
P17 CRITICAL INCIDENT RESPONSE PROCEDURES

Scheduled Reviewed Triennially or as required

Date of Board Approval

27 January 2017

Updated: 11 November 2019

Background

Motorsport is dangerous. All participants know and acknowledge this and generally do all within the scope of their authority to manage and minimise the risks associated with participating in our sport.

Notwithstanding, from time to time incidents will inevitably occur. It is incumbent upon all who are involved with the organising and conduct of karting and in particular race meetings to be properly prepared in the event of a critical incident occurring at a karting facility and during a karting event.

To assist all Clubs and event organisers/officials in the circumstance of a Critical Incident occurring at their kart track, the Board has approved the Karting Australia “**Critical Incident Response Overview and Critical Incident Response Chart**”.

What Is the Critical Incident Response Overview and Critical Incident Response Chart?

This document is aimed at assisting karting event organisers, Clubs and State Karting Associations cope with the pressures and demands of handling a response to a Critical Incident, and to facilitate the liaison and cooperation between the event organisers, Police, and any other external Emergency Services.

In effect the document is a tool that event organisers, clubs and State Karting Associations can use to manage the situation and the recording needed should a Critical Incident occur.

The response referred to is the response to the fact of a serious injury or fatality.

The normal responses to a non-critical incident that may include fire, casualty, accident or similar, continue to be directed by Race Control (Clerk of the Course and Stewards) as normal.

The steps and procedures in the document can be varied depending on the circumstances of the incident - the main thrust of the procedures are **for the Incident to be identified as a Critical Incident by the Senior Medical Officer** in attendance at the Track at that time and if so, to respond accordingly.

A Critical Incident is one which results in:-

- **Injury (of significance) to a Driver, Official, Volunteer or member of the public; or**
- **Injury to any person that is likely to result in a death.**

PROCEDURE

The senior personnel in every Club (including Stewards and Clerks of the Course) should be familiar with the overview of protocols for the handling of a critical incident at a karting event that are detailed in the document.

If an incident has been identified as being a Critical Incident, it is then a matter of the designated Officials working through the document from front to back, following the identified procedures in logical sequence and recording all actions taken.

Every Club must ensure that the **Critical Incident Response Overview For Karting Events (Appendix 1)** and **Critical Incident Response Chart (Appendix 2)** is easily accessible by the Stewards, Clerk Of the Course, Race Director, Club Secretary at every race meeting and at all times when there are organised Club activities taking place at the Race Track.

A hard copy of the **Critical Incident Response Overview For Karting Events** and **Critical Incident Response Chart** should be kept in the Stewards Room and Timing/Race Control at all times.

The hard copies should include the Names and contact details for the State Karting Association Emergency Contact personnel that will need to be contacted in the event of the occurrence of a Critical Incident.

APPENDIX 1: Critical Incident Response Overview For Karting Events

This document is an outline of how to handle a Critical Incident (Serious Injury or Fatality) at a karting event, after the incident has been stabilised following standard emergency response.

The two key roles in these procedures are the **Incident Coordinator**, and the **Incident Director** – titled as such to differentiate these roles from their usual roles in the management of an event.

The **Karting Incident Director stays in Race Control** and pulls together all information whilst keeping an overview of the Critical Incident

The **Karting Incident Coordinator stays onsite at the location of the Critical Incident**, recording & photographing, working with medical staff / police and ensuring that the Critical Incident is dealt with appropriately on site.

When dealing with outside organisations, it is advisable to refer to them as **Karting Incident Coordinator** and **Karting Incident Director** to differentiate them from similar titles within the outside emergency agencies.

IMPORTANT NOTE!

Prior to any on-track activity at each Meeting, the people who will carry out the roles of Karting Incident Controller and Karting Incident Director should they be required should be identified, so that they can undertake those roles immediately when required.

CONTACTS	DETAILS
KA Emergency Contact:	Names and Phone Numbers CEO – Kelvin O’Reilly 0414 550 861 Chief Operating Officer – Lee Hanatschek 0403 531 914 Safety Manager – Tony Manson 0412 353 856
State Association Emergency Contact	Names and Phone Numbers should be in Supp Regs for each Meeting
Motor Racing Ministries	Counselling Services Garry Coleman - 0412 867 582 www.sportschaplancy.com.au

CHECKLIST FOR INITIAL REPORT TO KA and STATE ASSOCIATION

To be delivered to the State Association Office and KA National Office by the **Stewards of the Meeting**, by 9.30AM of the following day.

No.	ITEM REQUIRED	Check
1	Names and address of all casualties, and next of kin	
2	Injury Report completed and signed by Medical Personnel	
3	Vehicle Damage report on each kart completed by the Scrutineer	
4	Detail of when the karts were impounded and where they are located (secured)	
5	Exact time of the accident together with the day and date	
6	The event session/practice session in which the accident occurred	
7	An exact description of the incident site both in writing and diagram – include accurate measurements of distances relating to pertinent details	
8	An accurate account of events leading up to the incident (from at least 20 seconds prior to until the time of the incident.)	
9	Brief description of response to incident, including transport of casualty to hospital, and time and detail of confirmation of death (if applicable)	
10	Name, position, and contact details of person submitting report	
11	Name, position, and contact details of Police Officer in charge of the investigation.	

It is recommended that the KA “**Critical Incident Response Chart**” be used as an electronic (or written) Log of the Critical Incident response and reporting, separate from the Event Control Log included in the Stewards Report.

RESPONSIBILITIES OF KEY ROLES IN THE EVENT OF A CRITICAL INCIDENT

Karting Incident Director

- Appoint Karting Incident Coordinator if not already nominated
- Maintains / updates log started by Clerk of Course / Race Director
- Briefs Key Personnel
- Notify Police and meet with them on arrival
- If separate photographer needed, appoints suitable person to meet Karting Incident Coordinator on site
- Notify relevant Workcover authority & other relevant authorities in State that Meeting is held
- Establishes & remains in Incident Command Centre (can be Race Control if Meeting does not proceed)
- Nominate one person to speak to media
- Direct Officials to ensure security of medical area and access for ambulance to facility
- Collate all documentation and material for submission with reporting
- Issue initial statement through media person, after clearing with Police & KA
- Arrange contact for counselling with Officials or Competitors who need it
- Direct contact with Next of Kin of injured parties

Karting Incident Coordinator

- Isolate Incident site & protect evidence
- Takes all relevant photos & video or oversees appointed photographer to do so
- Impound karts involved in Incident
- Secure Crash Helmets worn by all injured parties in the Incident
- Identify any damage to Circuit Safety Infrastructure
- Produce drawing(s) of Incident clearly identifying paths, starting points, finish points etc
- Meet with Stewards of the Meeting at Incident site
- Conduct Inspection with Stewards of the Meeting and club Safety Officer to determine if Incident site can be made suitable for racing (**recommend that State Circuit Inspector be contacted**)
- Obtain witness statements and facilitate witness statement with Police
- Oversee repairs to Incident site Circuit Safety Infrastructure and obtain approval from State Circuit Inspector and Stewards of repairs

Clerk of Course / Race Director

- Declares incident to be a Critical Incident, on advice from Medical staff on site.
- Starts / keeps log with Karting Incident Director (KA Critical Incident Response Chart recommended)
- Ensure medical staffing / vehicles in place prior to re-commencement of racing after Critical Incident
- **Recommend** pre-event checklist be re-done prior to re-commencement of racing after Critical Incident

Stewards of the Meeting

- Attend Incident site to familiarize with circumstances
- Assess damage to Circuit Safety Infrastructure and together with State Circuit Inspector decide whether repaired Safety Infrastructure is suitable for racing to re-commence
- Approve re-commencement of racing IF appropriate
- Review reports and documentation put together by Karting Incident Director
- Submit reports to State Association and KA

Medical Staff

- Immediately notify Clerk of Course / Race Director that Incident is “Critical”
- Identify Casualties
- Liaise with Civil Ambulance
- Generate medical records of injuries

Secretary of the Meeting

- Notify State Association and KA
- Provide all needed documentation to Karting Incident Director



APPENDIX 2: CRITICAL INCIDENT RESPONSE CHART

CONTACTS	DETAILS
KA Emergency Contact:	Names and Phone Numbers CEO – Kelvin O’Reilly 0414 550 861 Media Manager – Lee Hanatschek 0403 531 914 Safety Manager – Tony Manson 0412 353 856
State Association Emergency Contact	Names and Phone Numbers
Motor Racing Ministries	Counselling Services Garry Coleman - 0412 867 582 www.sportschaplaincy.com.au
EVENT AND INCIDENT INFORMATION	DETAILS
Event Permit Number:	
Date of Incident:	
Venue or Location:	
Event Title:	
Session Number:	Class: _____ Division: _____ Heat No.: _____ Final
Time of Incident:	
Attending Police Officer:	
Chief Steward of Meeting:	
Clerk of the Course/ Race Director:	
Race Secretary:	
Person completing this form:	

TASK	RESPONSIBILITY	LOG OF ACTION TIME AND BY WHOM
<p>1. INCIDENT IDENTIFICATION Identify the incident as a Critical Incident, usually on advice from Senior Medical Person at Meeting.</p> <p>Initiate log in Race Control of the event to record response to the incident.</p>	<p>Clerk of the Course/ Race Director</p> <p>Incident Director</p>	
<p>1(a). IDENTIFY CASUALTIES Commence identification of casualties.</p>	<p>Medical Team Members</p>	
<p>2. INCIDENT DIRECTOR Appoint and dispatch Incident Coordinator to take charge of incident site.</p> <p>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.</p>	<p>Incident Director</p> <p>Incident Coordinator</p>	
<p>3. MEETING OF KEY PERSONNEL Arrange a meeting of the key event personnel available to agree on following procedures. Persons to be included are:</p> <ul style="list-style-type: none"> • Clerk of the Course / Race Director • Race Secretary • Promoter • Organiser • Police representative 	<p>Incident Director</p>	
<p>4. POLICE ATTENDANCE 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 When police are present, meet police and note name, rank, numbers, Police Station, and contact phone number.</p>	<p>Incident Director</p> <p>Incident Director</p>	

<p>16. NEXT OF KIN</p> <p>Discretely find out from others (pit crew / officials) if next of kin or close acquaintances of casualties are present at venue.</p> <p>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.</p> <p>Person notifying relatives or acquaintances must remain calm and relaxed - should be clearly be introduced by name and position.</p> <p>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.</p>	<p>Support person or Race Secretary</p>	
<p>17. 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>Incident Coordinator</p>	
<p>18. WITNESS INITIAL STATEMENTS</p> <p>From Incident Coordinator, obtain names and address of three witnesses and obtain a quick verbal assessment from them of the circumstances of the incident. Record their comments.</p> <p>Refer to locations at the venue by Turn numbers, not by other names.</p>	<p>Stewards of the Meeting</p>	
<p>19. SITE SURVEY</p> <p>Carry out on-site survey of the scene and draw diagrams showing accurate distances from fixed object (fences, barriers, trees etc.)</p>	<p>Incident Coordinator</p>	
<p>20. VEHICLE IMPOUND</p> <p>Have kart(s) taken to secure, private impound area. Temporary screens may need to be used.</p> <p>Chief Scrutineer to inspect kart to establish any mechanical issues & accurately record damage.</p> <p>Note that kart(s) must remain in impound area until released by Police, and also by KA.</p>	<p>Incident Coordinator</p>	

<p>21. CRASH HELMET Take possession of crash helmet(s) if not retained by Police.</p>	<p>Chief Scrutineer</p>	
<p>22. TRAUMA CHECK Evaluate all persons involved with the incident to ascertain whether any are affected by trauma.</p>	<p>Support person and Race Secretary</p>	
<p>23. AMBULANCE Arrange for replacement ambulance/s if necessary for the Meeting/Event to continue.</p>	<p>Race Secretary</p>	
<p>24. RE-ESTABLISH INCIDENT SITE With permission from police, have incident site cleared of all debris. Repair fencing etc. in preparation for next event.</p> <p>Check safety of Circuit, with KA Approved Circuit Inspector if present or via telephone.</p> <p>If appropriate, approve, in writing, the Circuit for further events when check is complete.</p>	<p>Incident Coordinator</p> <p>Stewards of the Meeting and Clerk of the Course</p> <p>Stewards of the Meeting</p>	
<p>25. REVIEW & PRESENT REPORTS Review all reports and ensure that they are all identified and signed by whoever is presenting them.</p>	<p>Incident Director</p>	
<p>26. REPORTS TO KA AND STATE ASSOCIATION Present required reports to State Office and National Office of KA as detailed below - some by next day and some within two working days. Lists are at end of this form.</p>	<p>Stewards of the Meeting</p>	

REPORT TO KA and STATE ASSOCIATION

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2	Injury Report completed and signed by Medical Personnel.	
3	Vehicle Damage report on each kart completed by the Scrutineer.	
4	Detail of when the karts were impounded and where they are located (secured.)	
5	Exact time of the accident (to the second if possible) together with the day and date.	
6	The event session/practice session in which the accident occurred.	
7	An exact description of the incident site both in writing and diagram – include accurate measurements of distances relating to pertinent details.	
8	An accurate account of events leading up to the incident (from at least 20 seconds prior to until the time of the incident.)	
9	Brief description of response to incident, including transport of casualty to hospital, and time and detail of confirmation of death (if applicable.)	
10	Name, position, and contact details of person submitting report.	
11	Name, position, and contact details of Police Officer in charge of the investigation.	

DETAILS OF PHOTOGRAPHS REQUIRED

Photos required 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 catch traps, indication directional movement of the kart, and skid marks where wheels would have been locked up.
- Damage to infrastructure, particularly with kart 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 kart, or of debris following impact. Debris in spectator area is particularly important if any.