



Major Incident Plan

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PF International Kart Circuit, Lincs, NG32 2AY



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In the event of a Major Incident at PF International during a Trent Valley Kart Club organised event, please refer to the Major Incident Plan and Appendix held on site within the Race Control office.

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Major Incident Plan

1. **Definition:** A 'Major Incident' is regarded as being any incident occurring which requires assistance from personnel and/or facilities not available within the venue.

2. **Examples:**

- a) A fatal or potentially fatal accident.
- b) Collapse of a spectating structure.
- c) Severe fire.
- d) Aircraft crash within the confines of the venue.

3. **Responsibility for declaring a 'Major Incident':**

At permanently manned racing circuits, the venue operators will be responsible for managing major incidents. For events typically held at an unmanned or a temporary venue, the responsibility rests with the Clerk of the Course.

4. **Procedure:**

If a 'Major Incident' is thought to have occurred, the Clerk of the Course makes his/her assessment and, if appropriate, declares a 'Major Incident'.

On such declaration:

- a) All competition activity is stopped and competitors directed to a suitable location.
- b) Chief Medical Officer, or his designated person, to be deployed to site to take on assessment triage role.
- c) Civil services (Police, Fire, and Ambulance) to be summoned by telephone, as required.
- d) Route from venue entrance to 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 entrance.
- f) Personnel deployed to secure incident scene from the public.
- g) Person delegated by the Clerk of the Course to maintain a written and timed record of all telephone calls and radio messages. All telephone lines to be kept clear for emergency use. 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 Centre or incident site as required by the Chief Medical Officer of the day.
- i) Deploy personnel to the medical centre to prevent unauthorised 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 Clerk of the Course would co-operate in providing personnel and equipment available to him/her.

6. **Information:**

Telephones are located at:	Caythorpe Village (adjacent to corner shop)	
Nearest A & E Hospital is (Major):	Lincoln County Hospital	T: 01522 512512
Nearest Neuro Centre:	Queens Med Centre (Nottingham)	T: 01623 660808
Other A & E Hospitals (Minor only):	Newark Hospital	T: 01636 681681
	Grantham & District Hospital	T:01476 565232

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.

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.

Appendix 1: Guidance Notes [continued]

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 Motorsport UK 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. This subject matter is covered in the Club's annual training day.

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

Appendix 2: Dossier

Key Personnel & Responsibilities:

RESPONSIBILITY:	PERSONNEL:
Incident Leader / Chief Roles to include (but not exhaustive):	Clerk of the Course <ul style="list-style-type: none">• 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
Incident Leader / Chief (if Clerk not available)	Deputy Clerk of the Course
Assessment Triage Role Roles to include (but not exhaustive):	Chief Medical Officer <ul style="list-style-type: none">• Liaise with and work alongside Emergency Services• Designate areas for medical treatments
Route from venue entrance to incident site is cleared	Chief Marshal & Marshalling Team
Direct incoming services from venue entrance to incident site	Admissions Gate Personnel
Secure incident scene from public	Event Stewards
Maintain a written and timed record of all calls and radio messages	Event Secretary
Liaise with press enquiries and prepare official statements	Club Secretary & Commercial Director

Appendix 2: Dossier

[continued]

Additional Information:

- The Event Secretary will notify Motorsport UK (Dan Parker – 07706344174) of the incident as soon as possible.
- A designated radio channel, assigned by the Clerk of the Course, will be the main source of communication between Officials and the Emergency Services.
- The venue's tannoy system will be used for public announcements and instructions.
- The briefing room, at the back of the Panorama Room will act as an interview room for witnesses.
- Any vehicles involved in the incident should be stored in the Technical Area.
- Major Incident Plan should be actioned within minutes of occurrence.
- All track activity and personnel movement should be stopped and await instructions.
- Onsite medical crews given as much information as possible and any immediate casualties.
- Additional Emergency Services should be alerted as soon as possible.
- Major Incident leaders should establish if evacuation is necessary and action if required.

Venue Info & Map:

Evacuations Points:



Access Race Circuit to/from Main Paddock



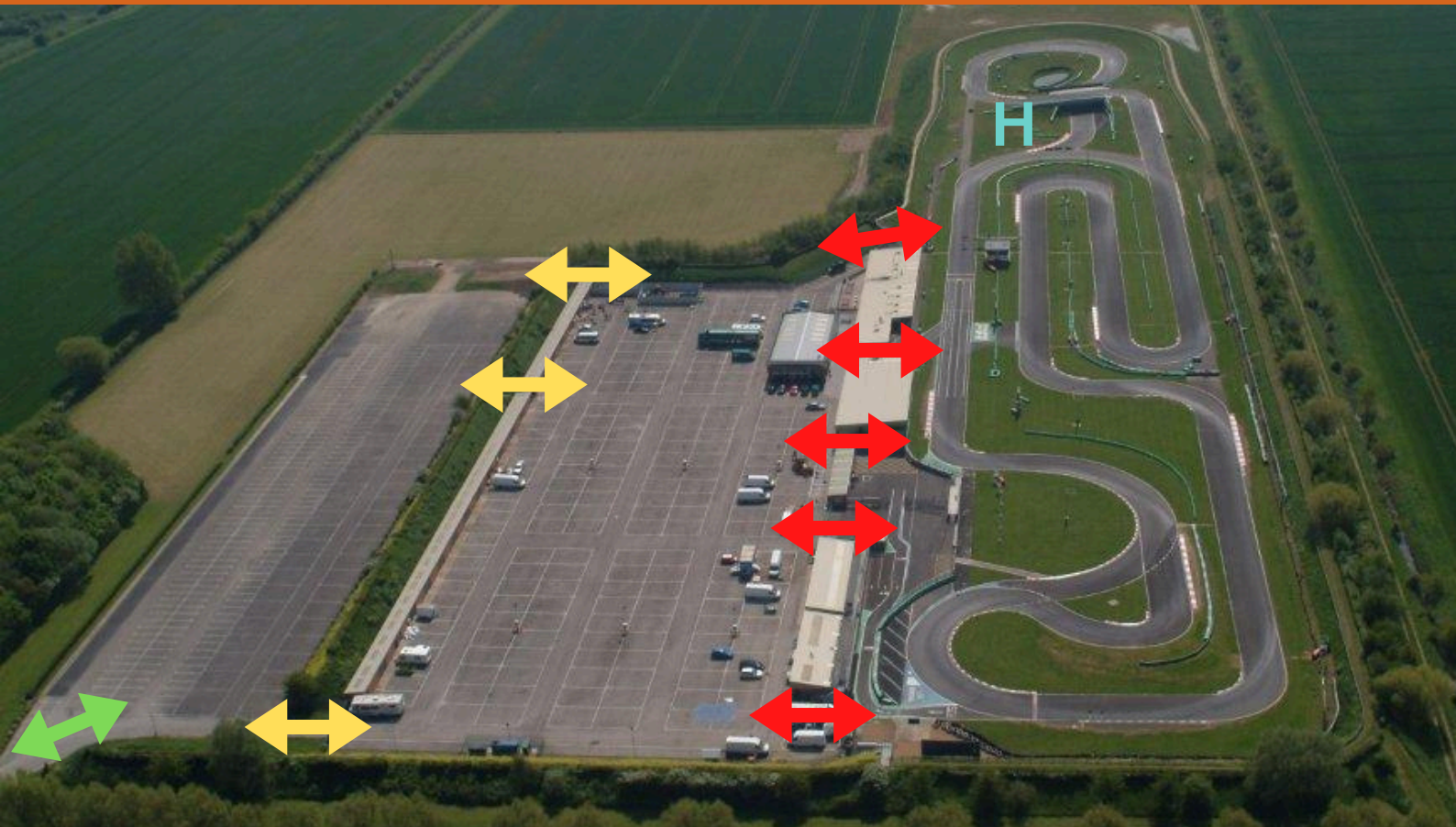
Access Main Paddock to/from Rear Paddock



Main Entrance/Exit for all vehicles & pedestrians



Helicopter Landing Area



Paddock & Venue Information:

THERE IS ONLY ONE MAIN ENTRANCE TO THE SITE FROM STRAGGLETHORPE LANE (NG32 2AY)

- The site is approx. 1 mile from the A17 (Newark/Boston)
- The site is approx. 3 miles from the A1 (North/South)
- The main Paddock has 160 spaces (8mt x 6mt) each with a collective power point supply (from the onsite generator)
- The Rear Paddock has approx 100 spaces – the only power supply is along the adjoining fence line between the two paddocks.
- There is a grassed car park area shown Top left/Top on this plan (Light Green area)
- Water points are along side and in the main buildings.
- Fire points/extinguishers are located/marked around the paddock, buildings and on track.
- The main spectator areas can be found in the Grandstand, Panorama Room and on the surrounding banking.

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