



CRITICAL INCIDENT RESPONSE PROCEDURES

For Attention of:

- Clerk of Course
- Steward / Referee

Introduction

From time to time in Motorcycle sport, incidents occur which are beyond the scope of normal operations. Such incidents are sometimes associated with loss of life, but they could also include incidents with widespread injuries or widespread damage to property. These are defined as Critical Incidents and this document will assist in appropriately dealing with and reporting on these incidents.

Instructions to the Clerk of Course or Steward / Referee

1. Identify the incident as a "critical incident", usually from advice from medical personnel. Identify any casualties that are immediately apparent.
2. Appoint an "Incident Co-ordinator", who should be Clerk of Course or Speedway Referee, to co-ordinate overall response to the incident. Incident Co-ordinator gets Section 1 of this document.
3. Appoint an Incident Controller (usually a senior official) to manage the immediate site of the incident – give Section 2 of this document to him or her.
4. Give section 3 to Secretary of the Meeting (or Speedway Chief Marshal).
5. Give section 4 to the Steward of the Meeting.

Sections Given To – Name

Received

Section 1	
Section 2	
Section 3	
Section 4	

Incident Coordinator (Clerk of Course)	Time Actioned
1. Establish an Incident Command Centre (at control tower if venue has one) and notify the Secretary of the meeting. Arrange a log of procedures and communication to be kept, by the Secretary. The log should note weather and track conditions, ambient temperature at time of accident and recent weather changes should also be noted. The time of all relevant communications should be logged.	
2. Request police on duty at venue to attend incident scene. If no police are present dial '000' to notify the nearest Police Station or Central Police Centre, or ensure that police have been contacted by ambulance personnel.	
3. Confirm identity of casualties direct with Doctor, paramedics or first aid services.	
4. Appoint a reliable photographer (official or professional) to photograph the scene. Record personal details and contacts of photographer. Transport photographer to incident scene and request Incident Controller to assist him.	
5. Meet police and note name, rank, numbers, Police Station and contact phone numbers. Brief police on the situation.	
6. Assist police if they are obtaining witness statements. If possible, view and copy any statements before they are signed. Have witness sign your copy as well as those for police. The Secretary may need to transcribe statements from verbal accounts.	
7. In conjunction with police, have bike/s taken to secure private impound area. Seek police permission for Chief Scrutineer to inspect bike. Obtain written report from scrutineer. Seek police permission for photographer to complete required photos. The police may impound and remove bike(s) to a police station.	
8. Review all other reports and sections 2 & 3 of this report and ensure that they are all identified and signed by whoever is making them. Obtain all film from photographer or provide an email address to forward digital film to.	
9. Evaluate all persons involved to ascertain whether any are affected by trauma. Possible actions include <ul style="list-style-type: none"> - shift officials to another area for restart - stand officials down from duty - seek medical attention - trauma counselling at venue if possible 	

Name _____ Date _____

Signature _____ Phone No _____

Incident Controller	Time Actioned
1. Incident scene to be isolated and evidence of incident protected from contamination except for safety protection of casualties. Keep family members, competitors, mechanics and spectators away from the scene.	
2. If the Incident Co-ordinator appoints a photographer. Photos required include; general area and approach and the bike before it is shifted, as well as photos of both sides of the bike in an upright position.	
3. Identify eyewitnesses (officials, photographers, public nearby) and record name address and contact phone numbers of each. Have them wait close to the Incident Command Centre if possible. Witnesses will be needed by Stewards and Police.	
4. Carry out on-site survey of the scene and draw a diagram showing accurate distances from fixed objects (track edge, barriers, trees etc).	
5. With permission from police, have incident site cleared of all debris and make any repairs necessary.	

Name _____ Date _____

Signature _____ Phone No _____

Secretary of Meeting	Time Actioned
1. Obtain copy of entry form and riders sign on sheet or officials indemnity form, to assist in identification of casualty and confirmation of name and address. Obtain scrutineering card or relevant scrutineering list for all machines involved.	
2. Advise public address and commentators that no announcements can be made unless authorised by the Clerk of Course or Speedway Referee.	
3. Notify key personnel at venue – Steward and Venue Owner	
4. Issue preliminary statement for PA broadcast to minimise panic and confusion. Do not confirm any fatalities at this time.	
5. Collate all relevant documents and copy for Police and Steward. Entry form, sign on sheets, copy of permit and track licence, instructions, scrutineering cards.	
6. Peer Support Co-ordinator or Secretary – discreetly find out from others (pit crew, fellow riders, 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 accident scene) then inform them of the situation. The person	

<p>notifying relatives or acquaintances must remain calm and relaxed and should clearly introduce themselves (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, possibly fatal injury. Do not confirm a fatality, this is the responsibility of police or medical personnel.</p>	
<p>7. Supply names and contacts of any persons that are affected or are likely to be affected by trauma to MA Steward for counselling after the event.</p>	

Name _____ Date _____

Signature _____ Phone No _____

Steward	Time Actioned
1. Attend incident scene with knowledge of Incident Co-ordinator	
2. Working through the Incident Controller, obtain names and addresses of three witnesses and obtain a quick verbal assessment from them of the circumstances of the incident. Note their comments in writing.	
3. Review Chief Scrutineer's report, ensuring all details are covered and that report is signed and dated.	
8. Check with police if the event can continue to run and if any delay should be expected. Arrange for replacement ambulance/s if necessary for the meeting to continue.	
4. With Clerk of Course check safety of track	
5. Advise Peter Doyle on 0439 994 954 or in his absence, Claire Lawrence on 0404 416 888	
<p>6. Obtain the following information for your MA report:</p> <ul style="list-style-type: none"> - Entry form and sign on sheet from Secretary of the Meeting - Site survey produced by Incident Controller - Film or arrangements with photographer if applicable. - Log of procedures from Incident Co-ordinator - Completed sections of this document from Incident Co-ordinator. 	

Name _____ Date _____

Signature _____ Phone No _____