Champions Kart Club

Major Incident Plan

In the event of a Major Incident during a Champions Kart Club organised event, please refer to the Major Incident Plan (MIP) and appendix held on site within Race Control.

Major Incident Plan

1. **Definition –** A 'Major incident' is regarded as being any incident occurring during an CKC event which requires assistance from personnel and/or facilities not available at the venue.
2. **Examples:**
   a) A fatal or potentially fatal accident
   b) Collapse of a spectating structure
   c) Servere fire.
   d) Aircraft crash, within the confines of the venue.
3. **Responsibility for declaring a 'Major Incident':**
   For events typically held at an unmanned or a temporary venue, the responsibility rest with the Race Director/Clerk of the Course.

4. **Procedure:**
   If a Major Incident is thought to have occurred, the Race Director/CofC makes their assessment and, if appropriate, officially declares a 'Major Incident'

   On such declaration:
   a) All competition activity is stopped and competitors are directed to a suitable location
   b) Chief Medical Officer, or designated person, to be deployed to site to take on the assessment triage role.
   c) Civil services (Police, fire and Ambulance) to be summoned by phone when required
   d) Route from the venue entrance to the incident site to be cleared to permit free passage of emergency vehicles.
   e) Personnel dispatched to entrance to direct incoming services to the incident site and to secure the entrance.
   f) Personnel deployed to secure the incident scene from the public
   g) Person delegated by the Race director or clerk of the course to maintain a written and timed record of all phone calls and radio messages. Radio silence to be maintained except for vital messages relating to the incident.
   h) All medical/first aid personnel to be assembled at the medical center or incident site as required by the CMO of the day)
   i) Deploy personnel to the Med Center to prevent unauthorized access.
   j) Liaise with the hospital/ambulance service in respect of the number of casualties expected.
   k) Delegate suitable personnel to handle all press enquiries.
5. **Notes:**
   On arrival, the police authorities may take control of the incident. In which case the Race Director/CofC will co-operate in providing personnel and equipment available.

Guidance Notes:

The Race Director has been named as the person who shall take control in the event of any incident at events organised by CKC at any circuit it visits and will be responsible for deciding if the incident is serious enough to declare it a "Major Incident" or otherwise. If there is no Race Director present, the Clerk of the Course shall be the named person and should take all the roles and guidance where it states 'Race Director'.

The Race Director should have read and fully understood the contents of the CKC Major Incident Plan, supplementary appendices and supporting documentation and plans for the circuit, paddocks and surrounding areas in advance of any race meetings organised by CKC.

As guidance and to help in making a decision to declare a "Major Incident" the Race Director should consider the following points:

If there are large numbers of spectators and support personnel at the event consideration should be made about the possibility that the first-aid and rescue personnel already at the event may not be able to handle on their own, the emergencies or incidents which have occurred. Consider also how to deal with a major fire or an accident where there might be numerous casualties

Procedures to deal with serious and imminent danger in the workplace, including evacuation, are a requirement of the Management of Health and Safety at Work
Regulations and therefore a plan is required for this which should contain clear information about what must take place in an emergency.

This will take the form of a dossier which will set out key responsibilities and action of individuals to be nominated in advance or at the time a Major Incident has been declared.

The dossier will be held in a prominent but safe place for easy access by officials within CKC Race Office and located on the official notice board.

The amount of detail that is required to be included within a plan depends on the type of event and the number of people likely to attend and therefore to be safe and cater for all eventualities one single dossier will be drawn up to cater for the worst-case scenario.

The dossier will include a list of people who have been nominated in advance to perform certain key tasks in the event of a Major Incident but doesn't limit their responsibilities.

If the Race Director for whatever reason is unable to take the leading role in the event of a Major Incident, a person shall be charged with deputising for this role. This person, who will deputise for this position, shall be nominated within the list.
The Race Director should also take note of any Major Incident plan available at each venue it visits for any track/parc ferme/paddock/air ambulance landing sites.

Key Personnel & Responsibilities:

RESPONSIBILITY:	PERSONNEL:
Incident Leader / Chief Roles to include	**Race Director** -When the MIP should be put into place -If an evacuation is necessary and if so, if that is total, partial or phased. -Decide if extra emergency services are needed and when to alert them. -Directly manage the scene and personnel.
Incident Leader / Chief (If the RD/CofC isn't available)	Clerk of the Course/Deputy Clerk of the Course
Assessment Triage Role Roles to include	**Chief Medical Officer** -Liaise with and work alongside emergency services -Designate areas for medical treatments
Route from the venue entrance to incident site is clear	**Race Office Staff & Timekeepers**
Direct incoming services from venue entrance to incident site Roles to include	**Chief Marshal & Marshalling Team** -Line the route to ensure easy access from the main entrance and ensure it is kept clear.
Secure Incident scene from public (Includes liaising with the circuit, and utilizing their management)	**Event Stewards, Assistant Clerks & Marshalling Team** -Clear all public areas away from the incident.
Maintain a written and timed record of all calls and radio messages Roles to include	**Head of Race Control** -Start Filling in the MSUK Incident Form - Create a separate sheet noting all information down. - Create a full time log of all calls and radio messages made during the incident.
Liaise with press enquiries and prepare official statements Roles to include	**Championship Co-Ordinator and Race Director** -No information to the public domain until official confirmation and guidance from Motorsport UK

Additional Information:

- The event secretary will notify Motorsport UK (Dan Parker) of the incident as soon as possible.
- The Event Stewards will ensure that the Motorsport UK Steward has called the Motorsport UK safety number.
- A designated radio channel, assigned by the Race Director, will be the main source of communication between Officials and Emergency Services.
- The venue's tannoy system will be used for public announcements and instructions.
- Champions Kart Club will nominate a room as an interview room for witnesses before any meeting commences.
- Any vehicles involved in the incident should be stored in the technical area and covered. These vehicles must not be removed until the patient is released from the hospital and clearance from the Steward and Motorsport UK.
- Major Incident Plan should be actioned by the Race Director minutes of occurrence.
- All track activity and personnel movement should be stopped and await instructions from the Race Director.
- Onsite medical crews give as much information as possible and any immediate casualties.
- Additional emergency services should be alerted as soon as possible
- Major incident leaders should establish is evacuation is necessary and action required.

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