



Karting (New South Wales) Inc  
**MODEL STATE EMERGENCY PLAN**

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KARTING NSW

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**Insert Name of Club Here** (please include Registration Number)

# Emergency Management Plan



**Karting (New South Wales) Inc  
MODEL STATE EMERGENCY PLAN**

For Kart Race Circuits licensed by the KARTING NSW in New South Wales  
and the Australian Capital Territory

This plan has been published to describe the Protocols for handling Critical  
Accidents and procedures to be followed by the officials who are responsible for  
all track activity.

The Australian Karting Association would like to acknowledge the assistance of  
CAMS in the preparation of this document.



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Published - 19 June 2002 – Version 1.0  
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## Karting (New South Wales) Inc MODEL STATE EMERGENCY PLAN

### Introduction

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Kart Racing is an inherently dangerous activity. Although safety is a primary consideration at all karting venues, unusual or unplanned incidents are possible. Most incidents are minor and are handled by the event organisers with minimal fuss or inconvenience using their own facilities and officials. However, when the very rare incident involving death or serious injury occurs, other pressures are introduced on top of the "rescue requirements", and procedures must be applied to ensure a high degree of professionalism and accountability. This document addresses these protocols, and does not attempt to delve into appropriate rescue procedures.

It is vitally important that all persons responding to any emergency situation maintain control and composure. The use of standardised terms and procedures will reduce any confusion or conflict arising from a misunderstanding of organisational roles, responsibilities and command structures. This document has been carefully developed to merge existing Police terminology and procedures with those employed in Karting. Compliance with these procedures will guarantee a healthy working relationship with outside agencies including Police, Ambulance and, Fire.

The procedures outlined in this document will provide a consistent yet flexible approach to the handling of serious incidents at karting venues throughout New South Wales and the ACT. The existing command and control structure of the AKA should be maintained where practicable, but each role will be better defined in the procedures described. By providing personnel with clear and concise instructions, our response to an incident will remain focused with minimal duplication of effort. This document should be considered in conjunction with the procedures and protocols set out in the Karting NSW Work Health & Safety publication.

Event personnel are obliged to have a basic understanding of their role and responsibilities during incidents involving outside Emergency Service Personnel. Obligations during such incidents are described in Acts of Parliament in;

#### **New South Wales**

The Motor Vehicle Sports (Public Safety) Act 1985 and the State Emergency Rescue Management Act 1989.



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**Australian Capital Territory**

There is no corresponding Act's of Parliament in place for Canberra, ACT as listed above.

Circuit Details

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Name of Circuit: \*

Street Address of Circuit: \*

Additional directions: \*

Circuit Telephone Number: \*

GPS Coordinates \*

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Name of KARTING NSW Club:\*

Contact Address: \*

Club Phone Number: \*

Club Fax Number: \*

Registration Number \*

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Nearest Hospital: \*

Hospital Street Address: \*

Hospital Phone Number: \*

Distance by Road: \* km

Approximate travel time: \* minutes

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Nearest Ambulance Station: \*

Direct Ambulance Phone: \*

Distance by Road: \* km

Approximate travel time: \* minutes

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Nearest Police Station: \*

Police Direct Phone Number: \*

Distance by Road: \* km

Approximate travel time: \* minutes

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Nearest Fire Station: \*

Fire Station Direct Phone: \*

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Distance by Road: \* km  
Approximate travel time: \* minutes

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Dept of Sport & Recreation: Graham Coulton  
Phone: 02 9006 3844  
Fax: 02 9006 3884

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Police, Fire and Ambulance can be contacted on the 000 emergency number but be prepared to give clear directions and information on the location of the circuit. Do not assume the phone operator will have any local knowledge.



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Glossary of Terms

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**TERMINOLOGY**

**Minor Injury**

An injury of significance that can be treated at the circuit by available medical personnel.

**Serious Injury**

An injury which requires remedial action beyond that available at the circuit or where a person has been conveyed to hospital or a medical centre for treatment.

**Critical Injury/Critical Incident**

An incident causing death, or an injury that is likely to cause death.

**Major Emergency**

A major emergency is an incident, more likely occurring in the public area but possibly in the area specified for competition, which is beyond the scope of the resources at the venue to cope with and where there is considered to be danger to persons if outside assistance is not sought.

**Emergency Coordination Centre**

An area designated by the Clerk of Course for the coordination of a Critical Incident.

**AKA**

Australian Karting Association

**Racing Activity**

Activity concerned with the management of, or participation in, a kart race meeting whilst such meeting is under the sanction of the KARTING NSW.

**Clerk of Course**

The senior official responsible for all matters directly associated with the control and running of the karting competition including:

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- a) Control of racing activities and other activities where circuit safety and functioning may be involved or impaired.
- b) Conducting practice sessions and racing in accordance with the program and applicable regulations.
- c) Responding appropriately to any incident, which may arise?

The Clerk of Course will exercise overall control over any critical incident until this role has been assumed by the Police Forward Commander. At such time the Clerk of Course will continue to exercise overall command of Track Rescue Personnel, but shall direct those personnel as required by the Police Forward Commander.

**Secretary of the Meeting**

The Secretary of the Meeting is responsible for the organization of the meeting as regards all material and notices required in connection therewith.

**Stewards of the Meeting**

Stewards of the Meeting have no role in the actual organization of a karting event. They are responsible to KARTING NSW, and are tasked to ensure compliance with documented standards by: -

- a) Actively enforcing the rules and regulations applicable to the competition.
- b) Adjudicating upon disputes arising from the meeting.
- c) Reporting to KARTING NSW on the conduct of the individual events or any incidents occurring during the meeting.

**Peer Support Coordinator**

A person appointed by the Secretary of the Meeting (after consultation with the Clerk of Course and Stewards) to deal with persons directly affected by an Incident. The Sports Chaplain would normally assume the role of the Peer Support Coordinator.

Affected persons would include relatives, friends, or pit crew of a casualty, or track officials tasked to an incident.

The Peer Support Coordinator's duty of care to affected persons would include: -

- a) Providing timely and accurate information regarding the incident in such a way as to minimise trauma.
- b) Monitoring any stress reaction.
- c) Providing intimate assistance or counseling.

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- d) Accessing other support agencies.

**Media Liaison**

Potentially adverse media or public interest generated by an incident at a karting venue which could threaten the organisation's (or sport's) reputation, performance or long term capacity to do business.

**Emergency (précis)**

The actual or imminent occurrence of an event which in any way endangers the safety or health of any person or which damages property, including; -

- a) A fire,
- b) An explosion,
- c) A building collapse,
- d) Civil unrest,
- e) A road accident or any other accident.

**Police Forward Commander**

Will at all times be the senior member of the Police Service at the scene of an emergency. The Police Forward Commander is responsible for overall coordinating.





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General AKA Safety Facilities & Procedures

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The following facilities are provided for in the then current AKA Manual and shall be checked for completeness prior to each event.

A circuit map shall be on display showing all track safety features, marshal/flag points, medical facility locations, access and egress points to the circuit for emergency services, fire extinguisher locations and emergency services phone numbers.

Qualified first aid personnel must be in attendance at all AKA meetings. At State or National Championships a civil ambulance will be in attendance.

Marshals will man all flag points as well as the grid.

All competitors will wear protective clothing and helmet.

Smoking, welding or the use of any open flame is not permitted in the grid, parc ferme or paddock areas. No smoking signs will be displayed.

The only flammable material permitted for cleaning in the paddock area is kerosene.

Fire extinguishers will be located at the scales post and at four other locations in the paddock for up to 200 competitors plus one additional for each 100 competitors or part thereof. Extinguishers shall also be located at any fuel testing area and each flag point. Extinguishers will be suitable for flammable liquid fires, 2.5 kg minimum capacity and certified current. Extinguisher locations will be clearly sign posted.

The grid and track areas will be fenced to prevent casual spectator access.

Clear vehicular access will be maintained at all times to allow ambulance access to the circuit and track.

All racetracks must have telephone communication, either fixed or mobile.

A minimum of 14 days prior to a kart race meeting is held the officer in charge of the nearest police station and the officer in charge of the nearest ambulance station will be given notice in writing of the intended race meeting.



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This Emergency Management Plan will be available at the race circuit at all times and be able to be viewed by authorized persons, including the Police.

Identifiable Risks (refer to Karting NSW Risk Management Plan for details.)

Risk	Management Response
<b>On Track</b>	
Collision of a kart resulting in serious physical trauma to driver	Physical track safety design standards Controls on driving standards Kart protection standards Driver protective clothing
Collision of a kart resulting in fire	Safety regulations on fuel tanks and lines Small volumes of fuel on board karts Fire extinguishers at flag points
Collision of a kart with an official resulting in serious physical trauma to the official	Protective barriers for officials Operational rules for officials
A member of the public illegally entering the race circuit and being impacted by a kart resulting in serious physical trauma to that person	Spectator safety fences Officials at entry points
<b>Competitor Paddock Area</b>	
Fuel fire or explosion in pit area	Rules governing open flames Rules applying to use of flammable liquids Fire extinguishers in the pit area
Equipment explosion resulting in serious physical injury	Restrictions on air compressors
Civil disturbance	AKA rules & Police intervention
<b>Public Spectator Area</b>	
Fuel fire or explosion in canteen	Fire extinguishers in the canteen
Serious fall from spectator grandstand	Construction and design of all facilities to local council building standards
Collapse of building or structure resulting in serious physical injury	Construction and design of all facilities to local council building standards
Civil disturbance	Police intervention



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Collision of a kart resulting in all or part of the kart entering the public area and seriously injuring a spectator	Installation of safety fences
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### Minor Injury Response

A minor injury is one that is able to be dealt with by medical resources available at the circuit.

If the accident victim is on track, the race must be stopped unless the Medical Officer can reach and attend to the injured person in safety or the person does not require immediate attention.

Ensure that the AKA Preliminary Accident/Incident Report Form and Competitor and Public Casualty Record is completed by the Chief Medical Officer and the Clerk of Course, as applicable.

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### Serious Injury Response

A serious injury is one that cannot be dealt with by medical resources available at the circuit and/or requires the injured party to be transported to a hospital or medical centre.

### **Role of Clerk of Course**

To immediately assess the seriousness of the injury and if immediate medical attention is required. He/She may rely upon reports from on track officials for this decision.

If the accident victim is on track the race must be stopped unless the Medical Officer can reach and attend to the injured person in safety.

If an ambulance is required to attend the injured party on track then this must be delay until the end of the race or racing must be ceased while the ambulance is on the circuit.

To ensure the race is stopped safely and all karts are stopped or returned to the grid before any emergency personnel or vehicles enter the circuit.



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To notify the Secretary of the Meeting that a Serious Incident has occurred.

To ensure that a request for any emergency vehicle to attend the track is clearly conveyed.

To dispatch personnel to the Circuit Entrance to escort Emergency Service vehicles and personnel to the scene of the incident. This is particularly important when an intimate knowledge of a venue is required to gain track access.

To ensure the circuit is clear of all karts and emergency vehicles or personnel and that all officials are in place before racing recommences.

### **Role of Secretary of the Meeting**

Ensure that the AKA Preliminary Accident/Incident Report Form and Competitor and Public Casualty Record is completed by the Chief Medical Officer and the Clerk of Course, as applicable.

Ensure that the Serious Injury Report Form (refer track licence) is sent to the Local Police station and the NSW Department of Sport and Recreation.

## Critical Incident Response Procedure

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### **Application**

These procedures are primarily concerned with Critical Incidents, which occur during kart race meetings.

### **Role of Clerk of Course**

To declare an incident to be a Critical Incident. Because of the need to implement strict controls on field personnel, it is imperative that the Clerk of Course makes this declaration at the earliest available opportunity after the seriousness of the incident has been recognised. These procedures are flexible



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enough to cater for de-escalation if the circumstances or initial assessments change.

To take immediate steps to protect the scene of the incident and the personnel in attendance whilst ensuring open access for ambulance vehicles and personnel. This may involve stopping the event in progress even if the incident itself does not intrude onto the racing surface.

In extraordinary circumstances it may be advantageous to continue with the event in progress, as this will provide a focal point for spectators thereby reducing unwanted attendances at the scene of the incident.

If the event is stopped, to have competitors marshalled to a place under the control of officials. The grid or pit lane are generally the most appropriate locations.

To notify the Secretary of the Meeting that a Critical Incident has occurred.

To brief a meeting of key officials convened by the Secretary of the Meeting.

To establish an Emergency Coordination Centre at the location as nominated by the Secretary of the Meeting.

To maintain open lines of communication between key officials. This may require placing stringent restrictions on radio communication by subordinate personnel. The use of mobile telephones to by-pass Race Control using may be appropriate in some situations, as it will provide a private and more direct form of communication.

To notify the Police that a Critical Incident has occurred. Attending Police should be requested to meet with the Senior Official at the Emergency Coordination Centre.

To notify, at the direction from the Police Forward Commander, any additional Emergency Services (not on track) considered necessary to deal with the incident.

To maintain a written log outlining the incident response. In complex incidents this task may justify the appointment of a log keeper. The log shall record all official notifications (including time, date, source, and notice), and any other matters of relevance.



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To dispatch personnel to the Circuit Entrance to escort Emergency Service vehicles and personnel to the scene of the incident. This is particularly important when an intimate knowledge of a venue is required to gain track access.

To exercise command at the designated Emergency Coordination Centre. All unauthorised persons are to vacate the Emergency Coordination Centre until the incident response has concluded, with entry being restricted to the following persons: -

- a) Clerk of Course.
- b) Appointed Assistants to the Clerk of Course.
- c) Secretary of the Meeting.
- d) Representative of the venue owners.
- e) Chief Steward of the Meeting.
- f) Police Forward Commander.
- g) Log Keeper (if required).
- h) Communications Officer (if required).
- i) Emergency services agencies liaison officers.

To ensure that any thoroughfares are manned to allow immediate and unrestricted access to Emergency Vehicles.

To identify a suitable landing site for Ambulance or Emergency Service helicopters. The site should be in close proximity (within 150 metres) to the incident and be easily identified from the air. Marshals will be required at the landing site to ensure that no persons/vehicles enter the area. If necessary, vehicles should also be directed to the helicopter-landing site to provide transport for the Ambulance and Emergency Service personnel.

To communicate updated and relevant information to the Secretary of the Meeting.

To arrange a suitable and secure location in which karts involved in the incident can be impounded.

To arrange security at the trackside medical centre to which casualties may be transported and ensure open access routes from the medical centre to the scene of the incident.

To exercise overall control of the incident until the role has been assumed by a Police Forward Commander. Under these circumstances the Clerk of Course will continue to exercise overall control of Track Personnel, and shall direct those personnel as required by the Police Forward Commander.

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To determine the type and extent of the incident and what (if any) additional resources are required.

To isolate the scene of the incident and prevent interference by unauthorised persons. Access to the scene must be limited to those persons who have specific roles to perform at that time. If isolation becomes difficult, the installation of antipersonnel tape (cordon tape) should be considered.

To ensure clean-up operations are suspended except where necessary to facilitate the treatment of casualties or removal of safety hazards. It is imperative that the contamination or destruction of physical evidence (debris, skid marks, etc.) at the scene is minimised.

To establish access routes for Rescue and Emergency Services personnel / vehicles.

To brief the Police Forward Commander upon his arrival at the scene of the incident.

Direct a reliable marshal to identify and record personal particulars of witnesses to the incident. Witnesses should be requested to remain at the incident scene until cleared by the Police.

**Role of Secretary of the Meeting**

To designate a suitable area or room to operate as an Emergency Coordination Centre during the coordination of a Critical Incident.

The Secretary of the Meeting would normally identify a suitable Emergency Coordination Centre before the commencement of a race meeting. The Emergency Coordination Centre should be equipped with all available means of electronic communication.

Having been notified of a Critical Incident, to call a meeting of Key Personnel. The meeting will be briefed by the Clerk of Course or his delegate.

To receive regular situation reports from the Clerk of Course to enable Key Personnel to be updated.

To monitor the flow of information to persons directly associated with the incident (at and away from the circuit). Where considered necessary, and acting on

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advice from Key Personnel, the Secretary of the Meeting will appoint an official to perform this task. This official will be known as the Peer Support Coordinator. The Peer Support Coordinator must be fully briefed by the Secretary of the Meeting before assuming duties.

If considered necessary, and with advice from Key Personnel, to activate a Media Liaison.

Any Incident which is likely to attract intense media or public interest will require a more structured response to media management and will normally be done through the National Office and the CEO.

To collect and collate all relevant documentation relating to the incident and to ensure that all documentation has been completed to a satisfactory standard, particularly that the Department of Sport and Recreation "Serious Injury Report" is complete and sent to the Department and Local Police.

The Chief Steward of the meeting shall contact the Officer in charge of the nearest Police Station and the State Track Inspector and Karting NSW CEO immediately after the incident.

To establish what (if any) video evidence is available of the incident, to preserve such evidence, and have such evidence available for viewing by necessary officials and attending police.

To copy all relevant internal documents for delivery to the investigating Police Officer and the AKA. These documents would include: -

- a) Grid sheet
- b) Results or time sheets
- c) Race Meeting Entry Forms of competitors involved.
- d) Competitor's licences
- e) Civil licences (if applicable)
- f) Track Injury reports (medical)
- g) Accident/Scrutineers reports
- h) Observer or incident reports
- i) Incident logs
- k) Media releases.

Ensure that the AKA Preliminary Accident/Incident Report Form and Competitor and Public Casualty Record is completed by the Chief Medical Officer and the Clerk of Course, as applicable.





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To arrange for a qualified scrutineer to assist in a post-incident inspection of impounded karts, in conjunction with the Police Investigator or his delegate.

To assist the Stewards of the Meeting to carry out their duties, and to work closely with the Clerk of Course in the processing of all matters to do with the incident.

To maintain on going liaison with the investigating Police Officer on behalf of the event organisers and facilitate communication between the investigating Police Officer and the AKA. This interaction will continue until the investigation is concluded (possibly several months).

Comply with the Police Operation Plan.

### **Role of the Peer Support Coordinator**

This role if not appointed would normally be assumed by the Motor Sport Chaplain.

To ensure that directly affected persons have a quiet, private location where they can be cared for during the incident response. The contact established should be maintained after the meeting and until all investigative procedures have been completed. The assistance of a medical officer and/or chaplain may be required to discharge these duties.

To monitor the removal of casualties from the circuit. This may involve follow-up enquires with hospitals (arranging visits to a hospital or other appropriate activity).

To monitor the post-traumatic stress reactions of officials and others involved in the incident and initiate counseling where necessary. Because of the nature of such reactions, symptoms may not be immediately evident. Follow-up contact may be required for several days after the event and at future meetings where these officials are involved. If there is any doubt, a peer group monitoring system should be instituted to maintain contact with those judged as likely to be affected.

Where death or serious injury has occurred, official notification of the victims' relatives must occur at the earliest opportunity. Failure to make this contact may expose relatives to misinformation or distasteful enquires. Early notification of relatives will also allow complete and accurate information to be surrendered to the Media for general circulation. Police attending the incident will handle the notification of relatives.

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The Peer Support Coordinator may utilise the Media to help identify and present location of any relatives. Notification of "off circuit" relatives must be deferred until clearance is gained from Police due to special protocols, which must be adopted.

### General Procedures and Information

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The following information is provided as additional guidance for those persons managing the response to a Critical Incident.

The senior official present at an incident must take command and control of all marshals and Track.

All personnel involved in the operation must know who is in charge of the incident. This will be achieved by conducting proper pre-event briefings and by ensuring that those in charge are wearing clearly marked nameplates.

If an event is stopped because of a Critical Incident, all available Track Personnel should be sent to the scene of the incident in case they (or their equipment) are needed.

Untasked Track Personnel and other marshals attending the scene of a Critical Incident are to assemble at a location chosen by the Clerk of Course and to remain there until dismissed or are required to assist. *These personnel must not enter the scene of the incident until requested.*

The Medical Officer present at the scene of the incident will exercise ultimate authority over any casualties. The hierarchy of Medical staff (in descending order) is Medical Officer (Doctor), Ambulance Officer and St John's First Aider.

Removal or movement of casualties will be at the direction of the Senior Medical Officer present. The only exception to this would be in the case of real and immediate threat from fire or similar.



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While rescue procedures are in progress, tarpaulins or similar should be used to shield casualties from the weather and also from the distressing interest of onlookers.

Police Officers seeking advice at a Critical Incident should be directed to liaise with the Police Forward Commander. This will ensure that consistent and accurate advice is obtained.

Regular, accurate information regarding the condition of casualties and the progress of the response must be sent to the Clerk of Course. The use of mobile telephones to by-pass Race Control may be appropriate in some situations, as it will prove a private and more direct form of communication.

The Clerk of Course must organise security at the track Medical Centre. The possibility of morbid or intrusive interest in casualties at the medical centre is always present. Marshals put in place in advance will ensure a secure and private unloading area for the ambulance. This should be done without fuss or drama, and if possible without drawing additional interest to proceedings at the Medical Centre.

A similar procedure should be put in place at the area where karts will be impounded. Preparations should be made for covering the karts or shielding them from general view if the area is open to public view.

The Clerk of Course must ensure that karts involved in a Critical Incident are impounded until a thorough Police inspection has been conducted (usually the next day). No persons are to be permitted entry to this area without the express permission of the Police Forward Commander responsible for investigating the incident.

Post-incident inspections of karts by the AKA and Police will often be completed jointly. The inspection by Police mechanics/engineers will be enhanced by advice from qualified karting personnel.

Medical services available at the track will undoubtedly be dispatched to a Critical Incident. If events are being continued, or restarted, it is imperative that sufficient medical services are available (not otherwise occupied) to respond to any subsequent track emergency. A restart should only be considered after receiving advice from the Chief Medical Officer in the field.

Once a venue has been returned to normal after the incident, events may proceed as planned - working to an amended schedule if necessary.

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In some circumstances, protracted Police procedures may make it impossible to resume events and the organisers will need to abandon all race activity. In this situation a clear statement must be made to the public (and all others in attendance) so that the property can be cleared as required.

### **Critical Incident Kit**

A Clerk of Course may find certain equipment useful in the management of an incident. The Kit should contain the following items: -

- 1) Video camera with charged batteries and Videotape.
- 2) Still camera & film or digital camera.
- 3) Tarpaulins.
- 4) A Copy of this document.
- 5) Circuit map showing access routes & gates.
- 6) Clipboards x 3.
- 7) Biro's x 3.
- 8) A4 lined notepads.
- 9) Waterproof marking crayon.
- 10) Line marking paint (pressure pack).
- 11) Witches hats x 6.
- 12) 30 metre measuring tape.
- 13) Stakes, star pickets, mash hammer.
- 14) Disposable gloves.
- 15) Anti personnel tape (cordon tape) for isolating incident site.

### Media Liaison Management

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#### **Introduction**

Motor sport attracts strong media and public interest. The public's perception of the sport will be formed either by direct contact with the sport or by images presented in the media. The long-term interests of the sport demand that controlling bodies adequately manage any media criticism in order to maintain our impressive image.

The media has a right to report news and to express views to the public. The media will do its job with or without the co-operation of motor sport officials. It is therefore important that media representatives obtain accurate and timely information.



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It is not the role of motor sport officials to decide what is, or is not, in good taste or suitable for public display through the media. The responsibility clearly rests with the media.

Procedures described for "Media Liaison Management" do not operate exclusively and must be read in conjunction with other procedures detailed in this document.

**Definition of "Media Liaison"**

A Media Liaison is defined as: -

Potentially adverse media or public interest generated by an incident at a karting venue which could threaten the organisation's (or sport's) reputation, performance or long term capacity to do business.

**Determining a "Media Liaison"**

The nature or extent of a situation may not assist in determining whether an incident will create a Media Liaison. The test will be based solely on the potential for damage to the organisation's reputation because of adverse media or public interest.

A Media Liaison will typically arise following the death or serious injury of a competitor, official or spectator. Such incidents have the potential to damage the reputation of the organisation, circuit, promoter and officials, particularly if ill-informed comments regarding track safety or procedures are permitted to circulate unchallenged.

If a Media Liaison is encountered at a karting event, it is important that these guidelines are adhered to in order to minimise the adverse effects on the organisation or other persons with pecuniary or vested interests.

Most queries from the media can be answered routinely, by officials performing their duties at an event. Although this informal policy has generally served the organisation well, an incident which is likely to attract intense media or public interest, will require a more structured and disciplined response to media management.



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**Declaration of a “Media Liaison”**

A Critical Incident will generally trigger a Media Liaison. The Secretary of the Meeting is routinely notified of all Critical Incidents occurring during an event. Aside from this standard notification, it is the duty of all officials to notify the Secretary of the Meeting of matters, which have, or are likely to, attract significant media or public interest.

**Media Management During Major Events**

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During Major Events a Media Support Team may be identified in advance. Usually, the Media Support Team will include: -

- a) The senior representative of the AKA.
- b) The CEO of the AKA.
- c) The Promoter (if separate from event organiser).
- d) The Circuit Operator.

**General Procedures and Information**

The following information is provided as additional guidance for persons managing a Media Liaison.

In any Media Liaison, it is essential that the focus be directed away from the incident and towards the positive steps being taken to resolve it.

A Media Liaison may induce officials to provide inaccurate or coloured information to the media in an attempt to stave off criticism of the organisation. Under no circumstances is fraudulent information to be communicated to the media, public or investigating Police.

Once a Media Liaison has been activated, **no** person within the organisation is permitted to make statements to the media unless clearance is gained from the Police Forward Commander, the AKA, Chief Medical Officer in consultation with the Secretary of the Meeting or in accordance with any jurisdiction plan.