

Critical Incident Response Procedure

INTRODUCTION:

This procedure is to be followed in the event of a Critical Incident at a Motorsport Australia permitted Motorsport event, after the incident has been stabilised following standard emergency procedures under direction of the Clerk of the Course.

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

This document will assist Motorsport organisers to understand what is required whilst managing a critical incident, with the pressures and demands that will be encountered, and to facilitate the liaison and cooperation between the Event Organisers, Police, and any other external Emergency Services.

The Critical Incident response referred to is the response to a fatality, or a serious injury that may likely result in death. The normal responses to fire, casualty, collision or similar continue to be directed by the Event Headquarters/Command or Race Control.

Prior to the commencement of the event, the Organising Committee, and anyone else tasked with a role as contained within this Critical Incident Procedure, should meet to ensure that everyone is familiar with the Critical Incident Response Procedure, and have a clear understanding as to what specific role they will be tasked with in the event of the procedure being enacted. It cannot be stated emphatically enough that everyone needs to know exactly what they need to do prior to a Critical Incident; there will not be time to calmly read this document when an incident occurs! A clear and concise briefing, with opportunity for discussion, is an effective way to confirm that the key personnel required to deal with a Critical Incident are equipped and ready to do so.

Motorsport Australia provide all events with an Emergency Contact to call in the event of a Critical Incident occurring (as included with the Event Permit Documentation). It is imperative that they are contacted as a matter of priority once a Critical Incident has been declared; they are in place to provide support and assistance. They will also enact the Motorsport Australia response to a Critical Incident and will also be able to arrange for counselling to be enabled for any officials requiring support as a result of involvement with the Critical Incident.

January 2021

KEY PERSONNEL REQUIRED TO RESPOND TO A CRITICAL INCIDENT:

(NOTE: The Clerk of the Course should identify and name officials for each role identified in this Plan and issue to all key personnel prior to the event)

POSITION TITLE	NAME	PHONE NUMBER	EMAIL
CLERK OF COURSE:			
SECRETARY OF THE MEETING:			
MOTORSPORT INCIDENT CONTROLLER:			
MOTORSPORT INCIDENT COORDINATOR:			
CHIEF MEDICAL OFFICER:			
CHIEF SCRUTINEER:			
SCENE PHOTOGRAPHER:			
PEER SUPPORT COORDINATOR:			
EVENT CHIEF STEWARD:			

PRÉCIS OF PROTOCOLS FOR THE HANDLING OF A CRITICAL INCIDENT

- 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 Motorsport 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.
- 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 dispatched 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/s involved in the event, and the Motorsport Australia Emergency Contact. These people should all be informed regarding the current situation, and also developments anticipated.
- Motorsport Incident Coordinator to arrange attendance by police and required Emergency Services.
- Media Crisis Manager to be appointed (if required) to manage response to media and public interest and pressure, at the direction of Motorsport Australia.
- 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 as required to prevent confusion and frustrations, at the direction of Motorsport Australia.
- 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 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 INFORMATION

Motorsport Australia Emergency Contact:	Names and Phone number.
Motorsport Australia Event Permit Number:	
Date of incident:	
Venue or location:	
Event Name and Type:	
Session/Stage 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)
<p>1: MEETING OF KEY PERSONNEL</p> <p>Arrange an initial meeting of the key event personnel available prior to event commencement to agree on roles and procedures.</p> <p>Persons to be included are:</p> <ul style="list-style-type: none"> • Clerk of the Course • Asst. C. of. C. or next Senior Official • Secretary of the Meeting • Motorsport Incident Controller • Motorsport Incident Coordinator • Chief Medical Officer • Peer Support Coordinator • Stewards • Event Promoter or Organiser; 	<p><i>Clerk of the Course / Secretary of the Meeting</i></p>	
<p>2: MOTORSPORT INCIDENT COORDINATOR</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><i>Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>3: INCIDENT IDENTIFICATION</p> <p>Chief Medical Officer present to identify Incident as a Critical Incident. If no Medical personnel are present, then Senior Official at scene of incident</p>	<p><i>Chief Medical Officer/ Senior Official present</i></p>	
<p>Declare the incident as a <i>Critical Incident</i>, on advice from Senior Medical Person present</p>	<p><i>Clerk of the Course</i></p>	
<p>Notify all officials that a Critical Incident has been declared and follow with any appropriate specific instructions.</p>	<p><i>Clerk of the Course</i></p>	
<p>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.</p>	<p><i>Clerk of the Course/ Secretary of the Meeting</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>4: IDENTIFY CASUALTIES</p> <p>Commence identification of casualties</p>	<p><i>Medical Team members or Senior Official at scene</i></p>	
<p>5: MOTORSPORT INCIDENT CONTROLLER</p> <p>Dispatch the Appointed Motorsport Incident Controller to take charge of incident site.</p> <p>Ensure Critical Incident Kit is taken to incident site, if available.</p> <p><i>Incident site to be secured and 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></p>	<p><i>Clerk of the Course/ Motorsport Incident Controller</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>6: 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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Brief police on situation and have police escorted to incident site to meet and be briefed by Incident Controller</p>	<p><i>Clerk of the Course, Police, Incident Controller, Senior Medical Person present</i></p>	
<p><i>If outside police are requested, it may be necessary to have them escorted from the event entry to Event Control and the incident site.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p><i>Arrange to have internal gates and tunnels controlled as well to facilitate this.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>7: PHOTOGRAPHER</p> <p>Appoint reliable photographer (official or professional) to photograph scene, ensuring that photographer understands that all photographs are given to and remain the property of Motorsport Australia. Record personal detail and contacts of photographer. Transport photographer to incident site and request Motorsport Incident Controller to assist them.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Motorsport Incident Controller</i></p>	
<p>PHOTOGRAPHIC DETAIL</p> <p><i>Photos required include:</i></p> <ul style="list-style-type: none"> • <i>general area, and approach to scene;</i> • <i>any skid marks;</i> • <i>damaged guardrail, brake markers, etc.;</i> 	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>and</p> <ul style="list-style-type: none"> • <i>Photos of vehicle from four angles, before and after it has been moved. (Photos at site should include an object of known size in foreground to assist with accurate measurements).</i> <p>Detailed photos of obvious structural failures, problems or faults with car or infrastructure should be taken at the scene.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Photographer</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>8: VIDEO/PHOTOGRAPH EVIDENCE</p> <p>If event is being recorded for broadcast check with TV/Video Company to see if any coverage of incident is available.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p><i>Ensure it is impounded for the Clerk of the Course, and not generally distributed if at all possible.</i></p> <p><i>If there are Professional/Amateur Photographers/Video Operators present obtain the photographs, videos</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>9. NOTIFICATION TO WORKCOVER</p> <p><i>or other appropriate civil authority investigating injuries at worksites.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Secretary of the Meeting</i></p>	
<p>Notify Workcover or equivalent of the incident and take note of their requirements.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Secretary of the Meeting</i></p>	
<p><i>If a Workcover/Safe Work Inspector is to attend the incident, assist them with similar escort and briefing as for police.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p><i>If Air traffic involved, also notify CASA through Police or Workcover.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>10. COMMAND CENTRE</p> <p>Establish Incident Command Centre (may be Race Control if no events proceeding).</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Log of Incident Command Centre procedures and communication to be kept.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>11. ADVISE MOTORSPORT AUSTRALIA</p> <p>Advise Motorsport Australia Emergency Contact or in their absence, CEO of Motorsport Australia, or in the absence of both, the President of Motorsport Australia. <i>(The Stewards Report form details phone contact numbers.)</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>12: 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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>13: KEY PERSONNEL MEETING:</p> <p>Notify Key Personnel at venue, including if possible where appropriate representatives of:</p> <ul style="list-style-type: none"> • Headquarters/Control Centre; • Event Administration; • Stewards of the Meeting; • Promoter; • Organiser; • Venue owner; • International officials (if applicable); • Police in attendance; and • Media Centre representative. <p><i>Clerk of the Course/ Motorsport Incident Coordinator to brief Key Personnel on incident, steps taken, and to be taken.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>14: MEDIA CRISIS MANAGEMENT</p> <p>Appoint Media Crisis Manager if needed.</p> <p>Appointment to be Motorsport Australia Official (<i>This may only be necessary at major events.</i>) on the advice of Motorsport Australia Emergency Contact or Senior Executive</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p><i>Advise public address, radio and TV commentators that no announcements can be made unless authorised by Motorsport Australia.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/ Secretary of the Meeting</i></p>	
<p>15: DOCUMENTATION</p> <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><i>Secretary of the Meeting</i></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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Create a Document file for each of the following as a minimum, for:</p> <ul style="list-style-type: none"> • Motorsport Australia National Office • Clerk of Course/Motorsport Incident Coordinator; • Police; • Stewards of the Meeting; • Event Organiser; and • Venue Owner. 	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/ Secretary of the Meeting</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>16: PRELIMINARY STATEMENT</p> <p>Only on advice from Motorsport Australia issue preliminary statement for broadcast to the public if necessary, to minimise confusion - statement to be cleared by Motorsport Australia.</p> <p><i>(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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>17: CIVIL AUTHORITIES</p> <p>On advice from Motorsport Incident Controller to Clerk of the Course/Motorsport Incident Coordinator, 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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

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

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.</p> <p>(Female company may be preferable to comfort female next of kin or immediate friends.) Person notifying relatives or acquaintances must remain calm and relaxed.</p> <p>- 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><i>Peer Support Coordinator/ Secretary of the Meeting</i></p>	
<p>23. WITNESSES</p> <p>Identify eyewitnesses (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><i>Motorsport Incident Controller on behalf of Motorsport Incident Coordinator</i></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><i>Stewards of the Meeting</i></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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></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><i>Clerk of the Course/ Motorsport Incident Coordinator</i></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><i>Clerk of the Course/ MOTORSPORT Incident Coordinator/Chief Scrutineer</i></p>	
<p>Seek Police permission for Chief Scrutineer or Technical Commissioner to inspect vehicle 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 vehicle/must remain in impound area until released by Police, and also by MOTORSPORT Australia Emergency Contact.</i></p>	<p><i>Clerk of the Course/ MOTORSPORT Incident Coordinator</i></p>	
<p>28. HELMET</p> <p>Take possession of helmet and any Frontal Head Support, if not retained by Police.</p>	<p><i>Chief Scrutineer</i></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><i>Peer Support Coordinator/ Secretary of the Meeting</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>30. AMBULANCE</p> <p>Arrange for replacement ambulance/s if necessary for the Meeting/Event to continue.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Secretary of the Meeting</i></p>	
<p>31. RE-ESTABLISH INCIDENT SITE</p> <p>With permission from Police, have incident site cleared of all debris. Repair barriers etc. to enable resumption of the meeting.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator Motorsport Incident Controller</i></p>	
<p>Check safety of track/venue, with Motorsport Australia Track Inspector if present.</p>	<p><i>Stewards of the Meeting/ Clerk of the Course</i></p>	
<p>If appropriate, approve, in writing, the track for further events when check is complete.</p>	<p><i>Stewards of the Meeting</i></p>	
<p>32. REVIEW AND PRESENT REPORTS</p> <p>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:</p> <ul style="list-style-type: none"> • Police; • Stewards of the Meeting (Motorsport Australia); • Event Organiser; • Venue owner; and • Others as appropriate. 	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/ Stewards of the Meeting/ Secretary of the Meeting</i></p>	

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

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><i>Motorsport Australia/Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>38. CONTINUED MOTORSPORT AUSTRALIA 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><i>Motorsport Australia/ Clerk of the Course/ Motorsport Incident Coordinator</i></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 contact Motorsport Australia's legal counsel or 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 them 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. They may insist they remain their photographs, in which case they may retain copies, and you should then ensure that they 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.

No.	ITEM REQUIRED	CHECK
1(a)	Names, addresses and contact phone numbers for all parties directly involved with the incident – (police, other competitors, officials).	
1(b)	Names addresses and contact phone numbers for witnesses to the incident – at least three witnesses are needed if possible.	
1(c)	Names and addresses and contact phone numbers of all medical personnel involved in the incident response	
2	A statement by the Clerk of the Course (and Race Director if appointed in a Race Meeting) describing the incident and the subsequent activity prior to the event continuing. Accurate times of incident and response/s should be included in this report.	
3	An accurate report of the time and detail of medical personnel attending the scene of the incident, prepared by the Senior Medical Officer, including time and detail of commencement of transport of casualties or victims to hospital, and time of death was confirmed.	
4	Signed report by Chief Scrutineer, covering initial scrutiny, any other pre-incident scrutiny conducted, and where possible, post event scrutiny, of any vehicles involved in the incident. A copy of the signed statement made by each witness, including officials. Note on copy of each statement the witnesses name, contact numbers, and duty and/or location while witnessing the incident. Example; flag marshal at Turn 3 on yellow flag duty, spectator on outside of track at apex of Turn 3, Road Closure official at Road Closure (Standard Incident forms may be used.)	
5	Time and detail when death was publicly announced, and copies and detail of other official statements made.	
6	<p>Copies of the following (as appropriate):</p> <ul style="list-style-type: none"> Permit and Track Licence Supplementary Regulations Further Regulations Any relevant Bulletins or instructions issued Entry list Entry Forms of involved competitors. Event logs showing reports on involved vehicles/competitors. Log from Incident Co-ordination Centre if separate from event log Practice and race times relating to involved vehicles. Official program Involved Driver's competition licence/s Logbook/s of the involved vehicles Photos when available 	