score keeping. A complete list of the number of personnel and the required functions is listed as Appendix 5.

In addition, the host should make arrangement with the rescue equipment suppliers for maintenance of rescue equipment. The hosts are responsible for the resupply of consumables, e.g. oxygen, compressed air (cylinders or compressors) etc. It is recommended that this include sufficient flexibility to ensure no time is lost during the conduct of the challenge (i.e. have resources on standby should the need arise).

### Tools and equipment

ARRO requires the host to arrange with the rescue equipment suppliers for the delivery of a complete set of rescue equipment for each pit. The ARRO Technical will assist in this process by liaising with the rescue equipment providers. In addition to the standard pit equipment, each pit also requires hydraulic rescue tools as per the challenge rules. Traditionally, most teams prefer the common brands of Holmatro or Lukas equipment, sponsor equipment should also be visible and used where possible. This equipment is generally borrowed from the local agents for each of the tool companies. It is the responsibility of the host to ensure the necessary equipment is available either from their own source or borrowed from the relevant agent. ARRO can provide contact details for the sponsors tool companies if required.

Should a team indicate they have a preference to use an alternate brand, there is no restriction, although it would usually be that team's responsibility to arrange for the tools to be present if they are the only team that prefers the brand. The brand must also meet the Challenge rules and equipment requirements.

In addition to the equipment in each pit, the hosts also need to arrange the equipment listed in Appendix 3 for scenario preparation, wreck transport and clean up. This includes:

- a small amount of equipment in each pit for clean up after each scenario and “skip bins” for each pit
- a resupply stock of consumables for members of the Challenge Management Team, support crew and participating teams
- a resupply of medical consumables for first aid kits. See the Challenge Rules for a detailed list of requirements.

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Overview of hydraulic equipment types for each pit:

- Dual pump
- Mid-range spreader
- Largest available cutter
- Rams x 3 (large, med & small)
- Ram support.

Specific details of equipment types:

(minimum specifications, higher specification equipment should be placed in the Entrapped Pit first, then cascaded to the Controlled and then Time Critical Pits)

Pumps: Dual outlet, Core Technology, petrol powered pump and hand pump equivalents from each manufacturer

Spreaders: Lukas SP310 and Holmatro SP4340 (including adaptors and chains for Entrapped Pit only) Dave Stackhouse to update this list.

Cutters: Lukas S311 and Holmatro CU5040 NCT or  
Lukas S510 and Holmatro CU5035 NCT or  
Lukas S511 and Holmatro CU5050 NCT

Rams: Holmatro: Small ram: Ra4331 or Tr4340  
Mid ram: Ra4322 or Tr4350  
Large Ram: Ra4332 only  
Lukas: Small ram: R424 or R410  
Mid ram: R422 or R412  
Large ram: R414 (1600mm)

Mini cutters: Equivalent models from each manufacturer

Other: Hydraulic hoses - 1 x twin hose reel plus 1 loose hose for each brand or 3 x loose hoses each brand.  
1 x standard pressure gauge for daily testing of the pressure changeover valves for both Holmatro and Lukas power units should be made available.

ARRO will ask each tool company to provide a technician that can service/check equipment should there be any reported faults or issues with the equipment during use. A suitably qualified ARRO technical person will check the power units in conjunction with the equipment representative. The equipment reps should be introduced to the ARRO technical committee as early during bump in as possible to discuss and facilitate this process.

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## **Equipment maintenance**

The host is expected to ensure arrangements are in place for all repair, maintenance and replacement of equipment should the need arise. The preferred option is to have personnel and equipment on standby on site to carry out any necessary repairs should the need arise.

## **Casualties and moulage**

Live casualties are used for most scenarios during the challenge. It is the responsibility of the host to source these people and ensure they have adequate compensation insurance in the event of injury. The people selected must meet certain criteria that ARRO stipulate. These are detailed in Appendix 6, together with a checklist that each participating casualty must sign. As a guide, ambulance paramedic students or nurses are a good source for such people. In some cases, their participation can contribute to their studies as part of their work experience.

The host is responsible for sourcing old clothing or disposable overalls for the casualties to wear during the challenge. As a rule, four (sets) of clothing would be required for each team competing in the challenge. This allows sufficient clothing to be destroyed (if needed) for each patient in all events of the challenge. It is recommended that casualties wear bike shorts and t-shirts under the provided clothing to ensure self-modesty during the event.

The mannequins must be dressed in clothing prior to being entrapped into the vehicles.

The ARRO CMT will arrange injury patterns for each scenario.

## **Vehicles**

It is a host responsibility to cover any costs associated with transport to the selected venue.

Subject to the host's budget vehicles will need to be sourced locally from wreckers, councils, or any other source. When determining the total number of vehicles required, the hosts should calculate based on 3 vehicles (one per class) for each team registered to participate, plus 3 prop vehicles, plus a number for demonstrations and practical activities during the symposium.

On average ARRO receives up to 24 team nominations for ARC, therefore the host should aim for around 80 vehicles.

Vehicles sourced locally do not require motors, but should be as complete as possible, with all glass intact, wheels, seats, and steering wheel. In other words, they should represent something that could realistically have been driving down the road before being involved in a crash.

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1. The host is to arrange a secure location to store the vehicles from the time of receipt to the time of destruction. This should ideally be part of, or as close to, the venue of the challenge as possible.
2. The host will need to arrange the draining of fluids and preparation of the vehicles as detailed in the scenario preparation section of this guide. Actual 'massaging' to prepare the vehicles for the scenarios will be undertaken by the ARRO Technical Committee and Scenario team.
3. The host must arrange for a scrap metal company to attend and crush/remove all the vehicles including all parts that may have been removed by teams during the challenge. Any revenue paid by the scrap metal company may be retained by the host.

## **Props**

Props add significant realism to the challenge and every effort should be made to procure or borrow them for the challenge. The procurement option will provide the option of retention as a legacy post the challenge to add to a training cache. Some props will be expected to bear the weight of a primary or secondary vehicle and they must be suitable for this task and not present any undue hazards to the scenario. Early liaison in the planning for the challenge with the ARRO Technical Committee on this issue is critical to the success of the scenario design preparations.

Props typically used in the Extrication Challenge include:

- Timber power poles (including wires)
- Traffic light poles (including wires)
- Street signs
- Lengths of roadside Armco
- Motorbikes (with helmet)
- Other vehicles
- Concrete pipes/culverts
- Any natural features provided by the pit layout
- Concrete/plastic traffic dividers
- Secondary vehicles of similar size to primary vehicle, light trucks, tilt tray trucks, forklifts, tractors etc.
- Any other items that can be utilised to add realism to the scenario and can be managed in the allotted set up time.
- Ideally a suitable anchor point for winching and stabilising operations should be available in each pit. (A forklift can be used for this).
- A flat deck single axle truck trailer.

Props typically used in the Trauma Challenge include:

- Rifle (with bolt removed)
- Car
- Motor bike
- Push bike
- Chainsaw

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- Concrete blocks
- Car jack
- Ladder
- Screwdriver
- Campfire remains
- Empty tin of petrol
- Rope
- Old hot water system/boiler
- Old tyre (any size)
- Rubber shards
- Burst inner tube
- Broken abseiling rope with harness
- Lengths of reinforcing rod
- Motor bike helmet
- Metal shrapnel
- Building rubble (bricks, timber etc.)
- Javelin

No props are needed for the CPR challenge outside the Laerdal QCPR manikins described earlier.

**Note:** ARRO has amassed a large array of suitable props for the ARC housing them in two large shipping containers. They can be loaned to a Host agency upon request with the cost of transportation at the Hosts expense. The containers and contents must be suitably managed and any damage or goods missing must be repaired or replaced by the Host. Further details on the contents of the ARRO cache is available via the ARRO Challenges Co-ordinator. The containers should be on site at Bump in.

## Rules

ARRO determines the challenge rules from year to year. These are always published in advance on the ARRO web site ([www.arro.org.au](http://www.arro.org.au)) and only apply to the current year.

## Scoring

ARRO has developed an Excel spreadsheet to assist in tallying scores from the teams. Progressive scores are not announced, and secrecy is a key element of the challenge until the winners are announced at the presentation ceremony.

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## Accommodation

Where practical a single hotel should be identified as the event hotel and a special rate negotiated for people who book and stay at the hotel as part of the challenge. Typically, such a venue can expect to receive booking for around 500 room nights. If the hotel also has adequate function facilities for the other event functions, it becomes a focal point for the afterhours and social functions during the challenge and could eliminate some of the transport requirements.

Where the single hotel option is not possible, a range of other accommodation venues should be identified and list with contact details, rates and facilities identified. This can form part of the pre-event information circulated to teams and agencies when they register to participate in the challenge.

As part of the process of identifying accommodation venues, a single venue capable of housing all members of ARRO Executive and CMT should be identified. This will require approximately 25 rooms. **Note:** Members of the ARRO Executive (Challenges Coordinator) and Technical Committee Members (Command Specialist, Technical Specialist, Medical Specialist, Trauma Challenge Coordinator and Research and Education Officer) also form part of and are counted as members of the CMT however are entitled to single room accommodation, this may be configured in an apartment type configuration to reduce cost. Other members of the CMT are placed in a twin share room unless they request a single room where they will be charged 50% of the room rate.

The host is responsible for arranging the accommodation for the ARRO Executive Committee Members (President, Vice President, Compliance and Governance Officer, Executive Officer) (usually about 20 room nights). ARRO will fund this cost.

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## Catering

Catering needs to be arranged on site at the challenge and for each of the other functions and activities arranged by the host (e.g. opening, social night, symposium, closing). Teams are always responsible for the cost of their own catering, either by paying directly, or as part of their team entry fee, which cover 6 participants only. Additional team supporters have to pay to attend any of the pre-arranged functions. The host should negotiate the cost of these functions into the team entry fee struck by ARRO before the event.

The host is responsible for providing meals during the bump in, setup and challenge days for members of the ARRO CMT and the host support crew. A process must be in place to ensure the CMT has a separate eating area and their food available without having to queue with the teams and members of the public.

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## Administration

### Seeking team entries

The host is responsible for managing the registration process and collecting all team entry fees. Team registrations must take place on a registration form approved by ARRO and be accompanied by all the specified documentation. ARRO can provide samples of these documents on request. The final registration form must be approved by ARRO before being released.

Registration should open at least 90 days before the challenge commences and close around 60 days before the challenge. For this to take place, the registration paperwork must include the following information:

- Full address of the venue
- Details of accommodation options for teams
- Cost per head of each of the functions being planned
- Outline of program for the challenge

Hosts should note that the challenge rules state that teams that withdraw less than 45 days before the challenge commences will forfeit their entry fee.

### Web site

ARRO updates its web site regularly in the lead up to the challenge with event information. The host is encouraged to establish a web page of their own detailing arrangements for the challenge that ARRO's web site can point to. Details of the exact dates of the challenge should be agreed to at least 6 months before hand so these can be posted on the ARRO web site.

### Welcome kit

The host is responsible for developing and providing a welcome kit to each team and member of the ARRO Executive and CMT, plus any other VIPs that attend. The kit, as a minimum should include the following:

- List of teams participating their biography (with respect to challenges) and a team photo
- Challenge Management Team list
- Event program
- Challenge timetable
- Challenge rules, assessment guidelines and score sheets
- Welcome letter from ARRO President
- Local amenities and services

In addition, the kit can also contain:

- Give away items from event and ARRO sponsors
- Recognition of event and ARRO sponsors

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- Welcome letter from relevant VIPs
- Local emergency contact numbers
- Local tourist information and maps

## **Ticketing**

It is recommended that all functions are ticketed events as a way of controlling numbers. Tickets can be distributed to teams and other officials with their welcome kits on arrival at the venue at registration. Requests for tickets to functions usually continue up to the date of the event and 'entry by ticket only' is the simplest way to manage guest numbers and the associated cost of conducting the function.

## **Trophies**

ARRO determines the trophies and awards for each challenge. Trophies from the previous year's competition should be recalled from the winners in each category to ensure a timely arrival at the next challenge. In general, ARRO provides a perpetual trophy for the winner of each class (entrapped rescue, time critical rescue and controlled rescue), the SES Directors Shield and for the overall Australasian Champion. The host is responsible for providing individual medallions (x 6) and a keepsake trophy or plaque, for each of the following:

- 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> Entrapped Rescue
- 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> Time Critical Rescue
- 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> Controlled Rescue
- 3<sup>rd</sup>, 2<sup>nd</sup> and Overall Australasian Winner

A single plaque for the team/individual to keep is required for each of the following:

- Best technical team plus four medallions
- Best medical team plus two medallions
- Best team leader
- Spirit of the Challenge plus six medallions
- Best new tool or innovation (Note this award not given every year. It is subject to determination by the Assessors at the challenge).

Two medallions and a trophy are also required for each of:

- 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> Trauma Challenge.

A single trophy is required for:

- 1<sup>st</sup> CPR Challenge plus six medallions

In addition, the host is responsible for providing a recognition award to each member of the ARRO CMT for their commitment to assist in the conduct of the challenge (approximately 30). This usually takes on a localised feel.

ARRO has a preferred supplier, but the use of this provider is optional. Some challenge hosts have designed awards that have a local flavour. ARRO needs to approve art and

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design for any trophies before they are manufactured. All trophies must include the ARRO logo.

### **Photography and video record**

The event is usually a major project for the host agency, and it is recommended that a photographer be engaged to capture the event. This could be as simple as having a photographer for a few hours on a day of activities, or ensuring all key events are recorded. Team photos are very popular, and hosts should consider providing a professional service for this aspect at least.

ARRO will provide as part of the CMT, an audio-visual specialist who will film each team as they compete in each event and will load photos and footage to social media promoting the ARC. Equipment will be provided to capture this footage by ARRO however the AV specialist will require local volunteers to act as runners and camera crew. It has also become common in recent years for ARRO to provide each team with a video record of their events to assist in the learning process and this will be managed by the ARRO AV specialist.

### **Transport**

If the host intends to provide team transport, then a transport timetable for the teams needs to be developed for inclusion in the welcome kits. This is typically based on four return trips between the recommended accommodation and the challenge venue each day.

Transport for the scenario setting team needs to be in place from the Monday morning, a car or ute seating four for the term of the event is the best option.

The hosts are also required to provide transport for the ARRO CMT each day between their accommodation and the challenge venue. This is usually in the form of a minibus capable of seating the 25 + members of the CMT. A second car is always useful as one or two members of the team will always need to travel slightly earlier and later than the main group.

A vehicle is to be provided to the ARRO Executive Officer for their sole use during the entire event, this can be a sedan or small SUV vehicle.

### **Communications**

A simplex radio communications network is essential to ensure the smooth running of the ARC from start to finish. It is a host responsibility to provide all the necessary radios, spare batteries, chargers, appropriate frequencies, and support personnel for this to occur. The nature of the communications will generally be relatively relaxed and on occasion high volume. It is recommended that two non-operational channels be allocated. One as command channel and the other as an operational chat channel for use by the scenario managers and forklift operators. In addition, the host should identify one person that has suitable technical/communications skills to manage the equipment should there be a problem. This person should manage the issue and return of radios each day and charging of batteries overnight. They should also be able to trouble shoot any problems that may

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occur during the event. This does not need to be a dedicated role but the person needs to be available at short notice should a problem arise.

The hosts should ensure there are at least 20 radios available.

In addition, the host should provide a person to assist with ARRO helmet mounted technology that may be used from year to year.

In addition to the management team communications ARRO will arrange the supply of a communications system (Bluetooth headsets) to all team medics and medical assessors to communicate during the extrication challenge. The hosts are asked to provide a person to assist with management of this system (fitting and removal from each team medic's helmet) throughout the challenge.

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## Financial management

ARRO will work with the host to either budget for the challenge or seek sponsorship to cover the costs. Potential sponsors come from supporters of the emergency service industry as well as those organisations involved in the road safety industry. Any sponsorship arrangements for the event must not conflict with ARRO sponsors and should be approved by ARRO prior to any final agreement.

The host is encouraged to conduct a formal trade exhibition as part of the challenge, which is one way of raising considerable revenue to cover the running costs of the challenge. Regardless of the formality of a trade display, all ARRO sponsors are entitled to receive free use of space in the area adjacent to the challenge (or in the trade expo area if one is held) to show case their products and services.

### Team entry fees

ARRO and the hosts should both seek expressions of interest (EOI) for teams to participate in the forthcoming Australasian Rescue Challenge. The process of securing and confirming team entries can be arranged on any basis that works for both the hosts and ARRO. For example, teams can be asked to pay a holding deposit to ARRO, which ARRO will retain as its 'licence fee', or the hosts can collect the entire entry fee from teams and pay the licence fee to ARRO at a later date. ARRO will review the licence fee from year to year and advise the hosts.

The hosts should set the entry fee, including the ARRO licence fee, to cover their costs. In setting the fee, hosts should note that all ARRO Agency members are entitled to enter up to two teams at an "Agency Member's Discount" rate and depending on the number of teams nominated, ARRO applies discretion for agencies wishing to exceed their allocation of two teams. Therefore, once the hosts have determined their entry fee, this amount should become the "Agency Member's Discount Entry Fee".

Any teams from non-agency members should be charged the "full entry fee". The full entry fee shall be AU\$600 higher than the Agency Member's fee, and that AU\$600 is payable to ARRO. The ARRO Executive Officer can provide a list of all ARRO Agency Members to the host. To assist with budget planning, hosts should note that while the maximum number of teams the challenge can accommodate is 24, it is usual that around 20 teams register each year.

Expressions of interest will close approximately 3 months prior to the challenge, at which time ARRO will forward a list of teams approved to participate in the challenge to the hosts. The hosts will then be able to commence communication directly with the teams and seek the host's team registration fee to confirm their full participation in the challenge.

When setting the team entry fee, the hosts should consider that the fee is expected to cover:

- Attendance at any host organised functions for 6 members of each registered team.
- Attendance at the host sponsored rescue symposium for 6 members of each registered team.

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## ARRO CMT Expenses

All ARRO CMT accommodation and transport expenses will be paid for by ARRO, as well as all breakfasts and evening meals on non-function nights. Hosts are expected to cover the costs of lunches for the ARRO CMT on all days they are present as all members of the ARRO CMT volunteer their time to assist with the conduct of the challenge. In addition, the host is expected to cover the cost of function tickets (Symposium, social functions, and the presentation dinner) for the ARRO Executive and CMT members.

## Merchandise

Another effective way of generating revenue is through the sale of event specific merchandise. Feedback from participants at past challenges has shown that t-shirts, polo shirts and baseball caps are the most popular items. Common markings include the name, date and location of the challenge, a challenge specific logo and the ARRO logo. The use of the ARRO logo must be negotiated with ARRO and 10% of profit achieved from the sale of such goods will be paid to ARRO. ARRO may also sell its own merchandise at the event with the sales managed by the host volunteers.

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## **Sponsorship**

Some events have been strongly supported by sponsorship. Any event sponsorship needs to be approved by ARRO, as the event organiser, and event sponsorships must not conflict with sponsorships supporting ARRO.

It is strongly recommended that sponsorship arrangements be clearly defined in writing so that sponsors have no doubt as to their expectations. ARRO can provide examples of how this has been arranged in the past. ARRO can also provide further advice on sponsorship and hosts are invited to contact ARRO Business Development & Engagement Officer to discuss this further.

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## Appendix 1 – Project task list

| TASK   | WHO         | COMMENTS/SUGGESTED PROVIDER   |
|--|-------------|---|
| <b>Corporate and Trade Show</b>  |             |   |
| <b>Team Entries/Registration</b>   |             |   |
| Advise ARRO of per head cost to attend each function and the overall entry fee | Host        |   |
| Approve team entry incorporating function costs and fee payable to ARRO        | ARRO        |   |
| Letter – Invitation to other agencies to assist in hosting event               | Host        |   |
| Letter – Invitation to rescue providers to enter teams                         | ARRO        |   |
| Form - Team Nominations  | Host        | Required information to be supplied by ARRO, Host to add content as required, final sign off by ARRO and Host                       |
| Form - Accommodation information   | Host        |   |
| Letter – Invitation to VIPs  | Host        |   |
| Letter – Invitation to VIPs  | ARRO        |   |
| Confirm ARRO VIPS attending  | ARRO        |   |
| Advise ARRO of VIPS attending  | Host        |   |
| Confirmation team registrations  | ARRO        | Host to provide ARRO with a list of nominations for approval, prioritising, and rejection if more nominations than places available |
| Arrange system to register and record all attendees                            | Host        | Trade exhibit organiser could provide this service  |
|  |             |   |
| <b>Trade Show</b>  |             |   |
| Appoint Trade Show Management Company  | Host        |   |
| Identify an area for Equipment Displays  | Host        |   |
| Source Equipment Displays  | Host        |   |
| Arrange catering near trade show   | Host        |   |
|  |             |   |
| <b>Media/Publicity</b>   |             |   |
| Establish a web site with challenge specific information                       | Host        | Or by negotiation pass information to ARRO for inclusion on their web site.   |
| Media Releases x 3 (Crushing cars, opening, main day)                          | Host        | Seek advice and input from ARRO   |
| Media release - Invite local media to attend                                   | Host        | ARRO can provide advice   |
| Public Relations Bulletin - Internal host promotion                            | Host        | Advice to own members   |
| Media release - Announce winners   | Host        | In conjunction with winning agency  |
|  |             |   |
| <b>Opening Function</b>  |             |   |
| Determine nature of function   | Host        | Discuss with ARRO   |
| Select appropriate venue   | Host        |   |
| Prepare Opening Ceremony running sheet   | Host & ARRO |   |
| Approve Opening Ceremony running sheet   | ARRO        |   |
| Arrange - Event Photographer   | Host        | Optional but recommended  |

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| TASK  | WHO   | COMMENTS/SUGGESTED PROVIDER                                |
|---|-------|--|
| Arrange catering  | Host  |  |
|   |       |  |
| <b>Other Social Function (Swap Night)</b>                     |       | Host's discretion to determine if to hold one              |
| Determine nature of function                                  | Host  | Discuss with ARRO  |
| Select appropriate venue                                      | Host  |  |
| Arrange catering if required                                  | Host  |  |
|   |       |  |
| <b>Challenge Awards</b>                                       |       |  |
| Order Trophies for Challenge                                  | Host  | Kingston Trophies (ARRO recommended supplier) 03 9580 8440 |
| Order Thank you gifts for CMT                                 | Host  |  |
| Arrange delivery of trophies                                  | Host  |  |
| Arrange with last year's winners to return perpetual trophies | ARRO  | Notify last year's winners at least 6 weeks from challenge |
|   |       |  |
| <b>Closing Function</b>                                       |       |  |
| Determine nature of function                                  | Host  | Discuss with ARRO  |
| Book venue  | Host  |  |
| Determine cost and arrange ticketing if required              | Host  |  |
| Confirm numbers attending                                     | Host  |  |
| Arrange - Entertainment                                       | Host  |  |
| Arrange catering  | Host  |  |
| Award presentation section of function                        | ARRO  | ARRO manages program                                       |
| Arrange - Event Photographer                                  | Host  | Optional but recommended                                   |
|   |       |  |
| <b>Accommodation</b>  |       |  |
| Identify & negotiate special rates                            | Host  |  |
| Recommend single venue for all ARRO requirements              | Host  |  |
| Book ARRO accommodation                                       | Host  | In conjunction/communication with ARRO Executive           |
| Pay for ARRO accommodation                                    | ARRO  |  |
| Provide accommodation information to teams                    | Host  | Refer to the web site for all options and rates            |
|   |       |  |
| <b>Manage VIPs</b>  |       |  |
| Meet and escort during event                                  | Joint |  |
| Hospitality arrangements                                      | Host  | To be shared by both Host and ARRO                         |
|   |       |  |
| <b>ARRO Meetings</b>  |       |  |
| Arrange venue for ARRO AGM                                    | Host  | Approx 50 people attend for 90 minutes                     |
| Arrange venue for ARRO Committee meeting after challenge      | ARRO  |  |
| Arrange venue for CMT Assessor Workshop                       | Host  | Approx 30 people   |
| <b>Event Management</b>                                       |       |  |
| <b>Budget</b>   |       |  |
| Develop Host budget   | Host  |  |
| Establish Account Structure                                   | Host  |  |

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| TASK   | WHO  | COMMENTS/SUGGESTED PROVIDER   |
|--|------|---|
| <b>Event Program</b>                                       |      |   |
| Develop Event Program                                      | ARRO | In consultation with host   |
| Develop challenge timetable                                | ARRO |   |
| Develop Team Briefing                                      | ARRO |   |
| <b>ARRO Challenge Management Team</b>                      |      |   |
| Seek expressions of interest for roles in ARRO CMT         | ARRO |   |
| Select people to fill roles                                | ARRO |   |
| Develop Challenge Management Team Info Package (Pre-Event) | ARRO | In consultation with Host   |
| Advise times they will be required                         | ARRO | In consultation with Host   |
| Develop Assessors Workshop & CMT Briefing Program          | ARRO |   |
| Conduct CMT briefing & workshop                            | ARRO |   |
| <b>Develop Event Documentation</b>                         |      |   |
| Update rules and assessment guidelines                     | ARRO |   |
| Distribute rules and assessment guidelines                 | ARRO |   |
| Distribute General Information Package to Teams            | Host | In conjunction with ARRO  |
| Provide host with master documentation to copy             | ARRO | ARRO to provide an electronic document folder with a list of printing requirements for the challenge to the host. The host is responsible for all printing. |
| Photocopy Score Sheets for Assessors                       | Host |   |
| Copy rules, timetables, etc for welcome kit                | Host |   |
| Develop welcome kit for teams                              | Host | In conjunction with ARRO  |
| Prepare ARRO material for welcome kit                      | ARRO |   |
| Update Event Scoring Program to suit number of teams       | ARRO |   |
| <b>Rescue Symposium</b>                                    |      |   |
| Identify and book venue                                    | Host |   |
| Develop Program  | Host | In conjunction with ARRO  |
| Arrange Speakers / Facilitators                            | Host | In conjunction with ARRO  |
| Confirm Numbers  | Host |   |
| Arrange – Tickets  | Host |   |
| Arrange - Seating requirements                             | Host | Estimate 200 - 220 attendees  |
| Arrange – Speaker gifts of appreciation                    | Host |   |
| Arrange Resources appropriate to presentations             | Host | In conjunction with speakers  |
| AV equipment, large screen, WiFi                           | Host |   |
| <b>Event Transport</b>                                     |      |   |
| Determine if transport will be provided for teams          | Host | Host's discretion   |

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| TASK  | WHO  | COMMENTS/SUGGESTED PROVIDER  |
|---|------|--|
| <b>Infrastructure and Resource Management</b>                             |      |  |
| <b>Venue Operations</b>   |      |  |
| Select and book venue   | Host |  |
| Ensure site meets all requirements as advised by ARRO                     | Host | Liaise with ARRO   |
| Site Inspection   | Host | Arrange for inspection when ARRO Executive/Technical members meets                                 |
| Source a Map of Facility  | Host |  |
| Arrange secure location for storage of equipment on site                  | Host |  |
|   |      |  |
| <b>CMT &amp; Support Crew Catering</b>                                    |      |  |
| Arrange Morning / Afternoon Teas  | Host |  |
| Arrange Lunches (Challenge Days)  | Host |  |
| Arrange Lunches (Rescue Symposium)  | Host |  |
| Arrange Lunch for Workshop (Assessors)                                    | Host |  |
| Advise Caterer of numbers & finalise meal requirements                    | Host |  |
| Arrange Meal Voucher System for CMT and support crew                      | Host |  |
|   |      |  |
| <b>Cleaning Services</b>  |      |  |
| Select and Book Cleaning Services   | Host |  |
| Arrange Mini Skips (3x3mtr x 4)   | Host |  |
| Arrange Wheelie Bins for spectator areas and pits                         | Host |  |
| Arrange Cleaning Daily - Toilets, Empty Bins                              | Host |  |
| Arrange Cleaning Post Event   | Host |  |
| Arrange Cleaning of outside area  | Host |  |
|   |      |  |
| <b>Administration &amp; Communication Resources</b>                       |      |  |
| Radios & Headsets   | Host |  |
| Provide support person to assist with medical headsets                    | Host |  |
| Arrange radio channel allocation  | Host |  |
| Mobile Phone for Event Duty Officer                                       | Host |  |
| PA System   | Host |  |
| Generator and Power Leads   | Host |  |
| PC and Printer for admin and registrations                                | Host |  |
| Provision of facility for colour photocopying at venue from bump in day 1 | Host | ARRO will require access from day 1, hosts will receive a document list with printing requirements |
| Data Projectors for Learning Workshops                                    | Host |  |
| AV Equipment for Rescue Symposium   | Host | Hire in if funds available   |
| Filming of teams during challenge scenarios                               | Host |  |
| AV Equipment for Dinner   | Host |  |
| Develop 'key contacts' list on a lanyard card                             | Host | Seek input for ARRO contacts   |

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|--|------|---|
| <b>Event Signage</b>   |      |   |
| Arrange Signage  | Host |   |
| External - Australasian Rescue Challenge                                     | Host |   |
| Pits – Controlled, Entrapped & Time Critical                                 | Host |   |
| Teams Report Here  | Host |   |
| 1 x A4 Team Name - equipment dump  | Host |   |
| Masking Tape for layout of team rooms  | Host |   |
| No Entry, Event Staff Only   | Host |   |
| Directional Signage (Toilets, Team Reg, Café)                                | Host |   |
| Team Isolation 1,2,3 (A3)  | Host |   |
| Confirm Event Signage  | Host |   |
| Pits – Trauma A and Trauma B   | Host |   |
| Installation of Event Signage  | Host |   |
| Event and ARRO sponsor recognition   | Host | Input from ARRO required  |
| <b>Infrastructure and Equipment</b>  |      |   |
| Arrange enclosed facilities for isolation, debriefing & moulage (8 required) | Host | Tents, marquees or ATCO huts                                    |
| Arrange traffic management system to separate forklifts                      | Host |   |
| Arrange raked seating (bleachers) in challenge area                          | Host | For spectator viewing   |
| Arrange – Tables and Chairs for pit crew rest area                           | Host |   |
| Arrange - tables and chairs x 10 for each isolation area (x 6)               | Host |   |
| Arrange - 1 Table and 10 Chairs (Casualty prep area for moulage)             | Host |   |
| Arrange - VIP hospitality facilities   | Host |   |
| Arrange - Event Parking  | Host |   |
| Arrange - Event Parking Voucher Allocation                                   | Host |   |
| Arrange dedicated standby of local Ambulance Service for 'No duff' calls     | Host |   |
| Arrange Water filled road barriers (pit boundary) - 110m                     | Host | May vary depending on venue layout                              |
| Arrange - 2T Forklift, side shift, tyne extensions (with locking pins) x 3   | Host |   |
| Arrange - 4T Forklift, side shift, tyne extensions (with locking pins) x 3   | Host |   |
| Arrange – 30tonne excavator for scenario construction (min 2-3 days)         | Host | Digger needs to be on site from Day 1                           |
| <b>Scenario Props</b>  |      |   |
| Arrange – Props  | Host | <i># All available as part of the ARRO cache (if requested)</i> |
| 3 x Concrete Barriers  | Host | Roads authority   |
| 1 x Power Pole Base  | Host |   |
| 1 x Power Pole and Cross Arm + 3m cable                                      | Host | Power company   |

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|--|-----------|---|
| 1 x Power Pole Street Light Arm and head   | Host      | Power company   |
| 1 x Motorbike  | Host      | Wrecker   |
| 1 x Motorbike Helmet   | Host      |   |
| 1 x Concrete Storm Water Pipe  | Host      |   |
| Mannequin<br>Number depend on the number of teams<br>1 per team – Entrapped<br>2 mannequins – Controlled<br>Per team - false “1 X arm” and “1 X leg” | ARRO      | “ Life Tec type multi trauma type removable limbs ARRO owns 22 Life Tec |
| Paper Overalls - 6 per team<br>Number depend on the number of teams  | Host      |   |
| Overalls for Mannequin   | Host      |   |
| 1 x 600 x 450 U shaped Concrete Block  | Host      |   |
| 1 x Traffic Light Pole   | Host      | Roads authority   |
| 1 x Section of Armco Railing (2-3M)  | Host      | Roads authority   |
| 1 x truck flat deck single axle trailer  | Host      |   |
| Arrange storage of props   | Host      |   |
| Arrange transportation of props  | Host      |   |
|  |           |   |
| <b>Trauma Challenge</b>  |           |   |
| Arrange space as per this guide  | Host      |   |
| Arrange props as per this guide  | Host      |   |
| Ensure moulage provider is aware of extent   | Host      |   |
| Arrange casualty role players  | Host      |   |
|  |           |   |
| <b>CPR Challenge</b>   |           |   |
| QCPR Manikin x 2   | ARRO      |   |
| AED (compatible with QCPR manikin) x 2   | ARRO      |   |
| Arrange space as per this guide  | Host      |   |
|  |           |   |
| <b>Challenge Pit Equipment</b>   |           |   |
| Source Rescue Tools  | Host/Arro | In conjunction with ARRO  |
| Source Protection Kits   | Host      |   |
| Source rescue equipment for each pit as per ARRO list  | Host      |   |
| Confirm rescue equipment for each pit as per ARRO list   | Host      |   |
| Confirm arrival and collection of hydraulic rescue tools from each tool supplier for the brands being used   | Host      |   |
| Arrange Medical Equipment  | Host      |   |
| Arrange Face Masks and Hoses   | Host      | Ambulance Service - 1 per scenario (approx. 75)                         |
| Arrange Oxygen Equipment   | Host      | Ambulance Service - ensure a spare                                      |
| Arrange Pick-up of Medical Equipment   | Host      |   |
| Arrange Oxygen Cylinders   | Host      | Ensure an ample reserve or re-supply arrangement                        |

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|--|------|--|
| Arrange Air Cylinders                                      | Host | Ensure an ample reserve or re-supply arrangement |
| Check compatibility of cylinders with Air Equipment        | Host |  |
| Arrange Absorbent materials for oil/fuel spills            | Host | Fire Service                                     |
| Arrange - 3 x Industrial Vacuum Cleaners for glass removal | Host | Cleaning Services                                |
| Assemble Pit Tools   | Host |  |
|  |      |  |
| <b>Equipment Maintenance</b>                               |      |  |
| Arrange stand by repair services                           | Host |  |
|  |      |  |
| <b>Challenge Vehicles</b>                                  |      |  |
|  |      |  |
| Source / Arrange number of                                 | Host |  |
| Arrange Security for vehicles                              | Host |  |
| Transport of vehicles                                      | Host |  |
| Receive vehicles   | Host |  |
| Prepare vehicles - drain fluids                            | Host |  |
| Arrange - Fluid Drums for removal off-site                 | Host |  |
| Prepare vehicles - construct scenarios                     | ARRO | With assistance from host support crew           |
| Arrange Crushing and Removal of Vehicles                   | Host |  |
|  |      |  |
|  |      |  |
| <b>Prepare Challenge Venue (Bump In)</b>                   |      |  |
| Scenario Preparation area                                  | Host |  |
| Design Pit Layout  | Host |  |
| Approve pit layout   | ARRO |  |
| Arrange Isolation and Debrief Areas                        | Host |  |
| Arrange spectator areas                                    | Host |  |
| Design scenarios   | ARRO |  |
| Provide list of props required                             | ARRO |  |
| Determine number of vehicles                               | ARRO |  |
| Construct pits   | Host |  |
|  |      |  |
| <b>Prepare Bump Out</b>                                    |      |  |
| Plan Bump Out  | Host |  |
| Carry Out Bump Out   | Host |  |
|  |      |  |
| <b>Arrange Consumables</b>                                 |      |  |
| Barricade Tape   | Host | Estimate 6 rolls                                 |
| Safety Glasses / Gloves                                    | Host | Estimate 20 pairs of each                        |
| Dust Masks   | Host | Estimate 100                                     |
| Ear Plugs  | Host | Estimate 100                                     |
| Bottled Water for teams and CMT                            | Host | Estimate 3000 bottles                            |

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| TASK  | WHO  | COMMENTS/SUGGESTED PROVIDER            |
|---|------|--|
| Spray Paint for vehicle markings                            | Host | Estimate 5 cans                        |
| Sun Screen  | Host | Estimate 3 containers                  |
| Fuel and oils for rescue tools                              | Host | Estimate 20 litres                     |
| Duct Tape   | Host | Estimate 20 rolls                      |
| Blades for Reciprocating Saws                               | Host | Estimate 50                            |
| Containers for collecting oil/fuel from cars                | Host | Estimate 6 x 200litre drums            |
| Bag of rags   | Host |  |
| Resupply of consumables from first aid kits                 | Host |  |
| ARRO vehicle preparation check list stickers                | ARRO |  |
| <b>Support Crew Personnel</b>                               |      |  |
| <b>ARRO Challenge Management Team</b>                       |      |  |
| Advise number of people in ARRO CMT                         | ARRO |  |
|   |      |  |
| <b>Identify Event Support personnel to support ARRO CMT</b> |      |  |
| Arrange personnel to fill all roles as per list in guide    | Host |  |
|   |      |  |
| <b>Brief Support Personnel</b>                              |      |  |
| Develop Personnel briefing notes                            | Host |  |
| Manage Meal Voucher allocations                             | Host |  |
| Arrange - Event Duty Officer Roster                         | Host |  |
|   |      |  |
| <b>Event Casualties</b>                                     |      |  |
| Arrange Casualties (note requirements)                      | Host | Ambulance paramedic students or nurses |
| Confirmation of Casualties                                  | Host |  |
| Arrange Moulage provider                                    | ARRO |  |
| Ensure casualties meet ARRO requirements                    | Host |  |
| Ensure casualties have appropriate insurance cover          | Host |  |
| Ensure casualties complete ARRO checklist                   | ARRO |  |
| Arrange Casualty Clothing                                   | Host |  |
| Brief casualties  | ARRO |  |
| Provide Scenarios to Casualties Manager                     | ARRO |  |
| Provide safety glasses for casualties                       | Host |  |
|   |      |  |
| <b>ARRO CMT Transport</b>                                   |      |  |
| Airport Pick-ups for ARRO CMT if necessary                  | Host |  |
| Transport for Vehicle preparation team – 10 people          | Host |  |
| Shuttle Bus for Challenge Management Team                   | Host |  |
| Vehicle for ARRO Executive Officer                          | Host |  |
|   |      |  |
| <b>'No duff' First Aid Requirements</b>                     |      |  |
| Arrange on site first aid                                   | Host |  |
| Arrange personnel   | Host |  |

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| TASK               | WHO  | COMMENTS/SUGGESTED PROVIDER |
|--------------------|------|-----------------------------|
| First Aid Supplies | Host |                             |

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## Appendix 2 – Sample host budget

| Item   | Amount              | Notes   |
|--|---------------------|---|
| <b>Income</b>  |                     |   |
| Sponsorships from various sources  |                     | Optional if available   |
| Team entry fees  | \$140,000.00        | Estimate 20 teams @ \$7000 (approx.) each   |
| Non ARRO member entry fee  | \$1,000.00          | Assume 2 non-member teams at \$600 extra each   |
| Revenue from Trade Show  | \$4,000.00          | Optional if having a trade display  |
| Extra tickets (symposium) @\$75.00 p/h x 30  | \$2,250.00          |   |
| <b>Total estimated income</b>  | <b>\$147,250.00</b> |   |
| <b>Expenses</b>  |                     |   |
| <b>ARRO</b>  |                     |   |
| Licence Fee per team payable to ARRO   | \$12,000.00         | 20 teams @ \$600per team  |
| Non-member fee payable to ARRO   | \$1,200.00          | 2 teams @ \$600 per team  |
| Travel subsidy for ARRO CMT members  | NIL                 | ARRO to fund estimate \$15,000  |
| Bed & breakfast for CMT members  | NIL                 | ARRO to fund estimate \$20,000  |
| Non-function night dinners for ARRO CMT members                                    | NIL                 | ARRO to fund estimate \$5,000   |
| Advertising and Marketing  | \$2,500.00          |   |
| Event Video Production   | \$4,000.00          | ARRO to assist with AV specialist and some technology (further discussion required)                       |
| <b>Event Catering</b>  |                     |   |
| Sunday to Tuesday vehicle prep and bump in crew lunches (inc ARRO 'Advance party') | \$675.00            | 3 days x 15 people @ \$15 per head  |
| Wednesday Assessors workshop lunch   | \$450.00            | 30 people @ \$15 per head   |
| Wednesday bump in crew   | \$135.00            | 9 people @ \$15 per head  |
| Friday EMT and pit crew lunch  | \$930.00            | 30 CMT + 32 crew @ \$15 per head  |
| Saturday EMT and pit crew lunch  | \$930.00            | 30 CMT + 32 crew @ \$15 per head  |
| Sunday EMT and pit crew lunch  | \$930.00            | 30 CMT + 32 crew @ \$15 per head  |
| Monday bump out crew lunch   | \$225.00            | 15 people @ \$15 per head   |
| VIP Meal Vouchers / Hospitality  | \$250.00            |   |
| Tea and coffee stations throughout   | \$875.00            | Estimate 350 cups @ \$2.50 each   |
| Water for teams and event staff  | \$1,800.00          | Estimate 900 bottles @ \$2.00 each  |
| Morning and afternoon tea for CMT (all days including setup and dismantle)         | \$1,000.00          | Estimate 30 CMT x 2 (MT/AT) x 3 (challenge) @ \$5 per break = \$900 plus set up and dismantle days \$100. |
| <b>Rescue Symposium - Thursday</b>   |                     |   |
| Catering   | \$3,300.00          | Estimate 220 people @ \$15.00 per head  |
| Morning and afternoon tea  | \$1,100.00          | Estimate 220 people @ \$5.00 per head per day   |

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|  |             |   |
|--|-------------|---|
| Guest Speakers (Fee, Travel & Accommodation) | \$1,500.00  | (if required – item for discussion with ARRO Technical Committee in finalising the symposium) |
| AV Hire                                      | \$4,500.00  | ARRO to oversee, host to fund.  |
| On line registration                         | \$2,500.00  | Formal conference registration  |
| <br><b>Challenge</b>                         |             |   |
| Venue hire                                   | \$25,000.00 | Subject to venue choice. Consider regionally located showgrounds or the like.                 |
| Site cleaning & waste management             | \$1,500.00  |   |
| Vehicle Purchase                             | \$24,000    | Approx. Will vary at each challenge/location  |
| Hire of demountable buildings                | \$2,500.00  |   |
| Bus hire                                     | \$2,000.00  |   |
| Security patrols                             | \$2,900.00  |   |
| Crane hire to move bleachers (seating)       | \$1,900.00  | Bump in and bump out  |
| Plant equipment – Excavator 30T              | \$1,580.00  | For scenario construction   |
| Water filled barriers                        | \$660.00    | Pit boundaries  |
| Forklifts                                    | \$2,300.00  |   |
| Forklift gas                                 | \$550.00    |   |
| Forklift diesel                              | \$60.00     |   |
| On site First Aid (dedicated standby)        | \$2,500.00  |   |
| Forklift repairs                             | \$200.00    |   |
| Mannequin Transport                          | \$250.00    |   |
| Consumables for pits (All Tools)             | \$600.00    |   |
| Moulage                                      | \$2,400.00  | Consumables provided for make up  |
| Disposable oxygen masks                      | \$350.00    | One for each scenario   |
| Oxygen (BOC gases)                           | \$400.00    | Sufficient for all scenarios  |
| Purchase/construct props                     | \$300.00    | For scenarios   |
| Transport of props                           | \$2,000.00  | 2 x ARRO containers   |
| Signage                                      | \$500.00    | Around venue  |
| Sponsor boards                               | \$1,000.00  |   |
| Team & Officials Welcome Kit                 | \$1,000.00  |   |
| Professional photography                     | \$1,000.00  |   |
| Printing of Team & Group Photos              | \$100.00    |   |
| Event shirts and caps - EMT and support crew | \$3,700.00  |   |
| <br><b>Accommodation and evening meals</b>   |             |   |
| Accommodation host personnel                 | \$4,000.00  |   |
| Meal expenses host personnel                 | \$1,000.00  |   |
| ARRO Exec accommodation                      | NIL         | ARRO to fund estimate \$10000   |
| <br><b>Presentation Dinner</b>               |             |   |
| ARRO Officials & CMT x 35                    | \$3,500.00  | Estimate @ \$100 per head to put on   |
| Support Crew Appreciation Night              | \$1,000.00  |   |
| Medallions and trophies                      | \$1,500.00  |   |
| Entertainment                                | \$2,500.00  | If required   |
| AV hire                                      | \$2,500.00  |   |

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**Total Estimate expenditure** **\$175,910.00**

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**Overall Surplus/ (Deficit)** **-\$28,660.00**

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## Appendix 3 – Plant equipment for scenario preparation and wreck transport

The process of vehicle preparation requires significant planning and a small team of well-equipped and ideally mechanically minded people to manage the process. This involves removal of all fluids and batteries from vehicles prior to them being crushed by the ARRO scenario design team.

The following equipment and qualified operators is required at least 3 days prior to the commencement of the challenge proper to facilitate scenario preparation.

### Scenario preparation equipment:

- Fork lifts x 4 for the preparation, staging and clean up stages of the challenge. Two will need to be All Terrain Vehicle (ATV), capable of moving over uneven ground. Two will need to be factory type for movement over flat surfaces. All forklifts will require extension fork slippers with locking pins, spare fuel and back up service.
- Qualified fork lift operators MAY be required. The ARRO scenario preparation team usually fulfil this function.
- One Tracked or wheeled Excavator (30 tonne) for use in preparing the vehicles for the scenarios.
- Approved device to stop forklifts dropping while holding vehicles during fuel drainage and fuel tank removal
- One utility/trailer with air operated wrench and chisel for fluid removal.
- Decanting facilities to drain residual fuel from vehicle tanks
- Fluid storage containers (6 or 7 x 200 litres) for drained fuel. This can be disposed of at the local fire service training ground or any other facility as appropriate to local regulations.
- Many 20 litre plastic containers cut in half to catch drained fluids
- A suction pump or like drain/suck fluids out of brake and clutch cylinders and the like
- Bio-degradable oil/grease remover for any spillages
- Approved environmental protection for decanting and vehicle preparation activities
- Large debris bins x 3
- Two mains powered industrial vacuum cleaners for glass and debris removal from vehicles.
- Industrial floor cleaner (contractor)
- Hand tools, spanners, sockets, screw drivers etc. for each pit
- A cordless drill and spare batteries and large diameter drill bits for drilling holes in fuel tanks that cannot be removed.
- Torches for each pit

In addition, the hosts should maintain a supply of fuel for the forklifts and they should be re-fuelled at the end of each day ready for the next. It may also be worth considering bringing in a hydrocarbon waste fluid contractor to dispose of the fuel and oils from the vehicles.

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**Pit equipment for scenario construction and clean up:**

Each pit will require:

- An industrial vacuum cleaner
- Debris brooms
- Shovels
- Buckets
- A debris bin
- Spill absorbent material (kitty litter or similar)
- Approved disposal bins for used absorbent
- Stock of consumables such as dust masks, gloves, safety glasses.
- 12 forklift pallets for moving hydraulic equipment from pit to pit.
- Appendix 4 – Sample Awards Night Running Sheet

| <b>Time</b> | <b>Action</b>  | <b>Who</b>                                   |
|-------------|--|--|
| 1830        | Pre-dinner drinks  |  |
| 1900        | All seated   |  |
| 1900        | Welcome and acknowledgements   | ARRO MC                                      |
| 1910        | Speeches (ARRO President, Minister/VIP, Host)  | ARRO MC,<br>President,<br>Minister/VIP, Host |
| 1940        | Entrée (if catered) – screening of event   |  |
| 2000        | Chief Assessor provides overview to ARC  | ARRO MC and<br>Chief Assessor                |
| 2010        | Acknowledgment of Challenge Management Team  | ARRO MC and<br>CMT                           |
| 2020        | Third place awards (Trauma Challenge, Entrapped, Controlled and Time Critical)   | ARRO MC invited<br>presenters                |
| 2045        | Main course served – screening of ARC  |  |
| 2115        | Second place awards (Trauma Challenge, Entrapped, Controlled and Time Critical)  | ARRO MC and<br>invited presenters            |
| 2145        | Desert served  |  |
| 2200        | Final Awards:<br>Trauma Challenge<br>Time Critical Rescue Category<br>Entrapped Rescue Category<br>Controlled Rescue Category<br>SES Directors Shield<br>Spirit of the Challenge<br>Best Medical Team<br>Best CPR Challenge Team<br>Best Team Leader<br>Australasian Champions<br>(No speech – just shake hands) | ARRO MC and<br>invited presenters            |
| 2230        | Evening close  |  |
| 2330        | Venue vacated  | ARRO MC                                      |

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## Appendix 5 – Personnel requirements

Personnel required to assist with the conduct of the ARC can be divided into two groups. Those provided by ARRO, referred to as the Challenge Management Team (CMT) and those provided by the host, referred to as the support crew. Although most positions clearly fit into one category or the other, some a negotiable subject to the host being able to provide people with the appropriate skill set.

### ARRO Challenge Management Team

ARRO is responsible for selecting these people from among its members across Australasia. The host is also responsible for assisting these people with transport and accommodation. The host??ARRO?? will also cover the cost of all breakfasts and evening meals for members of the CMT. The host is responsible for providing lunches during the days of the challenge program that members of the CMT are working. For most members of the CMT this will be the day preceding the challenge symposium, the day of the symposium and the 3 days of the challenge. However, for some members of the CMT (e.g. the scenario management team), this may involve several days before and after the challenge proper.

| ARRO only or negotiable | Role  | Days on site |   |   |   |   |   |   |   |
|-------------------------|---|--------------|---|---|---|---|---|---|---|
|                         |   | 1            | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| ARRO                    | ARRO Challenge Coordinator                    | ✓            | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| Negotiable              | Project/Logistics Manager                     | ✓            | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| ARRO                    | Chief Assessor                                | ✓            | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Entrapped Rescue Assessors                    |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Command                                       |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Technical                                     |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Medical                                       |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Controlled Rescue Assessors                   |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Command                                       |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Technical                                     |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Medical x 2                                   |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Time Critical Rescue Assessors                |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Command                                       |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Technical                                     |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Medical                                       |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Shadow Assessor Coordinator/Assessor Mentor C |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Shadow Assessor Coordinator/Assessor Mentor T |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Shadow Assessor Coordinator/Assessor Mentor M |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Scenario Manager                              | ✓            | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Scenario Setter 1                             | ✓            | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Scenario Setter 2                             | ✓            | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Scenario Setter 3                             | ✓            | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Casualty Manager                              |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Moulage Specialist                            |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| Negotiable              | Pit Managers                                  |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Entrapped                                     |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Controlled                                    |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Time Critical                                 |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Trauma Challenge Assessor 1                   |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Trauma Challenge Assessor 2                   |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | CPR Challenge Assessor 1                      |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | CPR Challenge Assessor 2                      |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                    | Workshop Coordinator 1                        |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
|                         | Workshop Coordinator 2                        |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |

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| ARRO only or negotiable      | Role                 | Days on site |   |   |   |   |   |   |   |
|------------------------------|----------------------|--------------|---|---|---|---|---|---|---|
|                              |                      | 1            | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Host preferred or negotiable | Safety Officer       |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |
| ARRO                         | Media Specialist x 2 |              |   | ✓ | ✓ | ✓ | ✓ | ✓ |   |

In each case above, one person is allocated for each role.

### Host Support Crew

The host will need to supply a range of differently skilled personnel on each of the days of the challenge to assist with the smooth running of the event. The host is entirely responsible for these people, all costs, insurance and provision of appropriate protective clothing during their involvement. The host is also responsible for ensuring any personnel involved in operating plant equipment such as excavators or forklifts are appropriately qualified to do so.

Detailed below is a suggested level of human resources required to effectively conduct the challenge. However, it is the host discretion to provide personnel for the task.

| Role  | Number of personnel per day                          |                 |                 |                             |                 |                 |                 |                 |                 |                 |                 |  |
|---|--|-----------------|-----------------|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|
|   | Vehicle delivery days                                |                 |                 | Symposium & Challenge Setup |                 |                 |                 | Challenge       |                 |                 | Clean up        |  |
|   | 1 <sup>st</sup>                                      | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 1 <sup>st</sup>             | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> |  |
| Host Event Coordinator (to liaise with ARRO)      | 1  | 1               | 1               | 1                           | 1               | 1               | 1               | 1               | 1               | 1               | 1               |  |
| Host Logistics Manager (if not appointed by ARRO) | 1  | 1               | 1               | 1                           | 1               | 1               | 1               | 1               | 1               | 1               | 1               |  |
| Volunteer coordinator                             |  |                 |                 |                             |                 |                 |                 | 1               | 1               | 1               |                 |  |
| Excavator operator                                |  |                 |                 | 1                           | 1               | 1               |                 |                 |                 |                 |                 |  |
| Forklift operators                                | Discuss Forklift needs with ARRO Technical Committee |                 |                 |                             |                 | 2               | 2               | 6               | 6               | 6               | 2               |  |
| Vehicle prep team/wreck escorts                   |  |                 |                 | 2                           | 2               | 2               | 2               | 2               | 2               | 2               | 2               |  |
| Pit construction team                             |  |                 |                 | 2                           | 2               | 2               | 2               |                 |                 |                 | 2               |  |
| ARRO CMT bus driver                               |  |                 |                 | 1                           | 1               | 1               | 1               | 1               | 1               | 1               |                 |  |
| Rescue Symposium Registration team                |  |                 |                 |                             |                 |                 | 2               |                 |                 |                 |                 |  |
| Rescue Symposium crew (MC, IT support, etc)       |  |                 |                 |                             |                 |                 | 3               |                 |                 |                 |                 |  |
| Team registration desk                            |  |                 |                 |                             |                 |                 |                 | 2               | 2               | 2               |                 |  |
| Security escorts for teams when in isolation      |  |                 |                 |                             |                 |                 |                 | 3               | 3               | 3               |                 |  |
| Comms- radio manager                              |  |                 |                 |                             |                 |                 |                 | 2               | 2               | 2               |                 |  |
| Pit crew (3 per pit)                              |  |                 |                 |                             |                 |                 |                 | 9               | 9               | 9               |                 |  |

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|   |          |          |          |           |           |           |           |           |           |           |          |
|---|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Moulage providers<br>(provided by ARRO)                                 |          |          |          |           |           |           |           | 0         | 0         | 0         |          |
| Casualties  |          |          |          |           |           |           |           | 9         | 9         | 9         |          |
| On site first aid providers   |          |          |          |           |           |           |           | 2         | 2         | 2         |          |
| Spare/goffer  |          |          |          | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1        |
| Equipment maintenance<br>personnel, fuel/oil<br>removal & (as required) | 2        | 2        | 2        |           |           |           |           |           |           |           |          |
| <b>Total recommended<br/>each day</b>                                   | <b>6</b> | <b>6</b> | <b>6</b> | <b>11</b> | <b>11</b> | <b>11</b> | <b>15</b> | <b>36</b> | <b>36</b> | <b>36</b> | <b>9</b> |

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## Appendix 6 - Casualty requirements

### CASUALTY REQUIREMENTS - RCR Challenges

The following is a list of criteria for prospected casualties for Road Crash Rescue Challenges: -

- Height 1.5 to 1.9 meters;
- Weight 60 to 85 kilos;
- Must be over 18 years of age;
- Must be physically flexible with no history of cardiac or respiratory illnesses;
- Must not have incurred any fractured bones within the previous twelve (12) months;
- Must not be claustrophobic and be able to handle loud noises and be prepared for rescue procedures to occur close to them;
- Must not have been in a serious road traffic crash;
- Must be covered by insurance from their own agency;
- Preferably have a current first aid certificate;
- Be aware they will be placed in a wrecked vehicle;
- Be aware that moulage will be used to simulate injuries;
- Do not over react to questions asked or situation;
- Be prepared to be examined by attending first aider/paramedic; and
- Be prepared to receive treatment as per injuries received.
- Must not be suffering any back injuries or other Musculo-skeletal injuries or pre-existing back/ muscular skeletal injuries with the potential to be exacerbated
- Be willing to be in the moulage room while injuries are on and can be called back instantly if wandering around to look at the stands

Casualty to wear black shorts/lycra shorts & singlet/tank top/ shirt. Teams will be informed at the Chief Assessor briefing that they can cut down until you reach the black clothing. This will ensure that casualty's modesty is maintained during the event.

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**CASUALTY CHECK LIST RCR CHALLENGES**

This form is to be completed by each person participating in the road crash rescue challenge as a casualty. Strict confidentiality will apply to any information presented. The checklist has been designed as a means of identifying any possible health conditions and situations that may stop you participating as a casualty in emergency situations. Please present this form to the Casualty Manager when completed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

| STATEMENT  | YES | NO |
|--|-----|----|
| My height is between 1.5 and 1.9 meters  |     |    |
| My weight is between 60 and 85 kilos   |     |    |
| I am over 18 years of age  |     |    |
| I am physically flexible with no history of cardiac or respiratory illnesses or IDDM (such as asthma, epilepsy, blood pressure, pregnancy, depression, back problems or similar conditions)                                  |     |    |
| I have not have incurred any fractured bones within the previous twelve (12) months  |     |    |
| I am not claustrophobic and can handle loud noises and I am agreeable to being placed in a wrecked vehicle and accept I am willing for rescue procedures to occur close to me  |     |    |
| I have not have been in a serious road traffic crash   |     |    |
| I am covered by insurance from my own agency   |     |    |
| I do have a current first aid certificate  |     |    |
| I fully understand the nature of my required role, which includes: - the application of moulage to assimilate injuries; no overacting to the situation; examination for injuries and treatment of same by attending officers |     |    |
| I have received a briefing on the requirements of my role  |     |    |
| I am on medication and have advised the Casualty Manager accordingly<br>If I have any allergies I have advised the Casualty Manger   |     |    |

Next of kin contact details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature at registration of challenge: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature at completion of challenge: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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## CASUALTY REQUIREMENTS TRAUMA Challenges

The following is a list of criteria for prospected casualties for the Trauma Challenges: -

- Height 1.5 to 1.9 meters;
- Weight 60 to 100 kilos;
- Must be over 18 years of age;
- Must be physically flexible with no history of cardiac or respiratory illnesses;
- Must not have incurred any fractured bones within the previous twelve (12) months;
- Must not be claustrophobic and be able to handle loud noises and be prepared for rescue procedures to occur close to them;
- Must not have been in a serious road traffic crash;
- Must be covered by insurance from their own agency;
- Preferably have a current first aid certificate;
- Be aware they will be placed in a trauma environment simulation;
- Be aware that moulage will be used to simulate injuries;
- Do not over react to questions asked or situation;
- Be prepared to be examined by attending first aider/paramedic; and
- Be prepared to receive treatment as per injuries received.
- Must not be suffering any back injuries or other Musculo-skeletal injuries or pre-existing back/ muscular skeletal injuries with the potential to be exacerbated
- Be willing to be in the moulage room while injuries are on and can be called back instantly if wandering around to look at the stands.

Casualty to wear black shorts/lycra shorts & singlet/tank top/ shirt. Teams will be informed at the Chief Assessor briefing that they can cut down until you reach the black clothing. This will ensure that casualties modesty is maintained during the event.

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**CASUALTY CHECK LIST TRAUMA CHALLENGES**

This form is to be completed by each person participating in the road accident rescue challenge as a casualty. Strict confidentiality will apply to any information presented. The checklist has been designed as a means of identifying any possible health conditions and situations that may stop you participating as a casualty in emergency situations. Please present this form to the Casualty Manager when completed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

| STATEMENT  | YES | NO |
|--|-----|----|
| My height is between 1.5 and 1.9 meters  |     |    |
| My weight is between 60 and 110 kilos  |     |    |
| I am over 18 years of age  |     |    |
| I am physically flexible with no history of cardiac or respiratory illnesses or IDDM (such as asthma, epilepsy, blood pressure, pregnancy, depression, back problems or similar conditions)                                  |     |    |
| I have not have incurred any fractured bones within the previous twelve (12) months  |     |    |
| I am not claustrophobic and can handle loud noises and I am agreeable to being placed in a trauma environment and accept I am willing for rescue procedures to occur close to me   |     |    |
| I have not have been in a serious road traffic crash   |     |    |
| I am covered by insurance from my own agency   |     |    |
| I do have a current first aid certificate  |     |    |
| I fully understand the nature of my required role, which includes: - the application of moulage to assimilate injuries; no overacting to the situation; examination for injuries and treatment of same by attending officers |     |    |
| I have received a briefing on the requirements of my role  |     |    |
| I am on medication and have advised the Casualty Manager accordingly   |     |    |
| If I have any allergies I have advised the Casualty Manager  |     |    |

Next of kin contact details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature at registration of challenge: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature at completion of challenge: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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## **Additional documents**

To assist the host a number of other ARRO documents that are changed from year to year are available in the members only area of the ARRO web site. For access please contact the ARRO Executive Officer and a copy will be provided as well as access to the web site.

## **Challenge and Trauma Challenge rules**

These documents set out the rules for participation in each of the skills challenge. Hosts should note the requirements around equipment provision in each class and the recommended minimum pit equipment list in the appendix attached to the extrication challenge rules.

## **Summary of team survey feedback**

Each year ARRO conducts a survey of all teams that participate in the challenge. The results are used to guide both ARRO and the challenge hosts to improve the standard of the challenge each year. The most recently available copy of the summary of the feedback is provided to assist in event planning.

## **ARRO Assessor policy**

This will give the hosts an understanding of the high standard expected of the people selected as challenge assessors.

## **CMT Position descriptions**

This document sets out, in broad terms, the roles and functions of each of the members of the ARRO Challenge Management Team. These are not intended to be hard and fast binding duty statements, but more a guide for the individuals about the scope of their role at the challenge.

## **Challenge risk management plan**

This document identifies a list of risks to the challenge and controls in place to manage them.

## **Challenge Management Flow Chart**

This document aligns Host Committee Members with ARRO Executive Committee Members to align tasks associated with the Challenge.

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