

CAMS CRITICAL INCIDENT RESPONSE

This document is dated 4 March 2015 it consists of 16 pages

Critical Incident Response Procedures for Club Motor Sport Events

Note: This document has two discrete parts:

Part A, which should be carefully considered by Club or Multi Club event organisers prior to the event;

and

Part B, which is the operational advice and assistance to event organisers. This is the process to be followed when a critical incident occurs at a Club or Multi Club Event.

Part A

Background

This part of the document will assist club 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.

CAMS defines a “Critical Incident” as 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.

These procedures are to be followed in the event of a Critical Incident occurring at a CAMS sanctioned Club or Multi-club motor sport event. They are initiated after the incident has been stabilised following the event’s standard emergency procedures being implemented under direction from the Clerk of the Course.

For all critical incidents which occur at a motor sport event held under the sanction of CAMS, an effective response to the incident, which is tailored to the individual event, is required.

Given the diverse types and status of events conducted under the sanction of CAMS, it is the responsibility of each event to develop an emergency response plan which takes into account the resources available to the event.

However, a uniform approach for an organiser to attend to the minimum requirements for responding to a major critical incident and for recording and detailing the incident and the actions which follow the incident is compulsory.

These compulsory requirements and actions are fundamental to the conditions of the CAMS Organising Permit.

Declaration of a Critical Incident

The declaration of a “Critical Incident” is made by the event organisers (the Clerk of Course) , usually on the advice of the most senior medical official.

Before a Critical Incident Occurs

- All organisers should have a plan to deal with an incident – this could be called the Organisers “Operational Response Plan” to a Critical Incident. This plan should address the casualty care and incident scene preparation – both of which will depend upon the seriousness of the incident and the status of the event. CAMS does not specifically seek to become involved with how an organiser establishes the operational response to an incident, as this will depend to a significant extent on the nature of the event and the resources available to it.
- The Operational Response Plan for a Critical Incident must include reference to the Critical Incident Response Procedures for Club Motor Sport Events. (this document) which comprises of a summary of actions, a chart for noting useful details which will be referred to several times during the management of the incident, a questionnaire to be used for reporting the incident to CAMS and the Club Event Operational Response Checklist.

It is important to note however, that to ensure appropriate management of a Critical Incident, there should be two officials each with the requisite experience and skills, appointed to manage the response:

- *One will manage and control the activities at the incident site (this may include securing the site, directing personnel, assisting to collect statements etc) and will be known as the “**Motor Sport Incident Controller**”.*
- *The other will manage and co-ordinate the overall response to the incident and attend to the administrative matters, external contact with appropriate organisations and the like. In all but the most extraordinary circumstances at a Club Event this role will be performed by the Clerk of Course. Therefore, for the management of Critical Incidents at Club*

*Events, the overall coordination role will be referred to as the “**Clerk of Course**”.*

- When an event organiser has determined the Operational Response Plan to a Critical Incident for their event, the plan should be communicated to each of the event’s officials who may be called upon to fulfil a role in the plan. This should occur well prior to the event.
- It is recommended that at least one “face to face” meeting should be held prior to the event, at which all those who may be called upon to fulfil a role should attend, in order that appropriate discussions can take place, questions can be answered and personnel can become familiar with their part in the Operational Response Plan for Critical Incidents for that event.
- The event organiser should ensure they have a ‘Critical Incident “Kit”’ handy at all times. This “kit” should include the relevant paperwork including the Operational Response Plan, Check Lists, blank reporting forms etc. together in the one location and be in a ‘ready to roll’ condition.

This may be as simple as assembling a manila folder with the appropriate documents in it.

When the Incident Occurs

- The event organiser should ensure their plan is put into place speedily and in the manner previously discussed with the event’s officials – it is strongly recommended that organisers do not modify processes from those planned and discussed with the relevant officials for the event, otherwise the event organiser may run the risk of confusion at a time when it is essential that they are in control of the whole situation.
- As soon as the event organiser is advised of a potential Critical Incident they should note the time of day in writing, *e.g. “Verbal advice from timekeeper at Cloverleaf test at 10.24am re potential Critical Incident.”*
- The Organiser will then need to commence the event’s Critical Incident Operational Response Plan to respond to the incident and to confirm if it is to be classified as a Critical Incident.
- Competition will either cease, or be neutralized in the area of the incident.

Actions to comply with this requirement include: stopping of an event, stopping a race by the use of a red flag, neutralizing a race by the use of a safety car and downgrading a special stage to transport status. Serious consideration should be given to ceasing further competition, especially if the event is at a single venue (motorkhana, hillclimb, autocross etc.)

- If the incident is confirmed by the Clerk of Course to be a Critical Incident, the organiser then “reaches” for their “Critical Incident Kit” and will follow their Response Plan, which will of necessity include reference to the CLUB MOTORSPORT EVENT CRITICAL INCIDENT RESPONSE CHECKLIST ART (Section 3, Part B of this document). *That document comprises of a summary of actions, a chart for noting useful details which will be referred to several times during the management of the incident, a questionnaire to be used for reporting the incident to CAMS and the Club Event Operational Response Checklist.*
- The organiser (Clerk of the Course) will advise the Stewards of the Meeting (if Stewards are appointed to the event) of the declaration of a Critical Incident. Stewards of the Meeting (if Stewards are appointed to the event) are to be taken to the incident site as soon as practicable. The Stewards of the Meeting will then assist the Clerk of the Course with the remainder of the process, if requested to do so.
- At this stage, the Clerk of the Course’s critically important task is to remain in control of the process and manage the response to the incident. The CAMS Club Event Operational Response Checklist will form the basis of the appropriate actions which need to be taken and will “guide” the event organiser through the post-incident phase.
- The event organiser will need to start assembling a series of documents. The documents required are set out at the rear of the Operational Response Checklist. *It is usually best to start the process of document collection in real time as the response progresses (if of course manpower permits this to be achieved), rather than to wait until after the response phase has been completed. Another reason for this “real time” collection is that it tends to keep officials focused on their allocated tasks during times of adversity.*
- As information is returned to the Clerk of Course about the incident, relevant information should be noted (in as much detail as is reasonably able to be obtained) in the “INITIAL QUESTIONNAIRE”. This document will become a significant reference when the organiser is asked for initial details about the incident (for example by CAMS or the Police). *Completion of this form as early as practicable will be of assistance to all involved as it concentrates on factual information being collected and passed on.*
- When as much detail as is reasonably able to be obtained of the information required by the Initial Questionnaire is available, the call to the CAMS Emergency Contact should be placed.

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The call to the CAMS Emergency Contact (whose contact details will be included with the paperwork issued with the event permit) will trigger two important processes:

- assistance to the Clerk of Course. *The Emergency Contact will, if requested, assist the Organiser with working through the Club Event Operational Response Checklist and will remain available to the Organiser until it is agreed otherwise*
- a predetermined procedure for notifying appropriate persons within CAMS of the incident.

This allows the Clerk of the Course to concentrate on the direct management and coordination of the incident and attend appropriately to the casualties and other affected parties. CAMS can, if requested, arrange for the Clerk of Course to receive contact from CAMS appointed officers in relation to Media Statements, pastoral care and counseling for casualties and their family and friends, details on incident investigations and the like.

- At some time following the initial call to the CAMS Emergency Contact further information will be required by CAMS of Event Organisers. It is presumed that this will be hours, rather than minutes, following the incident and the Clerk of Course will have been able to obtain more information by that time.
- The process, questions and prompts of the Club Event Operational Response Checklist form should be followed and where appropriate, completed in as much detail as practicable.
- Once all the required documents and reports have been completed and returned to CAMS, a Panel of Inquiry into the incident may be commissioned by CAMS.

Critical Incident Response Procedures for Club Motor Sport Events

Part B

1. Useful details to be completed as soon as they are known

Date of incident:	
Venue or location:	
Event Title and Type:	
Session/Stage/Section number:	
Time of incident:	
Clerk of the Course:	Name and Phone number.
Chief Steward of the Meeting:	Name and Phone number. If no Stewards are appointed, leave blank.
Attending Police Officer:	Name and Phone number.
Person completing this form:	Name and Phone number.
Person spoken to at CAMS:	Name and Phone number.

Critical Incident Response Procedures for Club Motor Sport Events

2. Initial Questionnaire

Day and Date of Critical Incident
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Time of initial notification of incident to CAMS	:	hrs
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Type of critical incident?	
Type and status of event?	
Name of event?	
Name of parties involved – and if known, their motor sport experience?	
Circumstances of the collision?	
Known details of the injury(s)?	
Medical Attention being administered?	
Intended location of transport of patient?	
Prognosis of Injured Person?	
Broad details of damage to vehicle and any infrastructure?	
Effect the incident has had on the event?	
Details of Civil authority attendance or interest?	
Contact details (name and telephone number) for Stewards of the Event and Clerk of Course or Secretary of the Meeting?	

Critical Incident Response Procedures for Club Motor Sport Events

3. Operational Response Checklist

In compiling this Checklist, every reasonable effort has been made to ensure the terminology used in the documents readily applies to club motor sport as well as to external civil responding organisations, such as police. In some cases there are explanations included with the individual item.

Task	Comments	Time/Who
<p>1. IDENTIFICATION AND DECLARATION OF CRITICAL INCIDENT</p> <ul style="list-style-type: none"> • Clerk of Course to declare the incident as a Critical Incident, usually on the advice of the Senior Medical Official • Notify all operational officials that a Critical Incident has been declared. • Initiate a log of the event to record responses to the incident initiated from there. • Record weather and track conditions at time of incident, and also 30 minutes prior (if a change of weather has occurred). • Commence process for identification of casualties and those directly involved e.g competitors, officials. 	<p><i>Has the incident been declared a Critical incident? If not...</i></p> <p><i>When the incident has been declared a Critical Incident</i></p>	

<p>2. MOTOR SPORT INCIDENT CONTROLLER</p> <ul style="list-style-type: none"> Appoint suitable person as the Motor Sport Incident Controller and dispatch the Motor Sport Incident Controller to take charge of incident site. 	<p><i>Incident site should 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></p> <p><i>Cease or neutralise any further competition in the vicinity until further notice. Seriously consider immediate abandoning the remainder of the event, especially if the event is a single venue event (e.g. hillclimb)</i></p>	
<p>3. CLERK OF THE COURSE</p> <ul style="list-style-type: none"> The Clerk of the Course will coordinate the overall administrative response to the incident. The Clerk of the Course may appoint an appropriate senior official appointed to undertake this duty. For the purposes of this document the references to “Clerk of the Course” will indicate actions undertaken by the person fulfilling this position. 	<p><i>At this time, the Clerk of Course should establish a central location to work from and initiate a log of all actions taken or decisions made in relation to that role.</i></p>	
<p>10. ADVISE CAMS</p> <ul style="list-style-type: none"> Clerk of the Course to advise CAMS Emergency Contact of Critical Incident 	<p><i>The paperwork which arrived with the Organising Permit will identify CAMS emergency contact telephone numbers.</i></p>	
<p>5. POLICE ATTENDANCE</p> <ul style="list-style-type: none"> Clerk of the Course to contact Police and request the police to attend incident site. 	<p><i>When police arrive it may be necessary to have them escorted from the gate or stage start to the incident site.</i></p> <p><i>For rallies (for example in a complicated forest area) or difficult to find venues, it may be appropriate to also provide an escort for the Ambulance and other essential personnel from a known point to the incident site and back again.</i></p>	

<p>6. PHOTOGRAPHER</p> <ul style="list-style-type: none"> • Appoint reliable photographer (official or professional) to photograph scene, ensuring that photographer understands that all photographs remain the property of the Organiser if at all possible. • Record personal detail and contacts of photographer. Transport photographer to incident site and request Motor Sport Incident Controller to assist him. 	<p>PHOTOGRAPHIC DETAIL</p> <p><i>Photos required include:</i></p> <ul style="list-style-type: none"> - <i>general area, and approach to scene (50m prior);</i> - <i>any skid marks;</i> - <i>damaged guardrail, brake markers, etc.; and</i> - <i>photos of car 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><i>Detailed photos of obvious structural problems or faults should be taken at the scene.</i></p>	
<p>7. VIDEO EVIDENCE</p> <ul style="list-style-type: none"> • Check with TV/Video Company (if any) or any spectators of officials near the site to see if any coverage of incident is available. 	<p><i>If possible ensure it is impounded for the Clerk of the Course, and not generally distributed. Stress the need with the owners of the footage for it not to be posted on social or public media.</i></p>	
<p>8. NOTIFICATION TO WORKCOVER <i>or other appropriate civil authority investigating injuries at worksites.</i></p> <ul style="list-style-type: none"> • Notify Workcover or equivalent of the incident and take note of their requirements. 	<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>11. INTERNAL SECURITY</p> <ul style="list-style-type: none"> • Where and if appropriate, arrange for additional officials to act as security at the incident site. 	<p><i>For rallies (for example in a complicated forest area) it may be appropriate to also provide an escort for the Ambulance and other essential personnel from a known point to the incident site and back again.</i></p>	

<p>13. MEDIA CRISIS MANAGEMENT</p> <ul style="list-style-type: none"> • Discuss with CAMS Emergency Contact in first instance, as CAMS will assist the organiser in this area as and when needed. • Advise public address, radio and TV commentators (if such a facility is on site) that no announcements can be made unless authorised by Secretary of the Meeting 		
<p>14. DOCUMENTATION</p> <ul style="list-style-type: none"> • Obtain original 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, Regulations, Event Schedule, Briefing Notes and Instructions etc. • Documents to be collated include Logs, Incident Report Forms, Personnel Injury forms, Vehicle Damage form. All documents should then be passed on to Motor Sport Incident Coordinator for collating and delivery to CAMS. For further details on required documents, see Section 7.6 (below) • CAMS will arrange for copying and distribution to appropriate persons as soon as practicable after the documents have been received. 	<p><i>CAMS will, if requested, arrange for copying and distribution of all appropriate documents in respect of the incident for organisers, as soon as is practicable.</i></p>	

<p>15. PRELIMINARY STATEMENT</p> <ul style="list-style-type: none"> • Clerk of the Course to arrange for broadcast to the public at the event (if relevant) , an appropriate statement to minimise confusion - statement to be cleared by Clerk of the Course and Secretary of the Meeting. • 	<p><i>Police and CAMS Emergency Contact will usually assist with compilation of statement. Public casualty identification must be cleared with senior police officer present.)</i></p>	
<p>16. CIVIL AUTHORITIES</p> <ul style="list-style-type: none"> • On advice from Motor Sport Incident Controller, the Clerk of the Course to request attendance from additional civil authorities if required to assist response. e.g. SES, an external vehicle recovery etc. 		
<p>18. PEER SUPPORT</p> <ul style="list-style-type: none"> • Clerk of the Course to discuss peer support with CAMS Emergency Contact 	<p><i>This may be a chaplain, medical team member/s, or other qualified personnel</i></p>	
<p>20. STEWARDS OF THE MEETING</p> <ul style="list-style-type: none"> • Stewards of the Meeting to attend incident site as soon as reasonably practicable following the declaration of a Critical Incident, with knowledge of Clerk of the Course and Motor Sport Incident Controller. 	<p><i>If no Stewards of the Meeting have been appointed (for example if the event is a Club Motorkhana) please note this fact.</i></p>	

<p>21. CASUALTY IDENTIFICATION</p> <ul style="list-style-type: none"> • Confirm identity of casualties and any deaths directly with Senior Medical Official, or responding medical personnel e.g. State Ambulance. 		
<p>22. NEXT OF KIN</p> <ul style="list-style-type: none"> • 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. • Liaise with attending police before initiating any action with regard to notifying Next Of Kin. 	<p><i>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.</i></p>	
<p>23. WITNESSES</p> <ul style="list-style-type: none"> • Identify any 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><i>Witnesses will be needed for statements for Organisers/CAMS and Police.</i></p>	
<p>24. WITNESS STATEMENTS</p> <ul style="list-style-type: none"> • Motor Sport Incident Controller to 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><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>This task may require assistance from other officials.</i></p>	



<p>25. WITNESS POLICE STATEMENTS</p> <ul style="list-style-type: none"> • Motor Sport Incident Controller to 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>26. SITE SURVEY</p> <ul style="list-style-type: none"> • Motor Sport Incident Controller to arrange to carry out on-site survey of the scene and draw diagrams showing accurate distances from fixed object (buildings, barriers, trees etc.) 		
<p>27. VEHICLE IMPOUND</p> <ul style="list-style-type: none"> • In conjunction with the police, arrange for car(s) taken to secure, private impound area. This may be the local Police impound yard. • Seek Police permission for Chief Scrutineer or other appropriate official 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><i>Note that car(s) must remain in impound area until released by Police, and also by CAMS, via the emergency contact.</i></p>	
<p>28. HELMET</p> <ul style="list-style-type: none"> • Take possession of helmet and any Frontal Head Restraint, if not retained by Police. 	<p><i>If permission is not given to remove the helmet etc from Police possession, ensure that adequate photographs are taken of the protective devices</i></p>	

<p>30. AMBULANCE</p> <ul style="list-style-type: none"> • If necessary, arrange for replacement ambulance/s for the Event to continue. 		
<p>31. RE-ESTABLISH INCIDENT SITE</p> <ul style="list-style-type: none"> • Having first obtained permission from police, have incident site cleared of all debris. Repair barriers etc. to enable resumption of the meeting if this course of action is desired. • Check safety of track or stage, with CAMS Stewards if present. • If appropriate, approve, in writing, the track or stage for further events when check is complete. 	<p><i>Consideration to re-start the event should include the question "Is the event, the emergency services, the officials and the competitors all in a situation where the event could handle another Critical Incident?"</i></p>	
<p>32. REVIEW AND PRESENT REPORTS</p> <ul style="list-style-type: none"> • 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 the Police and CAMS 		
<p>33. SCRUTINY REPORT</p> <ul style="list-style-type: none"> • Review Chief Scrutineer's report, ensure all details are covered, and that report is signed and dated. 		
<p>34. REPORTS TO CAMS</p> <ul style="list-style-type: none"> • Present required reports to National Office of CAMS as detailed below - some by next day and some within two working days. 	<p><i>Lists of documents and reports are at end of this form.</i></p>	

<p>35. PHOTOS TO CAMS</p> <ul style="list-style-type: none"> • Have a copy of each photo (or digital format) sent to CAMS National Office, and a copy to stay with Organisers. 	<p><i>Police may also request copies of photos in addition to what they have taken themselves.</i></p>	
<p>36. TRAUMA SUFFERER CONTACT</p> <ul style="list-style-type: none"> • Maintain contact with possible trauma affected persons in case intervention is necessary • 		
<p>37. CONTINUED POLICE LIAISON</p> <ul style="list-style-type: none"> • Liaise with police and/or coroner's representative to ensure any assistance that they require is available. 	<p><i>Ensure that CAMS is aware of assistance or contact required.</i></p>	
<p>38. CONTINUED CAMS LIAISON</p> <ul style="list-style-type: none"> • Establish an ongoing line of contact with CAMS and seek their advice on what other lines of contact with the following are appropriate: <ul style="list-style-type: none"> ○ Police / Coroner / Insurance / Legal firms; ○ Media / Casualties or affected parties. 		