



KNOX MOUNTAIN HILL CLIMB EMERGENCY PLAN (2024)



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This plan sets out the systems that are in place and specifies the processes to use in the event of any injury or accident for competitors, officials, and the public during the Hill Climb, 2024.

Event Details

The 64th annual Knox Mountain Hill Climb will place in Knox Mountain Park in Kelowna, BC on May 18 and 19, 2024. Race crews will be on-site at Knox Mountain Park by May 19, 2024 and will stay on-site until May 20, 2024. The event is operated by the Knox Mountain Motor Sports Society. **From May 19 – 22, 2024 Knox Mountain Park is closed to the public.**

There are approximately 70 drivers entered in the race, and approximately 120 race volunteers. Volunteers are located throughout the course and will be wearing t-shirts that indicate they are official race volunteers. The event is also open to spectators often numbering several hundred individuals.

Each registered race driver has a race car and pit crew accompanying them. The pit crews and cars stay at the bottom hill in the flat area accessible off Poplar Point Drive when not racing, many camp there overnight. This area is referred to as the “cold pit”.

The “hot pit” or pre-grid is a fenced area where race cars go just prior to racing. This area is located just off the cold pit area and can be accessible from either the Poplar Point Drive or Broadway & Ellis Park entrances.

The start line also serves as the base/headquarters area for the race. It is located at the bottom of the hill on Knox Mountain Drive and is best accessed from the Broadway & Ellis Park entrance.

A car show is run in the field by the tennis courts at the bottom of the hill. Cars enter the car show off Broadway, by the intersection of Broadway and Kingsway.

Prior to participating in the race, all drivers attend a daily driver’s meeting where a detailed safety briefing is provided. Volunteers also receive a daily safety orientation.

There are 9 turns or “corners” on the track. Each corner is manned by a team of volunteer turn workers. Each corner has a captain, this person has a radio and can communicate with radio control. Having volunteers on each turn enables efficient communication, consistent observation, and quick initial response in the case of emergency allowing for the delivery of a safe and entertaining race.

For a map of the course see Appendix A.

Turn worker crews, radio control, gates, timing, and executive personnel work as a team, making sure that the event is run efficiently and safely so that drivers, crews, and spectators all have the best possible racing experience.

Sanction



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The event is operated in cooperation with the City of Kelowna and is formally sanctioned by the Confederation of Autosport Car Clubs (CACC).

Emergency Services

The Knox Mountain Hill Climb is serviced by both an on-site emergency response team and external emergency and community services.

The following external emergency and community services have been notified that the event is taking place in case of dispatch:

- BC Ambulance*
- Kelowna Fire Department
- RCMP – Kelowna
- City of Kelowna – Bylaw
- City of Kelowna – Parks

**BC AMBULANCE CONTACT DURING RACE:
(DUTY SUPERVISOR) - PHONE: 250-878-3662**

**CLERK OF THE COURSE: RACE EVENT CONTACT
BRYAN FULTON – PHONE: 250-878-1233**



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On-Site Emergency Response Team

Vehicle	Personnel
Pace Car: Course Marshal assumes initial role as scene manager and determines the additional on-site resources required to handle incident. Official's Vehicle: Track inspection and race official transport.	Driver: Course Marshal Bruce Newton Clerk: Bryan Fulton
Safety 1 equipped with first aid supplies, oxygen tank, radio, firefighting capability (foam), vehicle extraction equipment, and light towing capability) Trained in race car shut down procedures, driver extraction, driver safety restraints, firefighting, and hazardous materials management	Contact Mike Zosiak First Aide level OFA 2 2 crew members are municipal firefighters.
Safety2 (equipped with first aid supplies, oxygen tank, radio, firefighting capability (foam), vehicle extraction equipment, and light towing capability) Carries Chief medical Officer who informs clerk if ambulance or other outside assistance is required.	Driver: Medic: Darcy Smith RPN/RN Level 1 direct care; cpr-hcp
Safety3 (support truck)	Crowd and traffic control
Safety4 (F350 Heavy rescue) Vehicle with large water tank, pump, and hoses to fight organic fires prior to arrival of city fire crews). In all situations involving a fire in the park (not contained to a race vehicle) the Kelowna Fire Department will be called to take over management of the incident.	
Ambulance	Medix EMS Ambulance 1 PCP (Primary Care Paramedic)



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	1 OFA 3
Flatbed Tow Truck Post-incident vehicle recovery	Mario's Towing
Tow Truck Post-incident vehicle recovery	Mario's Towing

Emergency Response Objectives

- Ensure the continued safety of participants, volunteers, and spectators
- Provide a measured response that maintains the balance between responding efficiently and returning to racing quickly
- Coordinate communications and actions efficiently and effectively with RCMP, Kelowna Fire, BC Ambulance, and other emergency services as needed.

Communications with BC Ambulance, RCMP, Kelowna Fire Department

The Clerk will be the primary contact for BC Ambulance, RCMP, and Fire Department.

Responsibilities

Clerk

Ensure sufficient on site and local resources are available or called upon to respond and meet the demands of the incident. Provide completed accident and medical reports for CACC Steward. Complete report for ASN Canada and CACC.
Ensure all responsibilities are clearly delegated and understood.

Chief Medical Officer

Ensure appropriate medical resources are on site, or in their absence, makes a request via the Clerk for outside assistance.
Attends major incidents or incidents involving injury as determined by Safety 1. Safety 2 driver must obtain approval to proceed on course from race control prior to proceeding to incident.

Course Marshal

Maintains a clear picture of all traffic on the course through communication via race control. All movements must be cleared through race control. May assume scene management responsibilities from first responders.

Primary Responder



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Safety 1, as the primary responder, should be rolling immediately upon the Course Marshal's clearance every time there is a possible driver injury and/or fire.

Responsibility for on scene rescue by assessing issues relating to on scene fire control and safety. Vehicle responds to incidents upon instruction from the Course Marshal through Race Control. Provides immediate support to urgent needs. Conducts an initial assessment and site survey. Determines needs for additional resources and advises Clerk and Course Marshal through Race Control. Calls for additional on-site rescue resources through the Course Marshal. Code "██████████" alerts the Clerk that a request for outside resources will be made. This call will be made via cell phone calling 878-1233.

Pit Marshall

Communicates with family and crew on site. Ensure emotional support is provided.

Corner Captains

Each turn has a Corner Captain. Corner Captains report all vehicle incidents to Race Control via radio. Uses fire extinguisher if required. Provides other assistance without placing self in harms way. Indicate if additional assistance is required and what type. Ensure spectators are kept clear. Completes ASN accident witness form and provide it to the Course Marshall.

Secretary

Ensure all incident reports are collected and provided to the Clerk.

Rescue Truck Assignments and Locations

Safety 1 Located at Turn 3

Safety 1 Team is the first responder to most incidents with the primary responsibility of scene management. In emergency situations, Safety 2, 3 or 4 will be dispatched at the discretion of the Course Marshal via Race Control. Safety 1 is equipped with full medical and rescue capabilities, including firefighting, extraction, and towing.

Safety 2 located turn 5

Chief Medical Officer (CMO) and one first responder must be assigned to Safety 2. Safety 2 volunteers must be willing and able to be exposed to a degree of risk to personal safety to assist others.

Safety 2 is to be parked in front of (not behind) the tow truck in turn 5. CMO is the medical scene manager and makes the call as to additional medical resources required. He needs to be positioned to respond quickly to incidents.

CMO relays additional needs to Clerk who liaises with BC ambulance and/or 911 dispatch.



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Safety 3 located at start

Safety 3 has a dual role involving ongoing track support and rescue. Safety 3 has 2 volunteers. Physical requirement is they need to be very mobile and physically fit. Primary operator of Safety 3 must be knowledgeable of the course set-up. In emergency situations at or before turn one, Safety 3 and Course Marshal will be the first responders. In all other emergency situations Safety 3 is the third responder. In emergency situations, Safety 3 is most likely to be called upon in cases of multiple injuries. In all emergencies, Safety 3 moves to respond to the incident only when cleared to do so by the Course Marshal.

The primary purpose of this truck is race support.

Safety 4 at turn 7

Heavy duty 4X4 equipped with large water tank and pump. Used for additional fire suppression until City Fire Department arrives.

Medix Ambulance Located at Start

The Medix ambulance is located at start and available to assist CMO at her request. Ambulance must only move on authority of Course Marshall via race control.

Critical Incident Plan

Definition

Any incident, occurring anywhere in Knox Mountain Park during the Knox Mountain Hill Climb that results in moderate to severe injury or death to any person(s) is considered a Critical Incident.

Purpose Statement

The purpose of this plan is to enable the critical incident team to deal with an incident requiring interaction with the civilian authorities, and to assist in managing communications and providing information to race participants, race crews, families, community members and the public.

Critical Incident Team

The critical incident team consists of:

Clerk of the Course	Bryan Fulton
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Assistant Clerk of the Course and Course Marshall	Bruce Newton
Secretary of the Meet	Sheree Wall
Starter	Dr. Amy Fulton – GRIEF COUNSELLOR
Steward of the Meet (or Chairman of the Stewards of the meet)	TBA
Pit Marshal	Wayne Bailey
Chief of Medical Services (CMO)	Darcy Smith RN Level 1 care

Authorities

Ultimate authority and responsibility rests with the Clerk.

Authorities below have been delegated by the Clerk.

- Safety 1: Scene management until Course Marshal arrives
- Chief of Medical Services (CMO): Medical response management
- Course Marshal: Traffic control and scene management
- Pit Marshal: Information management – family, crew
- Secretary – Information management – media

Responsibilities

The **Course Marshal** controls race operations, dispatches course vehicles and personnel and acts as overall site control of any critical incident that occurs within the confines of the area under control of the race event.

The primary responsibility of the **Clerk** is to take control of the overall incident and ensure that those personnel that need access to the area have it, and that all non-essential personnel are excluded from the area. The Clerk is responsible for dealing with the civilian authorities such as Police, Fire and Rescue and ensuring they have the information and access they require to do their jobs.



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The Clerk may delegate tasks to the **Starter and Secretary** as required. Some of the tasks are set out in this document while others may be delegated on an ad hoc manner as the need arises.

The **Pit Marshal** will interface with affected participant's family members and crew. In the case of sever injury or death the Grief Counsellor may take over this role until outside resources are available.

The **Secretary** will be responsible for disseminating information to the media as available and as appropriate, after consulting with either the Clerk and/or the Steward of the Meet. The Secretary is responsible for gathering all paperwork related to the incident for the Clerk.

The **Chief of Medical Services (CMO)** will be responsible for managing the treatment and care of victims for all injury-causing incidents. The CMO ensure information on casualties and any or requests for assistance are passed by secure radio channel or cell phone (250-878-1233) to the Clerk of the Course. In the event that more than one medical person has responded the CMO assumes lead responsibilities for scene management until BC Ambulance Supervisor or Kelowna City Fire resources arrive.

Critical Incident Response Protocols and Procedures

- 1) The CMO will be the first responsible person on the scene and will determine whether an incident is indeed "critical". In general, any injury or potential injury is "critical".
- 2) The CMO will advise the Clerk via cell phone that the incident is critical by means of the key phrase.
- 3) All members of the Critical Incident Team will switch to cell communication for any discussion about a medical condition.
- 4) Course Marshal will direct the Starter and Corner Captains through radio to Race Control, to bring track under control. Racing will be halted.
- 5) Course Marshal will dispatch Safety 1 vehicle to the scene to assess and manage the scene and direct all non-medical personnel on scene until outside help arrives, see #8.
- 6) Course Marshal will dispatch Secretary to assist Clerk in timing area.
- 7) Starter will assist Clerk and Secretary in timing area as required



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- 8) In the event of an injury, Safety 2 will be directed to bring the CMO. CMO will survey all casualties and determine whether additional assistance is required. If required, the CMO will ask the Clerk to call the emergency services for assistance and will also proceed to stabilize casualties as necessary. The CMO will relay any requests for assistance through the Clerk. In the event of a mass casualty incident city emergency responders will create a command structure and absorb Knox Mountain Hill Climb resources into that structure. City resources will determine who assumes overall command.
- 9) The Clerk will ensure that park entrances are secured in order to ensure that emergency services have access to the site as required.
- 10) The Clerk will maintain constant communication with emergency services personnel and take direction from them as required, which will be communicated to volunteers throughout the course over the radio system.
- 11) If the casualty is transported to the hospital, the Clerk (or their designate) will ensure that a designated club member/volunteer accompanies them to the hospital and ensures that they have a return to the event. This return may be with the club member/volunteer, the casualty's family, or the casualty releases the club member/volunteer and indicates that they are capable of caring for their own transportation.
- 12) Secretary and/or Pit Marshal will locate the relatives and/or crew of the affected personnel.
- 13) If the casualty is transported to the hospital, the Pit Marshall will ensure that family members are transported to the hospital in another vehicle. Family members should be discouraged from transporting themselves. If necessary, a driver should be provided for their vehicle.
- 14) Secretary will prepare a statement to be released to the media.
- 15) In the event simultaneous or multiple critical incidents occur on the course, Safety 1 will initially respond first to the incident closest to their immediate location upon being dispatched by the Course Marshal. They will assess the need for additional resources and notify the Clerk via radio or cell phone to dispatch the BC Ambulance. Clerk will call 911 for additional support if required. The Course Marshal will dispatch the Rescue 2 with the CMO to the second location. Once the CMO has assessed the situation at the second scene they will, via cell phone, request the Clerk call for additional supports such as, BC Ambulance, Police, Fire, Safety vehicles, etc.



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- 16) If the BC Ambulance must leave the scene of the first incident to attend the second incident based on the direction of the CMO, then Rescue2 with the CMO will attend the first scene being vacated by Ambulance. An additional Ambulance will be called by the Clerk using 911 unless the BC Ambulance supervisor is on scene. Rescue1 must not leave the first scene until the BC Ambulance has arrived.
- 17) In the event that a critical incident occurs on the course simultaneously with a critical incident among volunteers or spectators (for example a collision between a race car and a spectator) both Rescue1 and Rescue 2 with the CMO will be dispatched to the scene. The CMO will have authority on the scene and will communicate additional supports needed to the Clerk via radio or cell phone.
- 18) Should a critical incident occur on the course and a second critical incident occur in the park but away from the course (for example, in the cold pits or car show area) Rescue1 and 2 will respond to the incident on the course and the Ambulance will respond to the off-course incident. The CMO will attend both incidents starting with the one on the course and communicate needed supports to the Clerk via radio or cell phone.
- 19) In the event of an incident involving an electric vehicle where the vehicle's battery is experiencing battery failure or sustained visible physical damage, the vehicle will be moved to the turn 3 look out area to avoid the potential fire risk to the park. The City of Kelowna Fire department will be called to provide assistance.

Radio Communication during Critical Incidents

Any communication that contains personal and private information regarding and person(s) will be done using cell phones and not broadcast over event radio frequencies.

Communications with BC Ambulance, Kelowna Fire, & Kelowna Hospital

The Clerk will be the primary contact for BC Ambulance.

Secretary will delegate someone responsible to communicate from the hospital to the Clerk with any information. Ideally this would be the same person chosen to transport family members to the hospital.

The key phrase is: "████████████████████"

This phrase is not to be communicated to anyone outside the Critical Incident Team.



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BC Ambulance: Phone 911 and ask for Ambulance dispatch for Kelowna

Kelowna Fire: Phone 911 dispatch and ask for fire

Primary Hospital:

Kelowna General Hospital

2268 Pandosy Street

Kelowna, BC

Phone: 250-862-4000

Distance from Knox Mountain Park: 2.5

Wildfire Evacuation Plan

In the event of a wildfire on the hill, racing will be halted and spectators, racers, volunteers, and any other personnel will be asked to vacate the affected area immediately. Communication regarding evacuation procedures will be relayed to drivers by the volunteers at finish or in corners, depending on where the vehicle is stopped. The Corner Captains and volunteers at finish will receive instruction from the Clerk over the radio.

Only bring personal belongings and race equipment down the hill if it is safe to do so, otherwise leave these items behind

If time permits, the pace car will lead the drivers down the hill. If time does not permit, drivers should get in their vehicles and exit in an orderly fashion in single file down the hill once released by the Clerk or Course Marshal. The volunteers at finish should be given a ride down the hill with the pace car, if it is able to attend, and if not, by drivers in race vehicles. Instruction on this will be provided by the Clerk over the radio and communicated to the volunteers at finish. Corner works in affected areas should either make their way down the hill by foot once the last car has passed, or if it is unsafe to do so, evacuate the park on foot using the nearest roadway, bike path, or pedestrian access point.

Once the race vehicles are down the hill, there is a Plan A, a Plan B, and a Plan C for parking. The Clerk will select the plan based on safety considerations and conditions at the time. The plan will be communicated to drivers by the Clerk or Pit Marshal once the vehicles reach the bottom of the hill.

- Plan A is to return evacuated race vehicles to the cold pits
- Plan B is to have evacuated race vehicles park in the car show field.
- Plan C is to park evacuated vehicles along Broadway and Ellis in designated parking areas. Plan C is only to be enacted in the case that the entire park is being evacuated.



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The traffic control team that mans the Ellis Street and Broadway intersection during the race will facilitate safe exit of race vehicles from the park onto the public road.

Depending on fire conditions the Kelowna Fire Department may direct other actions. All racers and volunteers will follow the direction of the Kelowna Fire Department when a fire evacuation takes place. All race vehicles will give right of way to emergency vehicles when an evacuation has been ordered.

Plan Alterations

This plan will be reviewed annually. This plan may be altered at any time upon agreement of the Knox Mountain Motor Sports Club with the: City of Kelowna; Kelowna Fire Department; RCMP or the BC Ambulance Service.

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Appendix A: Map of Knox Mountain Hill Climb Race Course

