

Briefing Notes for Officials, for the handling of a Critical Incident at a non-Club Motor Sport Event

NOTE:

- This document is a guide for officials and other event personnel when conducting their various roles in response to a Critical Incident. It is aimed at facilitating the liaison and co-operation between Motorsport Australia officials, event organisers, Police, external Emergency Services, Workcover etc.
- The response referred to in these notes is the response required to the fact that a Critical Incident has occurred.
- Notwithstanding a Critical Incident may have occurred, the Organiser's normal and planned emergency responses to fire, casualty, accident or similar will continue to be directed by Event Headquarters/Command/Race Control.
- Some of the appointments referred to herein may be made in advance of the beginning of the event to prevent confusion from interfering with the response.
- The various steps and procedures listed herein will vary depending on the circumstances and the type of motorsport involved but the main thrust of the procedures should remain the same.

Motorsport Australia Determines a Critical Incident is defined as:

- Any incident resulting in:-
 - (1) an injury (of significance) to a member of the public; or
 - (2) an injury to any person which is likely to result in a death.

The seriousness of the injury will be identified by the Senior Medical Officer of the Event and declared as a "Critical Incident" by the Clerk of the Course, at which time the following action will be taken.

- If the injuries are such that the incident warrants an abnormally high degree of attention, but has not yet been declared as a "Critical Incident" it may be declared as a "Medical Alert" which will indicate that an Incident of a serious nature has occurred and which may be declared as a Critical Incident in the near future.
- 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 site except that which is necessary to treat casualties and to prevent fire and/or further injury to personnel.
- All debris and signs of the incident must be left undisturbed, and officials should not walk close to the incident in case they obliterate important evidence, such as debris, marks near the track/course, or similar.

- All officials, unless injured, should remain close to the site until further notice, as they may be necessary to protect the site from interference and contamination.
- A Motorsport Incident Controller will be appointed by the Clerk of the Course to take control at the Incident Site and establish communications with the Motorsport Incident Coordinator, who is still to be appointed. The Motorsport Incident Controller will maintain isolation of the Incident site until Police arrive to take control of the site.
- 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 eye-witnesses to the Incident, and to 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.
- Key persons must be notified immediately by the Clerk of the Course or the Secretary of the Meeting and called together for a meeting at which they will agree on the consequential Critical Incident response. These key persons will include Clerk of the Course, Secretary of the Meeting, senior Police Officer present, Event Promoter, and Event Organiser if not the Secretary.
- With agreement of the meeting, the Clerk of the Course will, themselves or other appropriate senior official, assume the role of Motorsport Incident Coordinator to coordinate the overall and formal response to the incident.
- 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 Meeting, commence documenting (logging) the Coordinator's response (preferably 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).
- The Motorsport Incident Coordinator will also assist the Stewards and the 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 as they are gathered.
- The Clerk of the Course or their nominee will remain in Event Headquarters/Command/Race Control and continue to direct the on-ground emergency responses, to control the movement of all officials, and to ensure that a log is established to record all actions initiated by the that 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.

If not already initiated, the Motorsport Incident Coordinator will arrange attendance to the event precinct and to the incident site by Police and other Emergency Services as required.

- The senior event and sporting management personnel will be notified of the Incident. This group of people include, primarily: Police, the Event Organisers, the property Owner, and the national (Motorsport Australia) and/or international (FIA) sporting

bodies involved in the event. They should be briefed on the Incident and to be informed about the response by the Clerk of the Course and the Motorsport Incident Coordinator.

- At this meeting, a Media Crisis Manager may be appointed to manage response to media interest and pressure, and inquiries from other sources. In most circumstances Motorsport Australia Media Manager will fulfil this role.
- The Motorsport Australia Emergency Contact will be notified. 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 site cope with the demands of the Incident.
- Officials and emergency services at the site 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 by the Motorsport Incident Coordinator and the Secretary of the Meeting and under Police direction.
- 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 in anticipation, also secure an appropriate helicopter landing area.
- A Peer Support Coordinator will be appointed to monitor any need for a response to persons requiring personal assistance, and to arrange trauma counselling if considered appropriate.
- The Motorsport Incident Controller will assist Police at the Incident Site, collecting measurements, photos, witnesses etc. which may be needed for subsequent investigations.
- Access will be provided to the Incident site for the 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 also 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 perhaps days after the incident.
- After receiving Police permission, the Incident site should be returned to normal and the event permitted to continue, if possible.
- The Motorsport Incident Coordinator will collate and 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.



- 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 regarding this.

MEMBER OF



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