



## Solo Emergency Information for Events at

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The following is designed to be an easily-used and understandable response guide to be implemented by Regions for major and/or severe-injury incidents. These are guidelines and should be modified as the Region sees fit.

### **It is imperative that everyone:**

1. Remain Calm
2. Listen closely for directions from the Chief Steward, Event Chairman and Safety Steward
3. If not directly involved with an incident, keep your distance and help keep the area clear.
4. Do your best, but do not get in over your head.

### **INCIDENT RESPONSE**

1. It is critical that incidents be rapidly cleared in order to return the site to “normal status” including continuation of event activities. Although the need for rapid action is fully recognized it is absolutely necessary to ensure that all needed data is gained and required documentation completed before the incident site is disturbed.
2. The Chief Safety Steward should maintain the supplies and equipment needed for documenting the incident.

### **EMERGENCY SUPPORT**

1. A designated area should be set-up to serve as “Emergency Central” (for example, the timing facility) to serve as a general clearing station and initial point of assistance. “Emergency Central” is located \_\_\_\_\_.
2. An event communications system should be set up for required officials to communicate effectively. Examples: Safety Steward should be able to communicate with Chief Steward, Event Chairman, etc. and vice versa.

Radio channel used: \_\_\_\_\_ Designated Officials: \_\_\_\_\_

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### **CHIEF STEWARD, EVENT CHAIRMAN &/or RE (or their designate)**

Will give any assistance needed. In any incident involving injuries, they, in conjunction with facility management officials, will coordinate news releases. Contact Pete Lyons, Risk Management for final approval. The RE or designate will be the official spokesperson with the media.

**EMERGENCY TELEPHONE NUMBERS:**

Ambulance: 911    County Sheriff's Department: 911 or \_\_\_\_\_  
State Police: 911 or \_\_\_\_\_

Local Hospitals: \_\_\_\_\_

\_\_\_\_\_  
(Include address and directions to hospitals)

**SCCA Risk Management Emergency Number 800-770-9994**

**Critical Incident Stress Assistance:** \_\_\_\_\_

**REMINDERS: Refer media inquiries to the RE or their designate, but if you are approached and must speak about the incident, follow these guidelines.**

1. If you don't know anything for certain, or if you know something and it's not time to say anything yet, **say "I don't know" or "I don't have that information yet" or "We are gathering that information now"**.
2. Do not add to any speculation.
3. A person "sustains" injuries. He/she never "suffers".
4. Do not discuss insurance coverage or make commitments such as "don't worry; our insurance will take care of everything".
5. Do not discuss responsibility, fault or negligence with anyone who is not a representative of the SCCA National Office or a designated insurance representative.
6. Do not provide the media with any detailed information as to facts of the accident. Basic information (e.g. "A competitor's car went off course and struck a tree") may be provided. Should the media need names and addresses of victims, they can secure them from the authorities or SCCA Risk Management at 800-770-9994.
7. By no means discuss the liability or negligence with the media. Advise them the incident is under investigation and you have no further comment.
8. Contact your DSSS and report the incident.

**MISCELLANEOUS** (To be filled in by Region as needed)