



Mazda MX-5 Club of NSW Inc  
ABN 82 599 208 521

## INCIDENT RESPONSE GUIDELINES

These guidelines are suggestions to help Run Leaders or Organisers respond to any incident that occurs on any club social event.

The types of incidents are:

- Failure to abide by club regulations and policy
- Injury, non-vehicle related
- Vehicle incident

All incidents are to be recorded on the MX-5 Club of NSW Incident Report document, available as a hard copy (download) or google form through the club website under 'Important Information'

### *In the event of a breach of club rules & regulations*

1. Discuss with person/s involved
  - a. point out where you thought the breach occurred
  - b. if resolved to your satisfaction, fill out an incident report mark as "Resolved".
2. If not resolved to your satisfaction, fill out an incident report and inform the President.

### *In the event of a non-vehicle injury*

1. Assess if injury is minor, major or life threatening.
  - a. if injury is minor
    - i. ask if anyone is medically qualified or trained in first aid.
    - ii. Locate the nearest first aid kit.
    - iii. Have first-aider or person acceptable to injured apply appropriate first aid
  - b. if injury requires an ambulance/paramedic.
    - i. ask if anyone is medically qualified or trained in first aid.
    - ii. Call **'000'** for the ambulance, giving an accurate location of the incident. Use **Emergency + App** to identify the location by 3 words.
    - iii. If a person is unconscious refer to section 4 below.

### *In the event of a motor vehicle incident*

1. **Stay Calm**
  - a. allocate duties (traffic control, calling for assistance, 1<sup>st</sup> aid etc.)
  - b. contact the run leader by radio or mobile phone, to halt the convoy.
  - c. Check for immediate life-threatening hazards eg, high tension power lines down, leaking fuel, car electrics shorting etc.
2. **Make the area safe**
  - a. make sure all stationary vehicles are off the road surface (if possible)
  - b. clear critical area
  - c. place a person or barrier car at a reasonable distance either side of the incident to alert oncoming road users. Use many car hazard lights.

**3. If no-one is injured - assess if the vehicle/s involved can be driven.**

- a. If so (and depending on the level of damage).
  - i. arrange for the vehicle/s to rejoin the convoy or make their way to the nearest centre where appropriate help is available.
  - ii. Fill out an incident report recording all relevant information.
  - iii. Take photos of incident for insurance purposes (strictly private, only shared with President)
- b. If not
  - i. assess what help is required at the site and contact appropriate assistance.
  - ii. contact police – if they don't attend scene report incident within 24 hours (131444)
  - iii. Fill out an incident report recording all relevant information.
  - iv. Take photos of incident for insurance purposes (strictly private, only shared with President)

**4. If one or more participants are injured**

- a. ask if anyone is medically qualified or trained in first aid.
- b. call '000' for ambulance, give an accurate location of the incident. Use Emergency + App to identify the location by 3 words.
- c. If person conscious*
  - i. keep them in the vehicle unless they are in danger.
  - ii. attempt to control any dangerous bleeding. Do not splint any fractures.
  - iii. keep them warm and wait for the ambulance to arrive.
- d. If person unconscious check*
  - i. Airway - Check for blockage [tongue, teeth, food etc] and clear airway
  - ii. Breathing - Person is breathing once every 3 to 5 seconds
  - iii. Circulation - Check the person's heart rate. Place two fingers into the groove next to the 'Adam's apple' on the person's neck and count the pulse over one minute.
- e. Breathing & circulation*
  - i. If breathing and circulation are confirmed and the person remains unconscious, support the person's neck by holding both sides of the head and maintain a head position that ensures the person's chin is held off the chest. This ensures a clear airway.
  - ii. If not breathing, or pulse is absent, remove the person from the vehicle and commence resuscitation.

**5. Contact Police for the following:**

- a. a person is killed or injured
- b. the vehicle requires to be towed away
- c. the other driver doesn't stop and/or give their details
- d. if police do not attend the site, report the incident within 24 hours (131 444)