



SAE Community Programs Competitions Emergency Action & Safety Plan

INTRODUCTION

Because SAE International wishes to provide a safe environment at SAE owned and administered events, and in compliance with SAE's Standard Operating Procedures, Community Programs has developed an Emergency Action & Safety Plan to serve as a basic procedural manual to guide SAE staff, volunteers, and attendees in case of an emergency.

FACILITIES

This Emergency Action & Safety Plan, in coordination with its sponsors and the venue, applies to all competition sites outlined below:

Formula SAE Michigan – May 16th – 23rd

Michigan International Speedway
12626 US Highway 12
Brooklyn, Michigan 49230
Jennifer Hutchinson
Office 517.592.1128 | Mobile 517.403.1691
E-Mail jhutchinson@mispeedway.com

Formula SAE Michigan – June 13th – 20th

Michigan International Speedway
12626 US Highway 12
Brooklyn, Michigan 49230
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MULTI-AGENCY COORDINATION CENTER (MACC)

For Formula SAE Michigan IC & Electric, a MACC will be established in the Office of Garage 1. A representative of each agency/organization is requested to be present in the MACC at the request of any agency/organization requiring decision support, or in the event of an emergency the MACC will automatically activate and require staffing of each agency and entity.

CONTACTS

Should a serious incident or unusual event occur at a SAE competition, the following staff & key volunteers must be notified immediately to determine next steps:

On-site:

- Kaley Zundel, Program Lead – 412-719-2865
- Kathleen McDonald, Volunteer & Operations Lead – Cell Number
- Shawn Hendricks, MIS Fire & Safety – 419-553-0124

Off-site

- Allison Hostetler, SAE's Director of Community Programs – 724.766.9420



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ACCIDENT PROTOCOL

In case of an accident, SAE staff and key volunteers must be prepared to take immediate action. The nature and severity of an accident will determine the required response and the sequence in which action is taken.

Should the emergency response team be called to an area wide emergency off site, competition will immediately shut down and will not continue with scheduled events until either the emergency response team is replaced or returns.

- 1) Control the Scene – SAE will immediately stop the event and control the area. Keep all spectators, students, and non-essential personnel away from the scene.
- 2) Extinguish Fires – Extinguish any fire.
- 3) Call for Help – Immediately summon the EMTs and/or other emergency personnel and equipment as needed. A key volunteer should remain on the radio and in contact with emergency personnel, as necessary.
 - a) Radio discussions must be limited to summoning and coordinating emergency response. Do not discuss details of any personal injury or reveal the name of the injured party over the radio.
 - b) SAE Program Specialist should be summoned to report to area.
- 4) Aid as Required – Render appropriate aid at the scene. Unless in imminent danger, do not attempt to move an injured party. Decisions on moving an injured party may only be made by the EMTs.
- 5) Check Power Source – Make sure the vehicle's electrical system is turned off and the fuel system is intact. If there is a power failure, keep everyone away from the scene and summon the fire crew.
- 6) Impound the Vehicle – Return the vehicle to tech inspection for safety evaluation.
 - a) Accident Investigation – For major accidents (if anyone gets transported off property via EMS), the vehicle must at once be covered, impounded, and put on lock down in a designated location. The vehicle becomes the possession of local law enforcement and will be released only when law enforcement completes their investigation.
- 7) Complete Incident Report – As soon as practical, EMTs or SAE staff will provide those involved with an incident report with a witness present. See SAE staff for K&K Incident Report form and next steps.

SEVERE WEATER PROTOCOL

In case of severe weather, volunteers and staff must be prepared to take immediate action. The nature and severity of weather will determine the required response and the sequence in which action is taken.

- 1) Inclement Weather Call – SAE staff and/or key volunteers should be in direct communication with the venue to be notified of incoming weather. SAE will follow their general guidelines.
 - a) Only SAE & MIS can make the Inclement Weather Shutdown Call.
 - b) Radio discussions should be limited to leave channels open for further instructions.
- 2) Weather Delay/Evacuation – SAE staff will make the call when it is necessary to suspend event operations. Key volunteers will be radioed by SAE staff.



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- a) If just heavy rains, SAE staff and Dynamic Event Captain will make the call whether to shut the events down while the rain passes. Guests are encouraged to monitor the weather very closely and take the necessary precautions to ensure their safety.
 - b) If lightning/thunderstorms approach, SAE staff, venue staff and Dynamic Event Captain will make the call to shut down the events and evacuate people. Guests are encouraged to monitor weather very closely and take the necessary precautions to ensure their safety. Personal protection is the guest's responsibility. The American Red Cross recommends if you are caught outdoors and cannot quickly access shelter, it is best to stay in your vehicle with your seat belt on until you are able to get to the closest shelter.
 - c) If a tornado warning is issued, SAE staff will follow venue action plan. The facility does not provide adequate protection from extreme weather. Guests are encouraged to monitor weather very closely and take the necessary precautions to ensure their safety. Personal protection is the guest's responsibility. The American Red Cross recommends if you are caught outdoors and cannot quickly access shelter, it is best to stay in your vehicle with your seat belt on until you are able to get to the closest shelter.
 - d) Volunteer Authority – SAE is asking all volunteers and event captains with radios to please make announcement to people around their operations to take cover. It is not the responsibility of volunteers and event captains to ensure their instructions are followed. SAE will not ask our volunteers and event captains to put their life at risk for someone not following instructions.
- 3) SAE will push emergency alert via the Competition App.
 - a) SAE will have event announcer make necessary announcements (when applicable).
 - 4) Immediately stop the event and direct all participants and spectators on required action based on SAE instructions.
 - 5) If lightning/thunderstorms approach, SAE will follow venue guidelines.
 - a) Tents are not an option for shelter during lightning/thunderstorms.
 - b) If no guidelines are supplied, SAE will operate under the assumption that any indoor area unlocked and rented by SAE can be used for required shelter.
 - 6) If a tornado warning is issued, SAE staff will follow venue guidelines.
 - a) If no guidelines are supplied, SAE will operate under the assumption that any indoor/basement level area rented by SAE can be used for required shelter.
 - 7) Key volunteers may be assigned designated areas to monitor during an evacuation. Volunteers should relay announcements as advised by SAE staff. It is not the responsibility of volunteers to ensure their instructions are followed. SAE will not ask volunteers to put their life at risk for someone not following instructions.
 - 8) Call for "All Clear" – Key volunteers should listen for SAE to announce an "All Clear" before allowing people to return to the competition site.
 - a) SAE will push an alert via the Competition App announcing "All Clear"
 - b) SAE will have event announcer make necessary announcements (when applicable)
 - c) Radio discussions should be limited to leave channels open for SAE and/or consultant further instructions.



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SAFETY MEETINGS

A Leadership Safety Meeting will occur thirty minutes prior to the first motorsport event on open course days. On days where the course is closed, competition leads and event captains will meet and brief emergency services as necessary to ensure all components of this plan, and operational tasks are achieved.

The Leadership Safety Meeting will occur at each event location thirty minutes before any course event begin. A member of each agency tasked with safety and incident response should be present in the Safety Meeting and will relay necessary information from the meeting to their respective teams.

Fifteen minutes before the course is opened for events, all emergency services personnel will clear the course and remain in assigned positions for each event.

AMBULANCE & FIRETRUCK POLICY

SAE insurance requires at least 1 ambulance onsite. Formula SAE operations has secured the following:

Wednesday – Saturday: 7:00am – 8:00pm

- 1 Ambulance & Firetruck Wednesday
- 1 Ambulance & 2 Firetrucks Thursday
- 2 Ambulances & 2 Firetrucks Friday
- 3 Ambulances & 2 Firetrucks Saturday

Ambulance/s will be strategically placed throughout the event site to ensure coverage for the entire event site. Some ambulances may be required to move from position if closest to incident. Unless a radio call from SAE comes over the radio stating the ambulance has left the venue, no event needs to shut down.

EMERGENCY RADIO PROTOCOL

These protocols are intended to aid volunteers in the correct use of radios during an emergency.

1. As with radios, first press the talk button allowing for few seconds before talking.
2. Start with your name and location, then request *Priority Call* for EMS.
 - a. No details need to be given on the radio call other than making a *Priority Call*
3. Your voice should be clear. Speak a little slower than normal, in a normal tone and without shouting.
4. Once you finish speaking, close the call by letting go of the talk button.
 - a. When using a two-way radio, you cannot speak and listen at the same time.

****If the radio is in use, inform those parties that you have an urgent emergency message and request the immediate use of the radio. Make your required Call for Help.***