Annex B - Guidance on Content of Incident Management Plans

Incident Management Plans

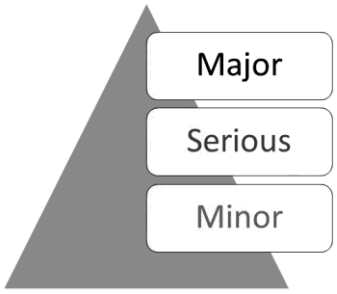
1) Whilst nobody likes to believe that there will be an accident which will involve spectators, officials or competitors, it is prudent to plan for such an eventuality. This plan can be part of the overall Safety Plan or can be held as a separate document. This plan is designed to identify what actions should be taken IF an identified risk or an unexpected event occurs.

2) The Incident Management Plan (IMP) should consist of an explanation of how a **Minor or Serious Incident** (a routine occurrence that impacts on the safe running of the event but does not require the police to assume the co-ordination of its resolution) or a **Major Incident** would be handled. For example, what will you do if there is a crowd control situation? These incidents can be categorised as:

    a) Minor Incident – a route occurrence that impacts on the running of the event but does not need outside assistance, any injuries will be minor and easily able to be treated by either the First Aid personnel available or the events own resources.

    b) Serious Incident – an incident that impacts on the safe running of the event. A serious incident may include injuries; however, all required actions are able to be managed within the resources of the event.

    c) Major Incident – is defined as an occurrence that poses a threat of serious injury, loss of life or breakdown in public order and does require the Police to assume the co-ordination of its resolution.



3) **Minor incidents**
Despite effective planning, there may still be minor incidents. However ,it is recognised that Rally Control should be able to address such circumstances effectively.

Resolution of such routine occurrences is an intrinsic part of the management of the event. Given their predictability, appropriate contingency arrangements should have been implemented and will be managed by Rally Control.

4) Serious Incidents
Some incidents are more significant than a minor incident and may require event interventions such as rescue and recovery vehicles entering the stage.

Management of a serious incident is also an intrinsic part of the actions of Rally Control and as such will be co-ordinated through standard radio procedures to ensure the correct resolution and control of the event. If there are injuries, the even medical crew and the Chief Medical Officer will liaise and ensure the correct treatment is provided.

5) Major Incidents
Whilst Rally Control is responsible for dealing with Minor and Serious Incidents, those involved must be aware of the limitations of their own ability to cope with a situation and thus recognise the occurrence of a Major Incident. In such circumstances, responsibility for co-ordination of the response will pass to the Police who will require the assistance of Rally Control in the communication of essential information to marshals, officials and members of the public.

Your Incident Management Plan needs to cover how this situation would be managed.

6) In all cases, contact should be made with the local authorities to draw up this rescue plan to be implemented in the event of a major incident which does not fall within the scope of the medical service on site. For example, how would you handle a fire or a bomb threat?

7) In each case, you will need to explain the process and arrangements for:

a) Decision making roles and responsibilities
b) Communicating with the events safety services and, if required, the emergency services.
c) Communicating with the competitors, officials and spectators
d) Communicating with the media.
e) Reporting mechanisms for those on scene.

8) The IMP can be included within the overall safety plan or can be a separate standalone document.

9) A Major Incident Communication Plan is a useful element to include in the IMP and should explain who will be involved in any decision making, what messages will be issued and by whom. Pre-planning these matters is most helpful when dealing with a major incident. Please refer to the Motorsport UK incident Management Pack and always use the most up to date version so that you have the correct safety number should you need it.

10) When dealing with an incident where no medical intervention is required, it is worth ensuring that all officials understand the procedure that you wish to be used for the reporting of any stage blockage, whether a partial or full blockage. How should these situations be reported? Who should do what? What descriptions should the radio operators use to describe the situation? For example:

a) Clear
b) Passable with care
c) Blocked

11) As any of the above situations could involve a red flag/signal situation it is important that both official and competitors are aware of the procedure. The radio operators notes and the competitor briefing are the ideal places to share this information.