

# Saskatoon Kart Racers Corp. Emergency Response Plan Martensville Speedway

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**EMERGENCY TELEPHONE NUMBERS (post by phone and outside facility)**

| <b>POSITION/<br/>ORGANIZATION</b>  | <b>NAME</b>                                     | <b>DAY/NIGHT</b>             |
|------------------------------------|---|------------------------------|
| <b>Facility Contact</b>            | <b>Neil Boyle/President</b>                     | <b>306-220-7990</b>          |
| <b>Alternate Contact</b>           | <b>Tim Black/Vice President</b>                 | <b>306-227-5222</b>          |
| <b>Police</b>                      | <b>Martensville RCMP<br/>Detachment</b>         | <b>911 or (306) 975-1610</b> |
| <b>Fire Department and<br/>EMS</b> | <b>Martensville Fire<br/>Department</b>         | <b>911 or (306) 934-5822</b> |
| <b>City of Martensville</b>        | <b>Emergency After Hours</b>                    | <b>(306) 931-2166</b>        |
| <b>Poison Control Center</b>       | <b>Saskatchewan Poison<br/>Control Center</b>   | <b>1-866-454-1212</b>        |
| <b>Hospital</b>                    | <b>Royal University Hospital,<br/>Saskatoon</b> | <b>(306) 655-1000</b>        |
| <b>Ministry of<br/>Environment</b> | <b>Spill Control Centre - 24<br/>Hours</b>      | <b>1-800-667-7525</b>        |

## DOCUMENT CONTROL

| <b>Saskatoon Kart Racers</b>  |                       | <b>Version:</b> 1.0   |          |
|---|-----------------------|---|----------|
| <b>Document Title:</b> EMERGENCY RESPONSE PLAN                                |                       | <b>Creation Date:</b> March 25, 2019  |          |
| <b>Approved by: Name:</b> _____ <b>Signature:</b> _____<br><b>Date:</b> _____ |                       |   |          |
| Revision History  | Date of Revision      | Revision details  | Initials |
| Revision 1  | March 17, 2020        | Updated emergency contact list  |          |
| <b>Rev. 2</b>   | <b>March 26, 2022</b> | Updated emergency contact list, site map, added Stoneridge insurance incident report form, incident guidelines, |          |
|   |                       |   |          |
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### Document Distribution:

1. SKR Clubhouse, on wall by First Aid Kits
2. SKR Executive Members
3. Martensville Fire Department

## Facility

### FACILITY NAME

Martensville Speedway. Saskatoon Kart Racers

See Appendix 1 for Site Map

### ADDRESS

**Lot Location:** Northeast corner of Martensville; intersecting: 9<sup>th</sup> Street & 9<sup>th</sup> Avenue

**City:** Martensville, Saskatchewan

**Mailing Address:** 510 Cynthia St., Saskatoon, SK, S7L 7K7

### FACILITY CONTACT PERSONS/CLUB EXECUTIVE

|                 |                   |              |
|-----------------|-------------------|--------------|
| NEIL BOYLE      | PRESIDENT         | 306-220-7990 |
| TIM BLACK       | VICE-PRESIDENT    | 306-227-5222 |
| SHAUN FIOLEAU   | SECRETARY         | 306-291-7542 |
| WAYNE BODENSTAB | TREASURER         | 306-260-1235 |
| NICOLE ALLAN    | RACE REGISTRAR    | 306-221-9172 |
| MATT BRADLEY    | WEB MASTER/PROMO. | 306-260-5682 |
| ANDREW THORNE   | MEMBER AT LARGE   | 306-361-3144 |
| DEVON BOYLE     | MEMBER AT LARGE   | 306-250-0499 |
| COLIN ALLAN     | MEMBER AT LARGE   | 306-717-6410 |
| DAVE ALLAN      | MEMBER AT LARGE   | 306-222-2044 |
| JASON McCUMBER  | PAST PRESIDENT    | 306-381-8548 |

## HAZARDS

### 1. MAJOR HAZARDS AT THIS FACILITY (Include propane storage and types of hazardous materials).

| DANGEROUS GOODS      | Type and Location   | Amount/volume              |
|----------------------|---|----------------------------|
| Gases                | Liquid Propane Gas cylinder, in locked compound by storage C-cans | 20 lb tank                 |
| Flammable Liquids    | Gasoline, Storage C-Can. Rental C-Cans                            | 20 gal. portable container |
| Flammable Solids     | Used go-kart tires, in bags on track or in storage                | ????                       |
| Poisonous Infectious | Herbicide, ???  | ????                       |
| Corrosive            | ????  | ????                       |
| Miscellaneous        | Household cleaning chemicals                                      | ????                       |

**OTHER HAZARDS THAT CAN BE FOUND AT THIS SITE ARE:** (consider fire, gas release, pressure build up, heat, and explosion.)

Vehicular traffic on grounds including heavy trucks and trailers

Powered mobile equipment: All terrain vehicle with flat trailer

Racing go-karts (while on track)

Portable generators

Portable air compressors

Temporary tent structures

## ON SITE EMERGENCY EQUIPMENT/RESOURCES:

See Appendix 2: First Aid Kit and Emergency Equipment Inventory

## Emergency Procedures

The purpose of the *Emergency Response Plan (ERP)* is to provide all personnel with information, procedures and the guidelines necessary to deal with a variety of emergency situations, so that when the time arrives, they will act in a safe, rapid, and orderly manner.

**The FIRST PRIORITY of all SKR club members involved in any emergency incident is the SAFETY and WELFARE of themselves, other club members, and guests and the public!**

### Fire and Explosion

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#### Responsibilities/Actions:

**Rescue** anyone in immediate danger if it is safe and you feel comfortable to do so.

**Activate** the Emergency Response Services. **Dial 911** and inform them you are reporting a fire at: Martinsville Speedway facility (provide location and directions).

**Contain** the fire by closing doors, overhead doors, c-can doors, trailer doors if the fire is inside a structure or trailer

**Extinguish or Evacuate** Extinguish the fire only if it is small and if you feel it is safe to do so and within your abilities. Note that flammable liquid fires can spread quickly and have the potential for explosion. **Never use water** to extinguish a flammable liquid fire. Evacuate non-involved personnel to an upwind location away from any structures or hazards and away from roadways or parking lots where emergency vehicles may be travelling.

**Report**, or have someone report, to the Race Director and a Club Executive Member. Even if you are able to extinguish the fire, it should be reported to the local fire department. SKR Executive member involved to write an incident report for club records.

## Spill or Release of Hazardous Material

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### Responsibilities/Actions:

#### **Small Spill of Hazardous Material** (gasoline, oil, other hazardous material)

- Report, or have someone report, to a SKR Executive Member
- Remove all personnel from area, cordon off area to prevent unauthorized entry.
- Eliminate all possible sources of ignition if the spilled material is flammable.
- Stop source of release if safe to do so.
- Use the **spill kit (located in Clubhouse)** to absorb the material. Wear PPE appropriate for the material (consult Safety Data Sheet if you are unsure).
- Transfer product into approved recovery receptacles.
- Decontaminate area as required.
- Dispose of contaminated materials, in accordance with waste management procedures.
- SKR executive member to write incident report for club records.

#### **Large Spill of Hazardous Material** (gasoline, oil, other hazardous material)

- Report, or have someone report, to a SKR Executive Member
- Remove all personnel from area, cordon off area to prevent unauthorized entry.
- Eliminate all possible sources of ignition if the spilled material is flammable.
- Stop source of release if safe to do so.
- Dike area if possible to prevent spread of material. Wear PPE appropriate for the material (consult Safety Data Sheet if you are unsure).
- Call 911 to have EMS assess the scene.
- Contact Green For Life (GFL) or other environmental contractor for cleanup.
- Report spill (200 litres or more) to Sask Environment. *(note: this threshold level for environmental reporting will be reducing substantially in the near future to possibly as low as 20 litres)*
- SKR executive member to write incident report for Club President.

### Medical Emergency

#### **First Aid Kits and Eyewash Station are located in the SKR Clubhouse**

#### **First Responder/SKR Executive Members:**

- Survey the scene of the emergency to ensure that no danger exists.
- Check the victim for consciousness. **If no response or if EMS assistance is required call or have someone call 911 stating the nature of the emergency and the location.**
- An SKR Executive member will inform the club members and visitors in attendance that the situation is being managed and that EMS has been contacted, to avoid multiple EMS 911 calls. He/she will secure the scene and control SKR member and guest access to ensure privacy
- SKR executive member will be posted at the main facility entrance to guide EMS personnel to the scene of the emergency.



- Apply or get someone who can apply emergency action principles of first aid:
  - Do a primary survey (check for open airway, breathing, pulse, bleeding)
  - Do a secondary survey (administer first aid as required)
  - Continue to monitor breathing and circulation
  - Ensure comfort and provide reassurance

- Upon arrival of EMS:

An SKR Executive member will:

- Secure emergency scene and advise/provide assistance to EMS
- Notify the first responder
- Take names of all witnesses
- Gather information to be submitted to the Club President.

**Serious Bodily Injury** (Injury that endangers life or may cause permanent impairment):

- The Club President or a Club Executive member will accompany the injured party to the hospital to provide any assistance required.
- Reporting to ASN will occur as per their requirements and using the approved form (Appendix 5, fillable online)

**Fatality:**

- In addition to notification as outlined above, the Manager or designate will contact the local Police Department.
- The SKR Club President along with a designate (Board Member etc.) if available will immediately notify the family (in person).
- The SKR Club President only will speak with any media. No other club members are to speak to the media.
- Reporting to ASN will occur as per their requirements and using the approved form (Appendix 5, fillable online)

## Severe Weather

**Early Warning System:**

In the event that a weather watch or weather warning is issued a notify the SKR Club President or a SKR executive member. SKR Executive will notify the race director.

Where a weather warning has been issued a watch will be established to monitor conditions. If weather conditions deteriorate to the point where action is required the following steps will be taken for each of the conditions as indicated:

**High Wind:**

Where a weather warning for a high wind is issued, an “evacuate to cover” notice will be issued. In the event of winds strong enough to threaten the integrity of the site buildings, evacuate to cover as follows:

- Everyone will leave the track area including the clubhouse, c-cans, and garage buildings.
- Those with cellular phones take them along.

- Personnel shall proceed safely and calmly to a local public facility with permanent structure.

### **Lightning:**

The SKR Club President or SKR executive member, in consultation with the Race Director, will determine when a halt to racing activities will occur due to risk of lightning.

An announcement will be made to all club members and guest at the facility.

All activity at the track on the site, exterior to the buildings, will stop and all club members and guests will be advised to enter the clubhouse, other structure, or vehicle and remain inside until the storm has dissipated (30 minutes after the last thunder is heard).

All personnel shall refrain from coming in contact with charge conductors such as metal pipes or tanks or electrical appliances or equipment.

**Lightning can travel 10 miles horizontally even when the sky is clear. If the lightning flash and thunder are less than 30 sec. apart, then persons in that location are at risk.**

### **Extreme Temperatures:**

**Cold Conditions:** All non-emergency activity at the facility, exterior to the building, will stop and all club members and guests will seek shelter if a wind chill of 2250 (watts/m<sup>2</sup>) is reached.

**Hot Conditions.** In the event of hot weather, all club members and guests will be advised of the risks of hyperthermia, location of shade and water sources, and advised to inform an SKR executive member if there a person who appears to be suffering from a heat illness (see below).

- *Heat stroke - a life-threatening illness in which body temperature may rise above 106° F in minutes. Symptoms include dry skin, a rapid, strong pulse, dizziness, nausea, and confusion. If you see any of these signs, get medical help right away.*
- *Heat exhaustion - an illness that can happen after several days of exposure to high temperatures and not enough fluids. Symptoms include heavy sweating, rapid breathing, and a fast, weak pulse. If it is not treated, it can turn into heat stroke.*
- *Heat cramps - muscle pains or spasms that happen during heavy exercise. You usually get them in your abdomen, arms, or legs.*
- *Heat rash - skin irritation from excessive sweating. It is more common in young children.*

### **Threats of Violence/ Club Member, Guest or Public**

If a threat of violence or actual altercation between club members or guests begins, a SKR club executive member will take charge of the scene.

All non-physical efforts to de-escalate the situation will be made.

No attempts to physically intervene will be taken by club executive or regular members unless there appears to be immediate risk of grave bodily injury.

The local police authorities will be contacted. SKR executive will control any crowds and ask them to leave the immediate area.

If weapons are involved, SKR Executive will immediately call 911 and advise all club members and guests to leave the area immediately. The decision to intervene in this type of situation is personal and every individual will react differently. Fight, flight or freeze are the range of reactions possible to a violent incident.

In all cases, the SKR and ASN code of conduct rules will be applied and any consequences dictated by this code will be strictly enforced Saskatoon Kart Racers Corp. including expulsion from the facility.

### **Facility Evacuation:**

In the event that the entire Martensville Speedway facility must be evacuated, an announcement will be made over the PA system (if available). "Attention please. We need to evacuate the facility. Please proceed in a calm fashion to the exit gate."

In addition, 5 long blasts from the emergency air horn will be sounded. The air horn will be kept in a designated location in the clubhouse.

## Incident Handling Guidelines (Stoneridge Insurance)

When a person at the event goes down with an injury – and whether attention is given by an usher, nurse, EMT or other assigned personnel, both the injured person and the situation need to be evaluated and stabilized, whether it is until the ambulance arrives and takes over, until the person can be taken to the First Aid room for care and observation, or until the person refuses care and/or elects to return to the event without further attention. Regardless of the scenario and which personnel, there are a number of do's and don'ts while attending to the injured person's needs. Among them:

- Don't** accept or even suggest fault for the incident
- Don't** make any promises about anything
- Don't** make payment or say his/her medical bills will be paid
- Don't** give any information about your insurance coverage
- Don't** recommend any medical facility unless told to do so
- Don't** reflect an attitude of boredom, nuisance, or importance
- Don't** argue or patronizingly agree with any disagreeable comments by the injured person
- Don't** leave the person unattended until transferred to health or security personnel in the pre-authorized manner or release at their own request
- Don't** fail to observe and record any significant circumstance
- Don't** hesitate to correct any hazardous situation (e.g., wet spot) as soon as reasonable after attending to the person
- Do** give respect and appropriate attention to the stricken person
- Do** assist within the local system of obtaining and recording the relevant information about the incident on the Report Form being used for this track
- Do** contact security of other designated personnel so that an investigation and warranted controls/remediations can be launched without unnecessary delay
- Do** ask the person what he/she believes happened and record such in his/her own words, if at all possible.
- Do** note in the report, if observable circumstances differ, or reflect in any way on, what the person is claiming
- Do** note in the report if the person is noticeable upset or actually complaining about the cause of his/her accident.
- Do** give respect to any complaint
- Do** report the incident to StoneRidge Specialty. In the case of fatality, spectator injury or serious participant injury call

*1-226-318-1744 immediately and provide details.*

## **MOTORSPORTS INCIDENT FORM INFORMATION AND GUIDELINES (Stoneridge Insurance)**

Refer To Appendix 5 for the Stoneridge Incident Report form

Complete all sections in as much detail as possible and attach additional pages if necessary, such as a copy of the waiver, observer's report, etc. Please contact StoneRidge Specialty Insurance if you need further information.

1. Complete an Incident Report for:

### **ALL INJURIES**

Any physical injury, including when a driver sustains a hit hard enough to possibly result in soft tissue injury or Provinces he/she might be injured. NOTE: Minor injuries (bee stings, small cuts, scrapes, etc.) sustained off-track (in paddock, garages, offices, etc.) and not involving a moving vehicle or spectator should also be reported.

2. Obtain original Releases and Waivers signed by injured party(ies). Do not send original until directed.

3. For any spectator injury, fatality or serious participant injury, obtain at least two (2) eyewitness reports.

4. Return the completed form along with the following:

- a) Copy of the completed and signed event waiver;
- b) Copy of the completed and signed parental consent/minor waiver (if applicable);
- c) Written reports from medical/emergency personnel.

### **5. In case of:**

**A Fatality**

**ANY INJURY TO A SPECTATOR.**

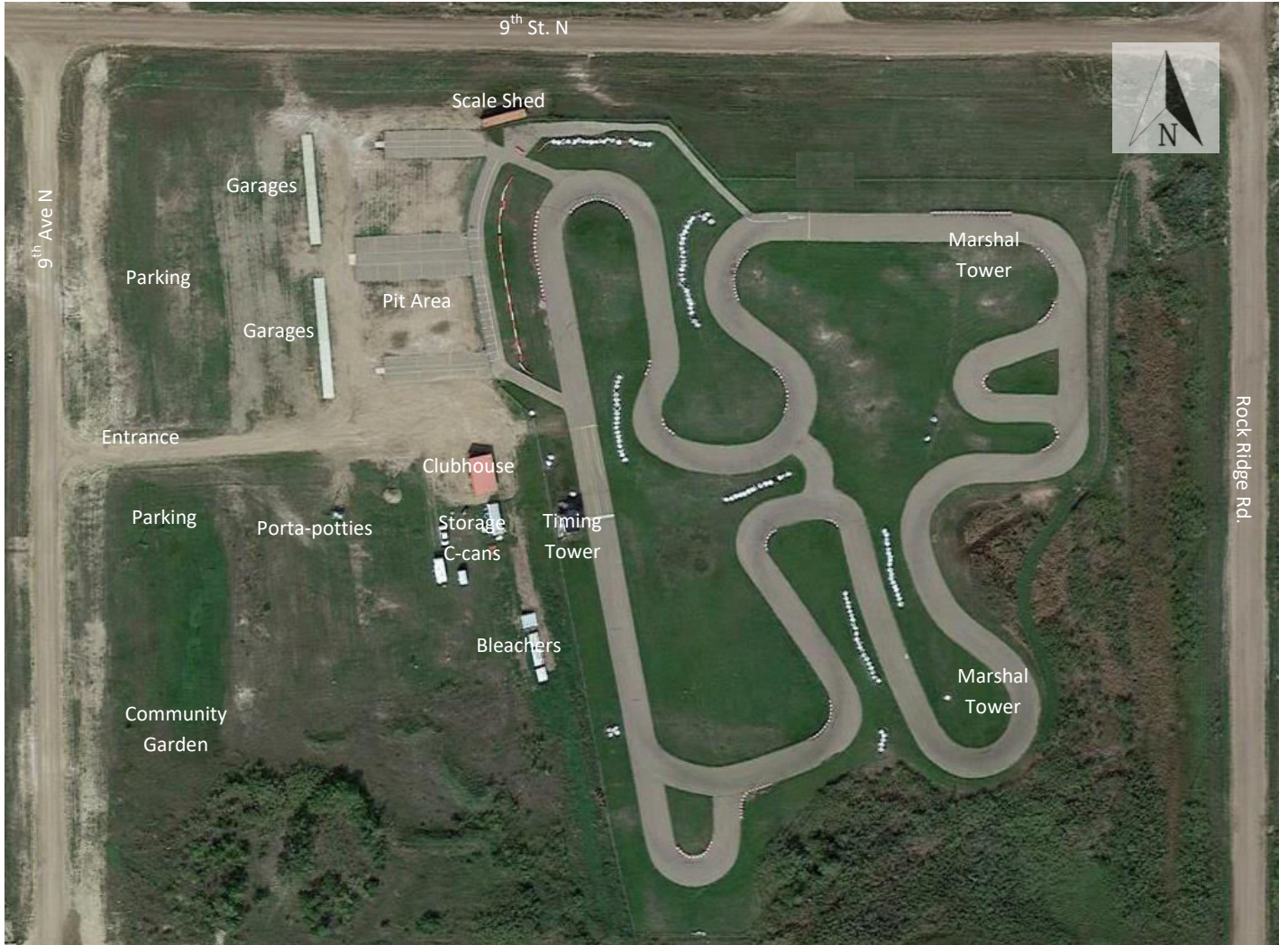
**A serious participant injury, no matter how caused.**

**WHEN IN DOUBT, CALL:**

**StoneRidge Specialty Insurance Tel.: 1-226-318-1744**

*Note: Please report all injuries, suspected injuries or refusals for treatment immediately after the event.*

## Appendix 1: Site Map: Martensville Speedway



## Appendix 2: See First Aid Kit and Emergency Equipment Inventory

### SKR First Aid Inventory Orange Case

| Amount | Item                         | last inspection date | expiry date |
|--------|------------------------------|----------------------|-------------|
| 1      | Watergel Burn Dressing       | Mar. 3, 2019         | n/a         |
| 1      | Quick Heat pack              | Mar. 3, 2019         | n/a         |
| 2      | Triangular Bandages          | Mar. 3, 2019         | n/a         |
| 1      | Tensor Bandage 4"            | Mar. 3, 2019         | n/a         |
| 1      | Kerlix small roll            | Mar. 3, 2019         | n/a         |
| 1      | Kerlix large roll            | Mar. 3, 2019         | n/a         |
| 2      | Absorbant pad 5x9            | Mar. 3, 2019         | n/a         |
|        | Duoform conforming           |                      |             |
| 1      | bandage 3" x 4 yds           | Mar. 3, 2019         | n/a         |
| 1      | oral digital thermometer     | Mar. 3, 2019         | n/a         |
| 1      | antiseptic ointment          | Mar. 3, 2019         | n/a         |
| 1      | Insta Glucose                | Mar. 3, 2019         | n/a         |
| 1      | Bite block                   | Mar. 3, 2019         | n/a         |
| 10     | bandaids, assorted           | Mar. 3, 2019         | n/a         |
| 5      | steristrips                  | Mar. 3, 2019         | n/a         |
| 8      | gauze pads assorted          | Mar. 3, 2019         | n/a         |
| 3      | eye pads                     | Mar. 3, 2019         | n/a         |
| 4      | rolls adhesive tape assorted | Mar. 3, 2019         | n/a         |
| 1      | latex gloves pr              | Mar. 3, 2019         | n/a         |
|        | stretch bandages 3"x75",     |                      |             |
| 3      | 4"x75"                       | Mar. 3, 2019         | n/a         |
| 1      | forceps                      | Mar. 3, 2019         | n/a         |
| 1      | bandage scissors             | Mar. 3, 2019         | n/a         |
| 1      | pen                          | Mar. 3, 2019         | n/a         |
| 1      | First Aid Logbook            | Mar. 3, 2019         | n/a         |
| 4      | Cooljel topical cooling gel  | Mar. 3, 2019         | n/a         |
| 50     | alcohol swabs in baggie      | Mar. 3, 2019         | n/a         |



SKR First Aid Inventory Blue Bag

| Amount | Item                                   | last inspection date | expiry date |
|--------|--|----------------------|-------------|
| 1      | stethoscope                            | Mar. 3, 2019         | n/a         |
| 1      | stethoscope parts bag                  | Mar. 3, 2019         | n/a         |
| 2      | pocket barrier mask CPR                | Mar. 3, 2019         | n/a         |
| 2      | nitrile gloves pack                    | Mar. 3, 2019         | n/a         |
| 1      | airways box asst sized                 | Mar. 3, 2019         | n/a         |
| 4      | airways black loose                    | Mar. 3, 2019         | n/a         |
| 10     | 8x4 sterile sponges                    | Mar. 3, 2019         | n/a         |
| 2      | Blood pressure cuffs, 1 adult, 1 child | Mar. 3, 2019         | n/a         |
| 1      | metal wrist splint                     | Mar. 3, 2019         | n/a         |
| 3      | large dressings                        | Mar. 3, 2019         | n/a         |
| 3      | plastic zip bags                       | Mar. 3, 2019         | n/a         |
| 1      | child neck collar Laerdal              | Mar. 3, 2019         | n/a         |
| 1      | adult neck collar AMBU                 | Mar. 3, 2019         | n/a         |
| 1      | spinal immobilization board            | Mar. 3, 2019         | n/a         |
| 1      | First Aid Logbook                      | Mar. 3, 2019         | n/a         |
| 1      | SAM splint large                       | Mar. 3, 2019         | n/a         |
| 1      | SAM splint large                       | Mar. 3, 2019         | n/a         |
| 1      | instant ice pack                       | Mar. 3, 2019         | n/a         |
| 2      | watergel burn dressings                | Mar. 3, 2019         | 09/2023     |
| 1      | Plum saline wound and eyewash spray    | Mar. 3, 2019         | 04/2020     |



## Emergency Equipment

| Amount | Item  | last<br>inspection/service<br>date                   | Date of<br>manufacture | Expiry Date |
|--------|---|--|------------------------|-------------|
| 1      | spinal immobilization board with restraints                                   | March 4, 2019  |                        |             |
| 5      | 20 lb ABC fire extinguishers  | 2019-03-04, 6 year service x 3. One new extinguisher |                        |             |
| 2      | 5 lb ABC fire extinguishers   | July 2021  |                        |             |
| 1      | Plum eyewash station, one bottle saline, one neutralizer                      | March 4, 2019  |                        | May-21      |
| 1      | Plum eyewash bottle large   | March 4, 2019  |                        | May-21      |
| 1      | Spill kit - 2x5 gal pail cat litter, heavy duty plastic bag, broom and shovel |  |                        | n/a         |
| 1      | Biohazard kit   | new  |                        | n/a         |
| 1      | Fire Blanket  |  |                        | n/a         |

### Appendix 3: List of First Aid Trained Club Members

| Name/Position | First Aid training level | Expiry Date |
|---------------|--------------------------|-------------|
|               |                          |             |
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**Appendix 4: ERP testing/drills/tabletop exercises record template**

| Activity/Drill | Date Conducted | Personnel Present | Results |
|----------------|----------------|-------------------|---------|
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# Appendix 5: Stoneridge Insurance Track Incident Report Form



## MOTORSPORTS TRACK INCIDENT REPORT

(Complete one report for each injured party)  
REPORT MAY BE FAXED TO 1-905-648-7399  
or e-mail [kevinb@stoneridgespecialty.ca](mailto:kevinb@stoneridgespecialty.ca)

Promoter / Track Name: \_\_\_\_\_

Location: \_\_\_\_\_

Injured Party Was A:     SPECTATOR                       PARTICIPANT

Participant Type:     DRIVER     OFFICIAL     MECHANIC     CREW     OTHER \_\_\_\_\_

Vehicle Type: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Name of Injured Party: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Business Telephone: (    ) \_\_\_\_\_

Did Injured Sign a Waiver and Release?     YES                       NO

Party was Injured:     SPECTATOR SIDE                       PIT AREA                       TRACK

Briefly describe incident: \_\_\_\_\_

\_\_\_\_\_

Briefly describe extent of injury to party: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was party transported to hospital?     YES                       NO

Was party admitted to hospital?     YES                       NO

Name of hospital: \_\_\_\_\_

Address of hospital: \_\_\_\_\_

Name of transporting ambulance service: \_\_\_\_\_

Address: \_\_                      City: \_\_                      Province: \_\_                      Postal Code: \_\_

Report Prepared by Track Official:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_                      City: \_\_                      Province: \_\_                      Postal Code: \_\_

Day Phone: (    ) \_\_\_\_\_ Evening Phone: (    ) \_\_\_\_\_



End of Document