DRIVEN

THE KART CHAMPIONSHIP

CHAMPIONS KART CLUB

MAJOR INCIDENT PLAN

Version 1 · For all CKC organised events · Held on site in Race Control

IF A MAJOR INCIDENT HAPPENS

Refer to this plan and its appendix, held on site in **Race Control**. The **Clerk of the Course (CofC)** decides whether to declare a Major Incident.

FIRST ACTIONS AT A GLANCE

1 STOP

All competition activity stopped. Competitors directed to a suitable location.

2 DECLARE

The Clerk of the Course assesses and officially declares a Major Incident.

3 CALL

Emergency services (Police, Fire, Ambulance) summoned by phone on **999** when required.

4 CLEAR

Route from the venue entrance to the incident kept clear. Entrance and scene secured.

5 RECORD

Timed log of all calls and radio messages. Radio silence except for vital messages.

6 INFORM

Event Secretary notifies Motorsport UK. MSUK safety number **07525 237 403**. No information to the public until MSUK guidance.

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MAJOR INCIDENT PLAN 1

DEFINITION

A Major Incident is any incident occurring during a CKC event which requires assistance from personnel and/or facilities not available at the venue.

EXAMPLES

Fatal accident
A fatal or potentially fatal accident

Structure collapse
Collapse of a spectating structure

Severe fire
A severe fire

Aircraft crash
Within the confines of the venue

WHO DECLARES A MAJOR INCIDENT

For events typically held at an unmanned or temporary venue, the responsibility rests with the **Clerk of the Course**. If a Major Incident is thought to have occurred, they make their assessment and, if appropriate, officially declare a Major Incident.

ON DECLARATION

a	All competition activity is stopped and competitors are directed to a suitable location.
b	The Chief Medical Officer, or designated person, is deployed to the site to take on the assessment and triage role.
c	Emergency services (Police, Fire and Ambulance) are summoned by phone when required.
d	The route from the venue entrance to the incident site is cleared to allow free passage of emergency vehicles.
e	Personnel are sent to the entrance to direct incoming services to the incident site and to secure the entrance.
f	Personnel are deployed to secure the incident scene from the public.
g	A person delegated by the Clerk of the Course keeps a written, timed record of all phone calls and radio messages. Radio silence is maintained except for vital messages relating to the incident.
h	All medical and first aid personnel assemble at the Medical Centre or incident site, as required by the CMO of the day.
i	Personnel are deployed to the Medical Centre to prevent unauthorised access.
j	Liaise with the hospital / ambulance service about the number of casualties expected.
k	Suitable personnel are delegated to handle all press enquiries.

NOTE On arrival, the police may take control of the incident. If so, the Clerk of the Course will co-operate by providing the personnel and equipment available.

GUIDANCE NOTES 2

Clerk of the Course in control. The Clerk of the Course is the named person who takes control in the event of any incident at CKC events, at any circuit, and decides whether it is serious enough to declare a Major Incident. If the Clerk of the Course is unable to lead, the **Deputy Clerk of the Course** takes all of these roles.

BEFORE EVERY EVENT

The Clerk of the Course should have read and fully understood this Major Incident Plan, its supplementary appendices, and the supporting documents and plans for the circuit, paddocks and surrounding areas, in advance of any CKC race meeting. They should also note any Major Incident Plan the venue holds, including track, parc fermé, paddock and air ambulance landing sites.

DECIDING WHETHER TO DECLARE

If there are large numbers of spectators and support personnel, consider whether the first aid and rescue personnel already at the event may not be able to handle the emergency on their own. Consider also how to deal with a major fire, or an accident with numerous casualties.

Procedures to deal with serious and imminent danger, including evacuation, are a requirement of the **Management of Health and Safety at Work Regulations**, so this plan sets out clearly what must take place in an emergency.

THE INCIDENT DOSSIER

What it is

A dossier setting out the key responsibilities and actions of people nominated in advance, or at the time a Major Incident is declared.

One plan for the worst case

One single dossier is drawn up to cater for the worst-case scenario, whatever the event size.

Where it is kept

In a prominent but safe place for easy access by officials in the CKC Race Office, and on the official notice board.

Named people

Lists people nominated in advance for key tasks, without limiting their responsibilities, including a nominated deputy if the Clerk of the Course cannot lead.

KEY PERSONNEL & RESPONSIBILITIES 3

*Fill in the **Name on the day** column before each meeting so everyone knows who is covering each role.*

RESPONSIBILITY	WHO	ROLES INCLUDE	NAME ON THE DAY
Incident Leader / Chief	**Clerk of the Course**	When the plan should be put into place · whether an evacuation is needed, and if so total, partial or phased · whether extra emergency services are needed and when to alert them · directly managing the scene and personnel	
Incident Leader / Chief if the Clerk of the Course is not available	**Deputy Clerk of the Course**	Takes all of the Incident Leader roles above	
Assessment & triage	**Chief Medical Officer**	Liaising and working alongside the emergency services · designating areas for medical treatment	
Clear route from the entrance to the incident	**Race Office staff & Timekeepers**	Keeping the route clear for emergency vehicles	
Direct incoming services from the entrance	**Chief Marshal & Marshalling Team**	Lining the route to ensure easy access from the main entrance, and keeping it clear	
Secure the incident scene from the public	**Event Stewards, Assistant Clerks & Marshalling Team**	Clearing all public areas away from the incident · liaising with the circuit and using their management	
Written, timed record of all calls and radio messages	**Head of Race Control**	Starting the Motorsport UK Incident Form · keeping a separate sheet noting all information · a full time log of all calls and radio messages during the incident	
Press enquiries & official statements	**Championship Co-ordinator & Clerk of the Course**	No information into the public domain until official confirmation and guidance from Motorsport UK	

ADDITIONAL INFORMATION 4

WITHIN MINUTES

Action the plan
The Clerk of the Course actions the Major Incident Plan within minutes of the incident.

Stop everything
All track activity and personnel movement stops and waits for instructions from the Clerk of the Course.

Medical information
On-site medical crews give as much information as possible, including any immediate casualties.

Alert services
Additional emergency services are alerted as soon as possible.

Evacuation
Incident leaders establish whether an evacuation is necessary and what action is required.

Communications
A designated radio channel, assigned by the Clerk of the Course, is the main link between officials and the emergency services.

NOTIFICATIONS

Motorsport UK
The Event Secretary notifies Motorsport UK (Dan Parker) of the incident as soon as possible.

MSUK safety number
The Event Stewards make sure the Motorsport UK Steward has called the Motorsport UK safety number: **07525 237 403**.

Public announcements
The venue's tannoy system is used for public announcements and instructions.

Witnesses
CKC nominates a room as an interview room for witnesses before each meeting starts.

VEHICLES INVOLVED

Any vehicles involved in the incident are stored in the Technical Area and covered. They must not be removed until the patient is released from hospital and clearance is given by the Steward and Motorsport UK.

EVENT-DAY DETAILS — FILL IN BEFORE EACH MEETING

Radio channel for the incident	
Witness interview room	
Medical Centre location	
Nearest A&E hospital	
Air ambulance landing site	
Venue emergency contact	