

Action guide for the Steward / Referee / Responsible Official (“Steward”) if faced with a critical incident.



A critical incident is where:

- a participant is killed or is seriously injured; or
- a member of the public or other non-participant is injured or killed; or
- a safety barrier is breached, even though no members of the public may have been injured.

Before the Event begins the Steward should assign all responsibilities as per the Critical Response Procedures (attached)

If a critical incident occurs, the Steward should:

1. Get to the scene ASAP
2. Secure the scene
3. Protect everyone at the scene.
4. Keep everyone other than essential people away from the scene.
5. Keep a timeline of when ALL actions are taken.
6. Delegate actions and responsibilities as necessary.
7. Take photos showing position on the track of the bike and the rider, from both directions. If there is no camera, do a sketch.
8. Take names and contact details of all Flag Marshals and others who were near the incident.
9. If possible, take statements from all at the scene.
10. Take the name and contact details of any rider who was behind and in sight of the incident.
11. Wherever possible, commandeer any camera or CCTV video/still footage that may have recorded the incident, or anything related to, or leading up to, the incident.
12. If this is a **FATALITY**:
 - a. **Call the POLICE.**
 - b. **Do not move the rider or the bike** until police arrive.
 - c. If talking to Police, and in reports, do not comment on what you think happened or who you think caused the accident. **STATE ONLY THE FACTS.**
 - d. Notify MA CEO and (if it is a state event) the State Manager ASAP
13. Complete and send event reports to MA CEO, MAIL and State Manager (if it is a state event) by next day
14. It is the Steward’s decision if the event is to continue. Do not be swayed by other people or riders.

Critical Incident Response Procedures



For Attention of: Steward, Speedway Referee, Clerk of Course and Race Secretary

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.

Please note that it is vital to identify and appoint the people who will be taking on the various roles during the management of a critical incident, **PRIOR** to any meeting commencing.

PRIMARY INSTRUCTIONS TO THE CLERK OF COURSE OR SPEEDWAY REFEREE

1. Once you have identified the incident as a “critical incident”, usually from the advice of medical personnel, establish the identity of any casualties that are immediately apparent.
2. The Clerk of Course or Speedway Referee then becomes the “**Incident Co-ordinator**”, who then co-ordinates the overall response to the incident.
Incident Co-ordinator gets Section 1 of this document.
3. Advise the “**Incident Controller**” (usually a senior official nominated before the meeting starts) to manage the immediate site of the incident
Give Section 2 of this document to the Incident Controller.
4. **Give section 3 to the Secretary of the Meeting.**
5. **Give section 4 to the Steward of the Meeting** or if it is a Speedway meeting, this section is also completed by the Referee.

Section distribution:

Section 1	To: (Name)	Received: (Signature)
Section 2	To: (Name)	Received: (Signature)
Section 3	To: (Name)	Received: (Signature)
Section 4	To: (Name)	Received: (Signature)

Critical Incident Response Procedures



Section 1

INCIDENT CO-ORDINATOR (*Clerk of Course or Speedway Referee*)

Time Actioned

1. Advise the “ Incident Controller ” to manage the immediate site of the incident and notify the Steward and Secretary of the meeting.	
2. Confirm identity and condition of casualties direct with Doctor, paramedics or first aid services.	
3. Establish an Incident Command Centre (at control tower if venue has one).	
4. Ensure that a log of procedures and communication will be kept. The time and context of all relevant communications should be logged. The log should include weather and track conditions, ambient temperature at time of accident and recent weather changes.	
5. Contact Police. Request police on duty at venue to attend incident scene or 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.	
6. Appoint a reliable photographer (official or professional) to photograph the scene. Record personal details and contacts of photographer. If required, transport photographer to incident scene and request Incident Controller to assist him.	
7. Meet police and note name, rank, numbers, Police Station and contact phone numbers. Brief police on the situation.	
8. Assist police in 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.	
9. In conjunction with police, either secure bike/s on scene or 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.	
10. 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 images to.	
11. 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 or refer to Steward 	
12. Seek confirmation of status of the meeting and if the meeting may continue: <ul style="list-style-type: none"> a) review current Medical resource status b) review current condition of track and any safety devices, 	

Name _____ Date _____

Signature _____ Phone No _____

Section 2

INCIDENT CONTROLLER

Time Actioned

1. The incident scene is to be isolated and all evidence of the incident must be protected from contamination. Exceptions can be made for the safety and protection of casualties and/or officials but if things are moved for reasons of safety (fire, leaking fuel/oil etc) try to establish a record of their original positions. Use of screens and/or covering of casualties is recommended.	
2. Secure site and keep family members, competitors, mechanics, unauthorised photographers and spectators away from the scene.	
3. The Incident Co-ordinator may be the photographer or may appoint a photographer. Photos required should include; general area with reference points, evidence of trajectory or path of bike/s, any evidence of impacts with any fences or objects. The position of bike/s and casualties before they are moved. Photos of the bike/s as they are recovered.	
4. Make a record of anything that is removed from the scene (include what it was, who took it and where it went)	
5. 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.	
6. Carry out on-site survey of the scene and draw a diagram showing accurate distances from fixed objects (track edge, barriers, trees etc).	
7. With permission from police and under instruction from Clerk of Course, have incident site cleared of all debris and make any repairs necessary.	

Name _____ Date _____

Signature _____ Phone No _____

Section 3

SECRETARY OF MEETING

Time Actioned

1. Obtain copies of entry forms, riders sign on sheets and officials indemnity/sign on forms. Confirm name/s and address/es of the casualties and collect any/all documentation relating to same. Obtain scrutineering card or relevant scrutineering lists for all machines involved. Obtain any documentation related to the race/event and/or any person involved in the incident.	
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 – Promoter and/or Venue Owner	
4. Issue preliminary statement for PA broadcast to minimise panic and confusion. Do <u>not</u> confirm any fatalities at this time.	
5. Collate all relevant documents and copy for Police and Steward. Entry forms, sign on sheets, copy of permit and track licence, final instructions, scrutineering sheets or 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 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.	
7. Supply names and contacts of any persons that are affected or are likely to be affected by trauma to MWA Steward for referral to counselling after the event.	

Name _____ Date _____

Signature _____ Phone No _____

Section 4

STEWARD

Time Actioned

1. Attend incident scene with knowledge of Incident Co-ordinator	
2. Advise MA and/or SCB as appropriate to meeting	
3. Working through the Incident Controller, obtain names and addresses of witnesses and obtain a quick verbal assessment from each of them of the circumstances of the incident. Note their comments in writing or record their statements on your phone.	
4. Copy and/or commandeer any photographic or video/GoPro/live/CCTV footage	
5. Where available, ensure any relevant motorcycle data logging information is downloaded and stored.	
6. Check with police if the event can continue to run and if any delay should be expected.	
7. With Clerk of Course review current Medical resource status and arrange for replacement ambulance/s if necessary, for the meeting to continue.	
8. With Clerk of Course check condition of track and any safety devices.	
9. Make the decision whether meeting continues or not and advise CofC.	
10. Refer availability of counselling as necessary.	
11. Obtain the following information for your MA report: <ul style="list-style-type: none"> - Copies of entry forms, sign on sheets and relevant documentation from Secretary of the Meeting - Chief Scrutineer's report, including photos and location of any data logging information and ensuring all details have been covered and that report is signed and dated. - Site survey, notes and photos produced by Incident Controller - Copies of Go Pro/Live TV/CCTV/video or film or arrangements with photographer if applicable. - Log of procedures and copies of communication logs from Incident Co-ordinator - Completed sections of this document from Incident Co-ordinator. 	
12. Submit your complete report to the RCB asap.	

Name _____ Date _____

Signature _____ Phone No _____