

BRIEFING NOTES FOR EVENT ORGANISERS AND SENIOR OFFICIALS FOR MANAGEMENT OF A CRITICAL INCIDENT

NOTE: This document is a guide for Event personnel and Senior Officials who are required to act in their respective roles in response to a Critical Incident. It is intended to facilitate the liaison and co-operation between Motorsport Australia officials, Event organisers, Police, external Emergency Services, Workcover etc.

The information in these notes, read in conjunction with the Motorsport Australia Critical Incident Response Plan (Plan) detail the actions required in the event that a Critical Incident has occurred.

The Organiser's normal and planned emergency responses to fire, casualty, accident or similar should continue to be directed by Event Headquarters/Command/Race Control.

The appointments referred to in these documents must be made before the commencement of the Event.

The actions taken in response to a Critical Incident may vary depending on the circumstances and the type of motorsport activity being conducted, however the priority and implementation of the Plan procedures should remain the same.

Motorsport Australia defines a Critical Incident as a fatality, or a serious or significant injury to a Spectator/Official/Competitor that may result in death.

(If the injuries are such that the incident requires a high degree of attention, but has not yet been declared a Critical Incident, it may be declared a "Medical Alert" which will indicate that an Incident of a serious nature has occurred which may be declared as a Critical Incident in the near future.)

The seriousness of the injury will be identified by the most senior Medical Officer of the Event (who may act on advice received from appropriate personnel at the scene/s) and, if required, declared as a Critical Incident by the Clerk of the Course, at which time the following actions will be taken:

- On first declaration of a Critical Incident, the officials at the site will be instructed by the Event Headquarters/Command/Race Control to cease any work at the incident scene except that which is necessary to treat casualties and to prevent fire and/or further injury to personnel.
- The Motorsport Incident Coordinator will identify a location to be used as the Incident Command Centre and will then, together with the Secretary of the Event, commence documenting (logging) the Coordinator's response (using the existing Motorsport Australia Critical Incident Response Chart), to collate all documents and other evidence relating to the incident (licences, entry forms, reports etc).
- All officials, unless injured, should remain close to the incident scene until further notice, as they may be required to protect the scene from interference and contamination.
- The incident scene must not be disturbed. Officials remaining at the scene should not walk or move close to the incident scene in case they destroy or contaminate evidence, such as debris, marks near the track/course, or similar.
- Key personnel (with specific roles determined within the Plan) must be notified immediately by the Clerk of the Course (or the Secretary of the Event) and called together for a meeting at which they will agree on actioning the Plan. The Motorsport Incident Controller appointed by the Event Organising Committee/Clerk of the Course is to take control at the incident scene and establish communications with the Motorsport Incident Coordinator.
- The Motorsport Incident Controller will maintain isolation of the incident scene until Police have arrived to take control of the incident scene.

- If not already initiated, the Motorsport Incident Coordinator will arrange attendance to the event precinct and to the incident scene by Police and other Emergency Services as required.
- The Motorsport Incident Controller will then act as liaison to the Police and assist them with their duties. At this stage, the Motorsport Incident Controller should commence identifying which officials were eyewitnesses to the incident, and record their names and contact details. They should also be conscious of the possible need for trauma counselling for any personnel present and pass this information on to members of the medical team, or to the Event Command Centre.
- The Motorsport Incident Coordinator will also assist the Stewards and Police to collect the information they require. From this point, all appropriate documents, reports, video images and photos must be passed onto the Motorsport Incident Coordinator.
- The Clerk of the Course as the Motorsport Incident Coordinator (or their nominee as Motorsport Incident Coordinator) will remain in Event Headquarters/Command/Race Control and continue to direct the on-ground emergency responses, control the movement of all officials, and ensure that a log is established to record all actions initiated by the Command Centre in response to the incident. The Clerk of the Course or their nominee must also keep the Motorsport Incident Coordinator aware of all actions and developments.
- The Clerk of the Course or the Motorsport Incident Coordinator (if the Clerk of the Course has nominated another official to act in that role) should notify and brief Senior Event and sporting management personnel of the incident. This group of people include the Police, the Event Organisers, the venue owner, and the national (Motorsport Australia) and/or international (FIA) sporting bodies involved in the Event. They should be briefed on the incident and be informed about the response by the Clerk of the Course and the Motorsport Incident Coordinator.
- The Motorsport Australia Emergency Contact must be immediately notified once a Critical Incident has been declared. The contact details are included with the Permit Paperwork issued to the Event Organiser. This will trigger a pre-planned response from Motorsport Australia to support the Organisers and Officials, making use of facilities (by phone or in person) to assist officials at the scene cope with the demands of the incident.
- A key element of the Motorsport Australia response is the management of all communications to the media, and other sources as relevant. No one from the Event should provide any statement or information in relation to the incident at all; this includes responding to enquiries from media outlets, or posting any information (or images) on Social Media. Motorsport Australia will manage the release of all communications and information, and the appointed Motorsport Australia Media Manager will liaise directly with the Clerk of Course, or appointed representative.
- Officials and emergency services at the incident scene will continue to provide treatment and/or assistance to casualties. They will commence identification of casualties so that notifying next of kin can occur. This will normally be undertaken by Police however, it may be actioned by the Motorsport Incident Coordinator and the Secretary of the Event under direction of Police or the Motorsport Australia Legal Counsel. It is imperative that Emergency Contact details for all competitors and officials be available promptly for this purpose.
- The Motorsport Incident Coordinator must notify the Workcover/Safe Work authority and take note of and comply with their requirements. If Air transport is involved, then CASA must also be informed.
- The Motorsport Incident Coordinator will arrange to secure the Event's Medical Centre and all routes to this facility, including routes linking the Medical Centre to outside roads and also secure an appropriate helicopter landing area.
- A Peer Support Coordinator will be appointed to monitor the need for a response to individuals requiring personal assistance, and to arrange trauma counselling if considered appropriate. This should be done in conjunction with the Motorsport Australia Emergency Contact. Motorsport Australia has a professional counselling provider available if required.
- The Motorsport Incident Controller will assist Police at the incident scene (where necessary), collecting the requested information including (but not limited to) measurements, photos, witnesses etc. which

may be needed for subsequent investigations. It is important that the information gathered at the incident scene by the Motorsport Incident Controller be made available to the Motorsport Australia Emergency Contact as soon as is practicable.

- Access will be provided to the incident scene for the Event Stewards, and any Motorsport safety officers present (e.g. Track Inspectors, Course Checker, Event Safety Officer, or venue owner safety personnel) so that they may initiate their own investigations.
- The Motorsport Incident Coordinator will arrange for the impounding of any vehicles involved and inspection of the vehicle(s) by Scrutineers (but only after permission from Police has been obtained). These vehicles and associated equipment such as helmets can only be released on instruction by Police, which may occur days after the incident.
- After receiving Police permission, the incident scene should be returned to normal and the Event permitted to continue, if appropriate.
- The Motorsport Incident Coordinator will collate and complete all the required documentation and ensure that those documents and all other information is passed on to Motorsport Australia, as listed in the Plan. Witnesses may be required to give further evidence for some period following the incident and they should take guidance and assistance from Motorsport Australia officers in this regard.

ADVICE IN RESPONDING TO A CRITICAL INCIDENT:

Ensure the Event Organising Committee and key officials who are required to fulfil a role in the case of a Critical Incident are fully briefed, aware, and understand what will be required of them. This needs to be determined and reinforced prior to the Event commencing therefore it is strongly recommended that a meeting is held prior to the Event to ensure the Event Organising Committee and key officials under the Plan are fully briefed and understand their respective roles. The meeting can be held either in person or by electronic means. There will be no time once a Critical Incident is declared to allocate roles or read through the various responsibilities.

- Each member of the Critical Incident Response needs to focus on their own roles as calmly and methodically as possible.
- Document all events as they happen, and the response provided, as soon as is practicable, and with as much detail as possible. The stress and anxiety often encountered as a result of responding to a Critical Incident can make recollections of events confused after the fact, so write as many notes at the time as possible.
- Ensure all officials and competitors involved in the Critical Incident are aware that counselling services are available through Motorsport Australia, and they should be encouraged to utilise those services if required.
- Reinforce the absolute ban on any event officials or competitors publishing information or images on social media or speaking to the media. All enquiries should be directed to the Motorsport Australia Media Manager, through the Motorsport Australia Emergency Contact as provided in the Event Permit documentation. Motorsport Australia has a Code of Conduct in relation to social media, and breaches of that policy can result in sanctions.

If you have any queries in relation to this document, please contact the Motorsport Australia Risk and Safety Manager, they are available to assist you.

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