

# RALLY AND RALLY SPRINTS

## SAFETY PLAN TEMPLATE

### **Organiser Information:**

*The following is the recommended template covering the structure and preparation of a Safety Plan.*

*Details applicable to your event should be explained under established headings.*

*Relevant information contained in separate specific instructions to your officials are to have copies appended as appropriate.*

*Information included in other Control publications are to have relevant references included.*

*Layouts, schedule headings and information in black are mandatory to promote a level of consistency in these areas.*

*Words that are highlighted are hints and helpful items to consider*



# **SAFETY PLAN FOR** [enter the name of the event here]

## **PLAN CONTENTS**

- This list is to be used for rally safety plans. For rally sprints you are permitted to remove the headings that do not apply
- Not applicable items are to have a notation to that effect
- The number system is not to be altered but items can be added

### **1. INTRODUCTION**

- 1.1 – Authority
- 1.2 – Rally base/headquarters
- 1.3 – Emergency services
- 1.4 – Resources available
- 1.5 – Radio networks

### **3. RALLY CONTROL**

- 3.1 – Location
- 3.2 – Operational hours

### **5. SAFETY SERVICES**

- 5.1 – Medical Services on rally route
- 5.2 – FIV location plan
- 5.3 – FIV equipment list
- 5.4 – Vehicle access and egress to stages
- 5.5 – Helicopter services

### **7. SPECIAL STAGE SECURITY**

- 7.1 – preparation
- 7.2 – official & marshal manning specification
- 7.3 – clearance
- 7.4 – continuity check of competing cars
- 7.5 – Super Special Stage arrangements

### **9. SERVICE PARKS**

### **11. SUPPLEMENTARY INFORMATION**

- 11.1 – Safety training course
- 11.2 – Marshal information summary
- 11.3 – Marshal certificate of appointment
- 11.4 – Safety Point Briefing
- 11.5 – Safety pamphlet

### **2. EMERGENCY NUMBERS**

### **4. OFFICIALS CONTACT DETAILS**

### **6. ITINERARY & ROAD CLOSURE SCHEDULE**

- 6.1 – Itinerary
- 6.2 – Road closure authorities
- 6.3 – Road closure strategy
- 6.4 – Road closure schedules

### **8. CARS STOPPED IN SPECIAL STAGE**

- 8.1 – Procedure
- 8.2 – Notification
- 8.3 – Assistance required
- 8.4 – Injury accident information checklist

### **10. INTERSECTION AND SPECTATOR AREA SET UP PLANS**

- 10.1 – Overview
- 10.2 – Area & major intersection setup plans

## 1. INTRODUCTION

### 1.1 Authority:

In accordance with New Zealand Motorsport Manual XX, Appendix Two Schedule H this plan sets out the systems that are in place and specifies the processes to use in the event of any injury accident for competitors, officials and the public.

### 1.2 Rally base / Headquarters:

State here

- Location
- Manning levels

### 1.3 Emergency Services:

State here

- Which services are involved with the event
- Which services have been notified of the event in case of call out

### 1.4 Resources Available:

The following emergency resources are available throughout the event:

- list the resources that will be at each stage start and service park

### 1.5 Radio Networks:

a) Describe what communication systems are employed and who is using them b)

Where are they situated and terminated

c) How is information to be recorded and co-ordinated between networks and systems d)

Name persons responsible for a), b) and c)

## 2. EMERGENCY NUMBERS

**RALLY EMERGENCY PHONE NUMBER:** .....

**LIST THE DIRECT EMERGENCY NUMBER**.....

*[This number is to be the one situated in your control room]*

### **EMERGENCY SERVICES**

*[If available list the direct numbers]*

**AMBULANCE:**.....

**FIRE:**.....

**POLICE:** .....

**RESCUE HELICOPTER:**.....

**ALL SERVICES EMERGENCY NUMBER: - 111**

## 3. RALLY CONTROL

### 3.1 Location

- Be precise where control is

- Include contact phone number if available

### 3.2 Operational Hours

Rally Control will be established in accordance with the following schedule:

- List the actual opening and closing times
- Ensure that you are open when officials start their work and remain so until all have completed

## 4. OFFICIALS CONTACT DETAILS

TITLE	NAME	PHONE	MOBILE
Clerk of the Course			
Assistant Clerks of the Course:			
Chief Medical Officer:			
This will be a qualified person who has established your medical plans and equipment. List title and qualifications.			
Police Liaison			
This generally would be a member of the Police force. List Rank.			
Chief Safety Officer			
This is the person responsible for ensuring conformity to the plan			
<b>MotorSport NZ Officials</b>			
Chairman of Stewards			
Stewards			
MNZ Observer			
MNZ Technical Officers			

## 5. SAFETY SERVICES

### 5.1 Medical Services On Rally Route

List hospitals, medical centres and general practitioners (address and phone numbers) available within the area traversed by the Rally. If the event is in an area not directly covered by such services then detail how medical services will be provided and by whom. It may be necessary to do this stage by stage. Ensure that those services listed have been contacted.

### 5.2 FIV Locations

Show here the location of your FIV's

Use schedule headings as follows

Stage	Stage Name	1 <sup>st</sup> Car	Length	Start	Radio Point
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No.			(Km)		
1	RIVER ROAD	1608	35.94	FIV#4	FIV#6 @ 17.45km

### 5.3 FIV Equipment List

As approved by the Chief Medical Officer, (List under suggested following headings)

AIRWAY MANAGEMENT EQUIPMENT:
OXYGEN ADMINISTRATION EQUIPMENT:
IMMOBILISATION EQUIPMENT:
MONITORING EQUIPMENT:
INTRAVENOUS ACCESS/ADMINISTRATION EQUIPMENT:
MEDICATIONS:
WOUND CARE / BANDAGING EQUIPMENT:
MISCELLANEOUS:
SAFETY AND RESCUE EQUIPMENT:
SAFETY HELICOPTER:

### 5.4 Vehicle Access and Egress to Stages

List by stage how to get to start, mid points and finish with recommended exit route to nearest medical service

### 5.5 Helicopter Services

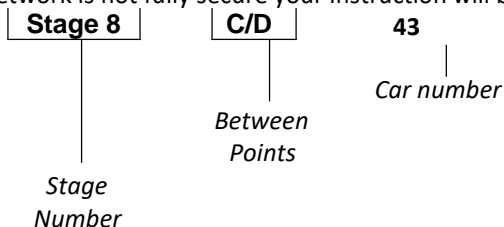
If you have a dedicated helicopter for the event then list here their briefing which should cover;

- Primary role
- How this is to be achieved
- Outline vehicle search process
- Landing point authorities
- A schedule developed with the following headings

Leg	Stage	Location	Report Time
FRIDAY 29 JUNE 2001			
1	1 to 3	Opotiki / Matawai area	1530 hours
SATURDAY 30 JUNE 2001			
	3 to 8	Kawerau o	0900 hours
	9 to 10	Waiotapu	1650 hours

SUNDAY 1 JULY 2001			
4	11 to 16	Rotorua South area (Waireka / Ngakuru)	0940 hours
		Return to base and Rally Finish	

- If a vehicle search is required:
  - You will be provided with the search area – between Radio Check Points.
  - You will be advised of vehicle number.
  - GPS reference for Radio Check Points are in the Road Book. *[Highly recommended]*
  - Because radio Network is not fully secure your instruction will be given as:



- Competitors will display to you either:
  - (i) Green “OK” meaning no further assistance is required, or
  - (ii) “RED SOS” meaning medical help is required

## 6. ITINERARY & ROAD CLOSURE SCHEDULE

Include in here schedules, strategies and authorities for road closure

### 6.1 Itinerary

Use the standard format for your itinerary

### 6.2 Road Closure Authorities

Use a schedule with headings as follows

STAGE No.	FIRST CAR	CLOSURE TIMES	COUNCIL
1	1003	0830-1215	Rotorua DC, Western BOP DC, Whakatane DC

### 6.3 Road Closure Strategy

- List the official vehicles (with door banners) that will be travelling through the stage with their entry time relative to first competition car.
- Start with the official who is placing block marshals etc
- Finish with Sweeper Car (Road Opening).

### 6.4 Road Closure and Official Car Schedule

Use a schedule with headings

Stage No & Name	Length of Stage	Road Closed to Public	Time Crews on Site	Safety Car	Car 000	Entry closed to Observer & Stewards	Police	Car 00	Car 0	Stage starts	Road open to Public

## 7. SPECIAL STAGE SECURITY

### 7.1 Preparation

- (a) Vehicle access will be controlled by:

- Start timing crew
- Block marshals at intermediate intersections
- Finish timing crew

NB: block marshals will supplement the timing crews.

**(b)** All relevant vehicle access points will also be taped to the following policy

- Side roads and tracks
- Entrances and driveways
- Other gates that appear to be in use

State timetable for taping both putting out and removal

**(c)** Notices will be placed on parked vehicles and uncontrolled (no marshals) tracks as appropriate

**(d)** Prior to a stage commencing preparation vehicles will enter the stage in the following sequence:

- Arrow crew
- Taping party
- Block marshals
- Intermediate radio and FIV (where applicable)
- Chief safety officer
- 000 safety car
- Police safety car
- 00 warning car
- 0 warning car

## 7.2 Official & Marshal Manning Specification

State the manning specifications at

- Start
- Through stages
- Finish

## 7.3 Special Stage Clearance

Explain the responsibilities for compliance with planned stage safety requirements Who will give approval to commence competition.

Reinforce the role of Safety, OO and O cars

## 7.4 Continuity Check of Competing Cars

Explain how competing cars will be tracked through stage

## 7-5 Super Special Stage Arrangements

**(a)** Insert here details regarding your super stage List

separately details regarding

- Control
- Track Marshals
- Observation
- Medical & Rescue Facilities
- Key Officials

**(b)** Include a plan of the circuit to the same level as that for your spectator areas.

**(c)** Undertake an increased level of planning for this stage. Due to the large number of spectators expected particular care needs to be taken regarding arrangement for their safety. It is recommended that primary and secondary barriers be in place. The primary one should be in the manner of solid barriers, e.g. log stacks etc. The secondary one should be at least 10 metres back and consist of orange mesh or rally tape. The area between the two barriers is to be a 'no access'. Adequate safety marshals are required

## 8. CARS STOPPED IN SPECIAL STAGE



**8.1 Procedures**

Explain the use of red cross and green OK signs

### 8.2 Notification

- Explain how notification can be received
- Explain what action is taken and its sequence
- Outline levels of authority

### 8.3 Assistance Required

- Explain process to be followed
- Outline level of authority

### 8.4 Injury Accident Information Checklist

Use Form MRY 205 for recording details of any injury accident.

*[Stage Finish Control Crews should be briefed on obtaining the required information quickly from the competitors reporting the incident prior to sending the information through to Rally Control by radio].*  
Append a copy of the form to this plan.

## 9. SERVICE PARKS

Explain the manning level of both rally officials and first aid personal at each Service Park. It may be necessary to do each park individually if levels are different.

## 10. INTERSECTION & SPECTATOR AREAS

### 10.1 Overview

Provide an overview of your principles for establishing spectator safety and course security. Give details of a marshal training program

### 10.2 Area & Major Intersection Setup Plans

Outline the preparation that is undertaken in these areas.

Safety set up plans for spectator areas and major intersections are included in the Safety Plan.

*[PLANS TO BE INSERTED HERE]*

## 11. SUPPLEMENTARY INFORMATION

### 11.1 Safety Training Course

Outline the course that has been conducted for your safety marshals

### 11.2 Marshal Information Summary

Insert here a copy of instruction issued to safety marshals include also a copy of Form MRY 205 Injury Accident Information Checklist

### 11.3 Marshal Certificate Of Appointment

Insert here a copy of the appointment authority issued to safety marshals

### 11.4 Safety Point Briefing

Insert here a copy of briefing to radio safety point operators

### 11.5 SAFETY PAMPHLET

Insert here a copy of the pamphlet to be handed out at Spectator Points (MotorSport NZ one to be used)