



MOTORSPORT AUSTRALIA CRITICAL INCIDENT RESPONSE

This document is dated 4 March 2015 it consists of 21 pages

Critical Incident Response Procedures and Critical Incident Response Chart for a Non-Club status Motorsport Event

These procedures are to be followed in the event of a Critical Incident at a non-club status motorsport event, after the incident has been stabilised following standard emergency procedures under direction from the Clerk of the Course. Effort has been made to ensure this document uses terminology that readily applies to each motor sport discipline equally as well as to external responding organisations such as police.

The two key roles in these procedures are the Motorsport Incident Coordinator, and the Motorsport Incident Controller. When dealing with outside organisations, it is advisable to refer to them in their full titles to differentiate them from similar titles within the outside emergency agencies.

The actions listed here in the chart are described in more detail in the Motorsport Australia Critical Incident Protocols which is available from Motorsport Australia.

This document will assist motor sport organisers cope with the pressures and demands of responding to a Critical Incident, and to facilitate the liaison and cooperation between the Event Organisers, Police, and any other external Emergency Services. The response referred to is a response to the fact of a fatality. The normal responses to fire, casualty, collision or similar continue to be directed by the Event Headquarters/Command or Race Control.

For major events, representatives of the Organiser, Promoter, and Police should meet shortly before the event, to agree on their overall approach should a Critical Incident occur.

PRÉCIS OF PROTOCOLS FOR THE HANDLING OF A CRITICAL INCIDENT AT A NON-CLUB MOTORSPORT EVENT

The various steps and procedures in the document can be varied depending on the circumstances and the type of motor sport involved - the main thrust of the procedures is:

- Incident to be identified as a Critical Incident by the Senior Medical Officer, which is an Incident which results in:-
 - Fatality to competitor, crew member, official or spectator as a result of a motor sport incident
 - Injury (of significance) to a member of the public; or
 - Serious injury to any person (including a member of the public) which is likely to result in death.
- Clerk of the Course to declare the Critical Incident to all officials, and to direct that all work at the incident site cease except for a response to injury, fire, and other immediate dangers.
- Key management personnel gathered to agree on initial response to the incident. With this meeting's agreement, the Clerk of the Course or other appropriate senior official to assume the role of Motorsport Incident Coordinator to coordinate the overall response to the Incident.
- Clerk of the Course to continue to direct emergency responses to the incident, to control the movement of all marshals, and to ensure that a log is kept in the Event Headquarters/Command or Race Control of all actions taken and directions given in response to the Incident from that command centre.
- Motorsport Incident Controller to be appointed by Clerk of the Course to direct the response at the incident site; to take control at the Incident Site. This must include stopping all clean-up activity by officials, except responses to injury and/or fire.
- Senior event personnel to be notified - primarily representing Police, the event organisation, the property owner, the national and/or international sporting body/ies involved in the event, and the Motorsport Australia Emergency Contact. These people should all be informed regarding the current situation, and also developments anticipated, and have the opportunity to comment.
- Motorsport Incident Coordinator to arrange attendance by police and required Emergency Services.
- Media Crisis Manager to be appointed to manage response to media and public interest and pressure.
- Statement to be prepared and issued to the public, indicating seriousness of the incident but not with any detail at this time. Officials should also be presented with a statement on the situation. These statements should be updated every thirty minutes or so to prevent confusion and frustrations.
- Motorsport Incident Coordinator to notify Workcover or the equivalent, and also CASA if air traffic is involved.
- Officials and emergency services to provide treatment and/or assistance to casualties, to identify casualties and to assist the Motorsport Incident Coordinator and Secretary of the Meeting in the process of notifying next of kin, with police agreement and assistance.
- Motorsport Incident Coordinator and Secretary of the Meeting to document (log) their responses, to collate all documents and other evidence relating to the incident (licences, entry forms, reports etc), and to assist the Stewards of the Meeting and the police to collect the information they require. At this time, all relevant documents, photos, reports, and video images must be passed on to the Motorsport Incident Coordinator for collating and processing.
- Peer Support Coordinator to be appointed to monitor need for and to respond to persons requiring personal assistance, and to arrange trauma counselling if considered appropriate.
- Motorsport Incident Controller to assist police at Incident Site, collecting measurements, photos, witnesses etc which may be needed for subsequent investigations.
- Motorsport Incident Coordinator to arrange impound of vehicles involved and inspection by Scrutineers (only with Police permission).
- Incident site to be returned to normal and event permitted to continue if possible (after receiving Police permission).
- Motorsport Incident Coordinator to complete all the documentation required and ensure that it is all passed on to Motorsport Australia, as listed at the end of the Response Chart and where appropriate, to the police investigators..

CRITICAL INCIDENT RESPONSE CHART

Motorsport Australia Emergency Contact:	Names and Phone number.
Motorsport Australia Event Permit Number:	
Date of incident:	
Venue or location:	
Event Title and Type:	
Session number:	
Time of incident:	
Attending Police Officer:	
Chief Steward of the Meeting:	
Clerk of the Course:	
Secretary of the Meeting:	
Person completing this form:	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
1. INCIDENT IDENTIFICATION		
Senior Medical Officer present to identify Incident as a Critical Incident	Senior Medical Officer.	
Declare the incident as a <i>Critical Incident</i> , on advice from Senior Medical Officer.	Clerk of the Course	
Notify all officials that a Critical Incident has been declared, and follow with any appropriate specific instructions.	Clerk of the Course	
Initiate a log in Headquarters/Control Centre of the event to record responses to the incident initiated from there. Log to record weather and track conditions at time of incident, and also 30 minutes prior. Recent changes should also be noted.	Clerk of the Course	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
1(a). IDENTIFY CASUALTIES		
Commence identification of casualties.	Medical team members	
2. INCIDENT CONTROLLER		
Appoint and dispatch Motorsport Incident Controller to take charge of incident site.	Clerk of the Course	
Ensure Critical Incident Kit is taken to incident site, if available.	Motorsport Incident Controller	
<i>Incident site to be isolated and evidence of incident protected from contamination except where the protection of those involved with the management of the incident or the treatment of casualties requires otherwise.</i>		

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>3. MEETING OF KEY PERSONNEL</p> <p>Arrange an initial meeting of the key event personnel available, to agree on following procedures.</p> <p>Persons to be included are:</p> <ul style="list-style-type: none"> • Clerk of the Course; • Secretary of the Meeting; • Promoter; • Organiser; and • Police representative. <p><i>Note that this is only an initial meeting of key personal in order to agree on and control subsequent actions..</i></p>	Clerk of the Course / Secretary of the Meeting	
<p>4. INCIDENT COORDINATOR</p> <p>The Clerk of the Course (or other appropriate senior official specifically appointed by the Secretary of the Meeting) to co-ordinate the overall administrative response to the incident.</p> <p><i>This position is to be known as Motorsport Incident Coordinator (even if the Clerk of the Course assumes the role as quite often happens). This is to separate the Critical Incident role from the regular motorsport roles.</i></p> <p><i>At this time, the Motorsport Incident Coordinator must initiate a log of all actions taken or decisions made in relation to that role.</i></p>	<p>Secretary of the Meeting</p> <p>Motorsport Incident Coordinator</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>5. POLICE ATTENDANCE</p> <p>Ensure or request the police on duty at venue to attend incident site. If no police present, notify nearest Police Station or Police Local Area Command.</p> <p>POLICE IDENTIFICATION</p> <p>When police are present, meet police and note name, rank, number for the Senior Officer, Police Station, and contact phone number.</p> <p>Brief police on situation and escort police to incident site and introduce Incident Controller</p> <p><i>If outside police are requested, it may be necessary to have them escorted from the gate to the Command Centre or the incident site.</i></p> <p><i>Arrange to have internal gates and tunnels controlled as well to facilitate this.</i></p>	<p>Motorsport Incident Coordinator / Clerk of the Course</p> <p>Motorsport Incident Coordinator / Clerk of the Course</p> <p>Clerk of the Course.</p>	

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TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>8. NOTIFICATION TO WORKCOVER</p> <p><i>or other appropriate civil authority investigating injuries at worksites.</i></p> <p>Notify Workcover or equivalent of the incident and take note of their requirements.</p> <p><i>If a Workcover/Safe Work Inspector is to attend the incident, assist him with similar escort and briefing as for police.</i></p> <p><i>If air traffic involved, also notify CASA through police or Workcover.</i></p>	<p>Motorsport Incident Coordinator</p>	
<p>9. COMMAND CENTRE</p> <p>Establish Incident Command Centre (may be Race Control if no events proceeding).</p> <p>Log of Incident Command Centre procedures and communication to be kept.</p>	<p>Motorsport Incident Coordinator</p>	
<p>10. ADVISE MOTORSPORT AUSTRALIA</p> <p>Advise Motorsport Australia Emergency Contact or in his or her absence, CEO of Motorsport Australia, or in the absence of both, the President of Motorsport Australia.</p> <p><i>(The Stewards Report form details phone contact numbers.)</i></p>	<p>Secretary of the Meeting</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>11. INTERNAL SECURITY</p> <p>Arrange for additional security at the Medical Centre, and also traffic control from the incident to the Medical Centre and outside roads to assist medical vehicles/ambulances.</p>	<p>Clerk of the Course</p>	
<p>12. KEY PERSONNEL MEETING</p> <p>Notify Key Personnel at venue, including if possible, representatives of:</p> <ul style="list-style-type: none"> • Headquarters/Control Centre; • Event Administration; • Stewards of the Meeting; • Promoter; • Organiser; • Land-owner; • International officials (if applicable); • Police in attendance; and • Media Centre representative. <p><i>Motorsport Incident Coordinator to brief Key Personnel on incident, steps taken, and to be taken.</i></p>	<p>Motorsport Incident Coordinator</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
13. MEDIA CRISIS MANAGEMENT <p>Appoint Media Crisis Manager if needed. <i>This may only be necessary at major events.</i></p> <p><i>Advise public address, radio and TV commentators that no announcements can be made unless authorised by Secretary of the Meeting</i></p>	<p>Motorsport Incident Coordinator</p> <p>Media Crisis Manager / Motorsport Incident Coordinator.</p>	
14. DOCUMENTATION <p>Obtain copy of Entry Form, or for officials, the sign-on sheet, to assist in identification of casualty, confirmation of name and address, and of other information. Other documents to be included are Permit, Track Licence/s, Regulations, Event Schedule, and Briefing Notes and Instructions.</p> <p>Documents to be collated in Race Control include Logs, Incident Report Forms, Personnel Injury forms, Vehicle Damage form. All documents should then be passed on to Motorsport Incident Coordinator for collating.</p> <p>Create a Document file for each of the following as a minimum, for:</p> <ul style="list-style-type: none"> • Incident Coordinator; • Police; • Stewards of the Meeting (Motorsport Australia); • Event Organiser; and • Property Owner. 	<p>Secretary of the Meeting</p> <p>Clerk of the Course.</p> <p>Motorsport Incident Coordinator.</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>15. PRELIMINARY STATEMENT</p> <p>Issue preliminary statement for broadcast to the public, to minimise confusion - statement to be cleared by Clerk of the Course and Secretary of the Meeting.</p> <p><i>Police and Motorsport Australia Emergency Contact will usually assist with compilation of statement. Public casualty identification must be cleared with senior police officer present.)</i></p> <p><i>Statement to be repeated or updated every thirty minutes or so to minimise confusion.</i></p> <p><i>Information issued to officials to be updated at the same time.</i></p>	<p>Motorsport Incident Coordinator</p>	
<p>16. CIVIL AUTHORITIES</p> <p>On advice from Motorsport Incident Controller and Clerk of the Course, request attendance from additional civil authorities if required to assist response.</p> <p><i>Normally this would happen if the venue facilities cannot cope with the situation.</i></p>	<p>Motorsport Incident Coordinator</p>	
<p>17. MEDIA RESPONSE CENTRE</p> <p>Establish Media Support Team and Media Response Centre if required.</p>	<p>Media Crisis Manager</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
18. PEER SUPPORT Appoint Peer Support Coordinator if required <i>May be chaplain, medical team member/s, or other qualified personnel.</i>	Motorsport Incident Coordinator	
19. TRACK INSPECTION If Motorsport Australia Track Inspector is present/applicable, arrange for their attendance at incident site.	Clerk of the Course	
20. STEWARDS OF THE MEETING Stewards of the Meeting to attend incident site with knowledge of Clerk of the Course, Motorsport Incident Coordinator and Motorsport Incident Controller.	Stewards of the Meeting / Clerk of the Course / Motorsport Incident Coordinator	
21. CASUALTY IDENTIFICATION Confirm identity of casualties and any deaths directly with Senior Medical Officer, or responding medical personnel.	Clerk of the Course / Motorsport Incident Coordinator	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>22. NEXT OF KIN</p> <p>Discreetly find out from others (pit crew / fellow drivers / navigators / officials) if next of kin or close acquaintances of casualties are present at venue and if so, escort them to a quiet place away from all activity (not at the incident site) then inform them of situation. Female company may be preferable to comfort female next of kin or immediate friends. Person notifying relatives or acquaintances must remain calm and relaxed - should be introduced by name and position. Advice should be clear that there has been an incident in which the casualty has been involved, and which may result in serious, possible fatal, injury. Give next of kin written details of who to contact including phone numbers.</p> <p>Liaise with attending police before initiating any action with regard to Next Of Kin.</p>	<p>Peer Support Coordinator or Secretary of the Meeting</p>	
<p>23. WITNESSES</p> <p>Identify eye witnesses (officials, photographers, public near-by) and record name, address, and contact phone numbers of each. Have them wait close to incident site.</p> <p><i>Witnesses will be needed by Stewards of the Meeting, and Police.</i></p>	<p>Motorsport Incident Controller on behalf of Motorsport Incident Coordinator</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>24. WITNESS INITIAL STATEMENTS</p> <p>Working through the Motorsport Incident Controller, obtain names and address of as many as possible witnesses and obtain a quick verbal assessment from them of the circumstances of the incident. Note their comments.</p> <p><i>Brief witnesses to refer to locations at the venue by Turn numbers or road names, not by advertiser's names.</i></p>	<p>Stewards of the Meeting</p>	
<p>25. WITNESS POLICE STATEMENTS</p> <p>Assist police in obtaining witness statements. If possible, view and copy statements before they are signed. Have witness sign your copy as well as those for police.</p>	<p>Motorsport Incident Coordinator</p>	
<p>26. SITE SURVEY</p> <p>Carry out on-site survey of the scene and draw diagrams showing accurate distances from fixed object (buildings, barriers, trees etc.)</p>	<p>Motorsport Incident Controller</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>27. VEHICLE IMPOUND</p> <p>In conjunction with the police, have car(s) taken to secure, private impound area.</p> <p>Seek Police permission for Chief Scrutineer or Technical Commissioner to inspect car to establish any mechanical failure which may have led to the incident. Seek Police permission for photographer to complete required photos.</p> <p><i>Note that car(s) must remain in impound area until released by Police, and also by Motorsport Australia Emergency Contact.</i></p>	<p>Clerk of the Course</p> <p>Clerk of the Course</p>	
<p>28. HELMET</p> <p>Take possession of helmet and any Frontal Head Support, if not retained by Police.</p>	<p>Chief Scrutineer</p>	
<p>29. TRAUMA CHECK</p> <p>Evaluate all persons involved with the incident to ascertain whether any are affected by trauma. Possible actions include:</p> <ul style="list-style-type: none"> • shift to other area of venue for re-start; • stand down from duty; • refer for medical attention; • group or individual trauma counselling at venue immediately; • group or individual trauma counselling at venue at end of day; and • follow-up trauma counselling after event. 	<p>Peer Support Coordinator and Secretary of the Meeting</p>	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
30. AMBULANCE Arrange for replacement ambulance/s if necessary for the Meeting/Event to continue.	Secretary of the Meeting	
31. RE-ESTABLISH INCIDENT SITE With permission from police, have incident site cleared of all debris. Repair barriers etc to enable resumption of the meeting.. Check safety of track, with Motorsport Australia Track Inspector if present. If appropriate, approve, in writing, the track for further events when check is complete.	Motorsport Incident Controller Stewards of the Meeting and Clerk of the Course Stewards of the Meeting	
32. REVIEW AND PRESENT REPORTS Review all reports and ensure that they are all identified and signed by whoever is presenting them. Prepare a document file containing one copy of each for: <ul style="list-style-type: none"> • Police; • Stewards of the Meeting (Motorsport Australia); • Event Organiser; • Property owner; and • Others as appropriate. 	Motorsport Incident Coordinator, Clerk of the Course, Stewards of the Meeting and Secretary of the Meeting	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
33. SCRUTINY REPORT Review Chief Scrutineer's report, ensure all details are covered, and that report is signed and dated.	Secretary of the Meeting	
34. REPORTS TO MOTORSPORT AUSTRALIA Present required reports to National Office of Motorsport Australia as detailed below - some by next day and some within two working days. <i>Lists are at end of this form.</i>	Stewards of the Meeting / Motorsport Incident Coordinator.	
35. PHOTOS TO MOTORSPORT AUSTRALIA Have a copy of each photo (or digital format) sent to Motorsport Australia National Office, and a copy to stay with Organisers. <i>Police may also request copies of photos in addition to what they have taken themselves.</i>	Motorsport Incident Coordinator	
36. TRAUMA SUFFERER CONTACT Maintain contact with possible trauma affected persons in case intervention is necessary	Peer Support Coordinator or Motorsport Incident Coordinator	

TASK	RESPONSIBILITY	LOG of ACTION Note Time and by Whom
<p>37. CONTINUED POLICE LIAISON</p> <p>Liaise with police and/or coroner's representative to ensure any assistance that they require is available.</p> <p><i>Ensure that Motorsport Australia is aware of assistance or contact required.</i></p>	<p>Motorsport Incident Coordinator or Motorsport Australia appointed officer.</p>	
<p>38. CONTINUED CAMS LIAISON</p> <p>Establish an ongoing line of contact with Motorsport Australia and seek their advice on what other lines of contact with the following are appropriate:</p> <ul style="list-style-type: none"> • Police / Coroner / Insurance / Legal firms; • Media / Casualties or affected parties. 	<p>Motorsport Incident Coordinator and Motorsport Australia appointed officer.</p>	

You should be aware that any documents (photographs, messages, letters, etc.) which are created in relation to the incident may be required to be disclosed to authorities or in court proceedings on request. It is important that you ensure that everyone involved in the course of investigating the incident is aware of this from the start. If you have concerns about the investigation you should speak with your lawyer about ways in which you may be able to protect your documents from having to be disclosed.

DETAIL OF PHOTOGRAPHS REQUIRED

Photographs are invaluable in recording evidence following an incident, and sometimes in advance of and during the incident.

The Incident Coordinator should check with photographers close by the incident in case they have photographs of the incident or the area involved (before and after). If they do, ask for copies as quickly as possible, and also record their names and addresses.

If there is a photographer present whom you know and trust, ask him to take the necessary photographs of the incident site as required, and ensure that they are then passed over to you at the circuit if possible. He may insist they remain his photographs, in which case he may retain copies, and you should then ensure that he will allow you to do what is required with them.

If there is no professional photographer present, have an official or yourself take the photographs. Police will also take photographs, but they will not always make them available to you. If possible, arrange a swap of photographs between yourself and the police so that you have the maximum available for use by each party.

Photos must show as much as possible, exactly what happened, what the result was, and what evidence remained that could assist investigations.

- General scene of the incident, distance, close-up and from different angles. Some photos should show general infrastructure in the area, such as signs, trees, fences, barriers etc.
- Any tyre marks on track/course or verges and gravel beds, indicating directional movement of the vehicle, and skid marks.
- Damage to infrastructure, particularly with vehicle still in place.
- Debris in the area, with an object such as a matchbox or drink bottle as well to indicate size of debris.
- Trail of debris to indicate direction of vehicle, or of debris following impact. Any debris in spectator area is particularly important.