

# MAJOR INCIDENT PLAN

## Appendix 1 – Guidance Notes

The Clerk of the Course has been named as the person who shall take control in the event of any incident at events organised by TVKC at PF International Kart Racing circuit and will be responsible for deciding if the incident is serious enough to declare it a “Major Incident” or otherwise.

The Clerk of the Course should have read and fully understood the contents of the TVKC 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 TVKC to take place at PFI.

As guidance and to help in making a decision to declare a “Major Incident” the Clerk of the Course 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 situation.

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 TVKC Race Control

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.

If the Clerk of the Course for whatever reason be 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 dossier shall include other relevant information about the track, parc ferme, pits, paddock areas, spectator areas, routes to and from the circuit, and areas where Air Ambulances can safely land.

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This information will include multiple copies of detailed drawings of these areas for use by the Clerk of the Course, Police and rescue services.

When drawing up a major incident plan, the following points should be taken into account:

- How soon will the plan be put into action?
- Will any evacuation be total, partial or phased?
- How will the first-aid and rescue services already on-site be used?
- Will additional emergency services be needed?
- Who will decide when to alert them?
- What will be the responsibilities of various employees and officials?
- What communications systems will be used between employees and officials and with the emergency services?
- How will radio messages be prioritised?
- Where are the access routes and rendezvous points for emergency vehicles? Can they reach all parts of the site?
- What action do marshals, crowd management stewards and car park attendants take?
- Is any training needed in advance?
- When will an event be abandoned? Bear in mind that large numbers of spectators leaving the site might delay the arrival of the emergency services.
- What announcements will be made to spectators?
- Which areas will be used as a medical centre for the treatment of minor casualties, for the accommodation of anyone fatally injured
- Which area will be used as an interview room for witnesses?
- Who will be responsible for press releases to the media?

The dossier will specify who will decide whether the event is to continue after an incident.

If the event is to carry on, this should not happen until adequate first-aid, and other rescue services are in place.

All key officials on-site, including MSA officials should be made aware of the dossier and its arrangements.

Training programmes for officials, marshals, Stewards and temporary staff could include an explanation of the plan and what their individual roles will be.

It may be useful to have a training exercise to allow those involved to practice their roles.