



CRITICAL INCIDENT MANAGEMENT INTERNAL GUIDELINES

An internal document for use in the event of a Critical Incident, by personnel and delegates officiating on behalf of the FIA at a FIA Competitions.

1. DEFINITIONS AND OBJECTIVE

A **Critical Incident**, for the purposes of these Guidelines, is one which results in:

- i) death or serious injury to a competitor (driver, co-driver);
- ii) death or serious injury to any other person (, official, team personnel, public services), or death or any injury to a member of the public, resulting directly from the competition;
- iii) prejudice to the image of motor sport.

The objective is to provide coordinated and efficient management of those aspects of an incident not falling under the direct responsibility of Race or Rally Control and the public authorities.

2. COMMUNICATIONS – *see contact lists in Appendix 3*

- 2.1 **The Race Director / the Clerck of the Course** will immediately contact those FIA Delegates present (The Sporting Delegate, the chairman of the Stewards, Safety Delegate, Medical Delegate, Technical Delegate, Media Delegate, FIA Observer, FIA Coordinator) and confirm and coordinate the action to be taken by them, in the framework of these Guidelines.
- 2.2 If present, **the FIA Media Delegate** must ensure, through the organiser, that communications with the team or relatives of any casualties and to the media are managed **according to the Guidelines in Appendix 1**.
- 2.3 **No FIA personnel** will make any statement except at the request of the FIA Media Delegate or FIA Communication Manager for Sport.

3. REPORTING TO THE FIA PRESIDENT

The FIA Observer/FIA Sporting Delegate, the Chairman of the Stewards, Race Director or other official will provide an immediate (within the hour), exclusively factual report to the **FIA President according to the procedure specified in Appendix 2**.

4. ACCIDENT DATA GATHERING

The FIA Incident Reporting Officer (IRO), who is the FIA Technical Delegate unless otherwise designated by the FIA, will coordinate the gathering of data for the World Accident Database (WADB) in conformity with the WADB Data Gathering Guidelines and notably:

- will impound any FIA approved safety equipment involved, unless this equipment is required by local authorities and ascertain the destination of the vehicles (and equipment) in case of need for a further investigation.



- will gather any ADR or other electronic data available from the vehicles involved.
- will gather video recordings or photos of the incident as available.

5. MEDICAL INFORMATION

The FIA Medical Delegate if present, or the Chief Medical Officer will:

- collaborate with the FIA as specified in Appendix 1;
- collaborate with the IRO as required by the WADB Data Gathering Guidelines;
- monitor the emergency treatment and evacuation of any casualties.

6. IF THE INCIDENT OCCURS IN A PART OF THE EVENT NOT FALLING WITHIN THE COMPETENCE OF THE FIA

The FIA officials should support the respect by the organisers of procedures equivalent to those described above but should not substitute themselves for the equivalent officials of the series or race/rallies concerned.

Ultimately the ASN (or Parent ASN in the case of an International Series) must assume responsibility for compliance with the procedures.

In the case where there is no FIA Technical Delegate (e.g. FIA International Series) the IRO shall be the Senior Technical Official present, as designated by the Parent ASN.

7. AFTER THE EVENT

7.1 The initial reports will be analysed by the **President of the FIA Safety Commission**, the **FIA Technical Director** and the **FIA Safety Director**; they may request further analysis of the vehicles and/or site, to be organised by the Safety Department.

7.2 The **Legal Department** will be in copy of the reports and will advise concerning any action proposed.

7.3 The **FIA Medical Delegate or Chief Medical Officer** will follow insofar as is possible the subsequent progress of injured drivers or officials as well as the drivers' re-integration into competition as specified in Appendix L to the International Sporting Code, if appropriate.



APPENDIX 1

FIA Media Delegate responsibilities

1. The FIA Media Delegate, with support from the Communication Manager for Sport, is required to:
 - a) Speak with media and about the FIA position – but is not to be quoted
 - b) Manage the message – communicate and establish protocol with the Promoter, Race/Rally Organiser, Teams and Authorities (as required) to confirm information flow and adherence to official statements throughout the process
 - c) Source latest communication developments and advise the relevant stakeholders
 - d) Liaise with media partners to ensure appropriate reporting of the incident, in line with established messaging
 - e) Monitor social media and, where appropriate, work with partners to remove and retrieve material that could be potentially offensive (or useful to an investigation)
 - f) Distribute joint media statement (with Promoter, Organiser and, if required, local Authorities), ensuring appropriate coverage. For rallies, the statement will be from the Organiser.

2. Once it is determined that a media statement is the appropriate course of action, the statement should be clear, concise, and sticking exclusively to the known facts. An example of such a statement would be:

The Federation Internationale de l'Automobile (FIA) [insert Organiser and Promoter as required] regrets to advise that a serious incident occurred at (time and date) as a part of the (event details).

The FIA is providing support to the event and the relevant authorities, and has commenced an investigation into the incident (where relevant).

3. In the instance of force majeure, or non-competition related incidents, it is especially important to express sympathy and concern for those affected.

4. Statements should be posted on the **FIA's website**, **Facebook** and **Twitter**, and circulated to the FIA Communications Director, President's Cabinet, relevant Sporting Department Director, Safety Director, Race/Rally Director, Stewards and FIA Delegates on site.
 - a) In certain circumstances, it may be relevant to distribute to media via SendStudio – this should be evaluated on a case-by-case basis.



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- b) For rallies, the statement should maintain the Organiser in the title on all FIA channels – eg. “[Organiser] statement regarding...”
5. It is **important** that a statement does **NOT** go into detail, as it will be impossible to be accurate about specifics until a full investigation is completed
- a) Further information will only be provided to the media in exceptional circumstances, or as required and decided in conjunction with FIA Communications.
 - b) Do not commit to timeframes regarding providing new information – critical incidents are unpredictable situations.
6. **If further information will be required, it will be provided “as soon as it is available”.**Media statements will be approved by the FIA Communications Department before distribution.
7. Only the FIA President, FIA Sporting Delegate or the Race Director / Clerk of the Course are to be quoted publicly regarding any critical incidents. The FIA Media Delegate is responsible for briefing the quoted source in line with the latest communication.
- a) The brief must insist that the person fronting the media sticks entirely to the agreed statement, and does not offer “new” public information.
 - b) Other staff of the FIA, Organiser, Promoter and Teams will make NO public statement – except at the request of the FIA Media Delegate, in liaison with the FIA Communications Manager for Sport.
 - c) Only the FIA President is to be quoted publicly regarding non-competition related incidents or cases of force majeure.
8. All members of the FIA, Promoter staff, Race/Rally Organiser and Teams are to stick to the known facts when speaking publicly with anyone (on or off the record) about an incident. There is to be no guessing or predicting. For example, “it looks like Situation X is going to happen...”
- a) The best course of action is to stick to the agreed public statement diligently.
9. The FIA will at no point name the parties involved in the incident – terminology should be as per the agreed statement.
- a) The FIA should only mention the names of those involved if:
 - i. The authorities have released them, OR
 - ii. The identities are sufficiently common public knowledge



- b) The announcement of a Team Member fatality will come from said team. The FIA, Promoter and Organiser should issue a joint statement of condolence.
 - c) The announcement of fatalities in the case of force majeure or a non-competition related incident must only be made by Authorities. The FIA, Promoter and Organiser should issue a joint statement of condolence.
10. The FIA Medical Delegate is to be the **only** source of casualty information. He/she will brief the FIA Media Delegate, who is responsible for briefing communications staff involved in the Championship (e.g. Team PR).
- a) In the event of force majeure or non-competition related incident, the relevant Authorities are solely responsible for providing and communicating about the condition of casualties.
11. The FIA Media Delegate is **the primary and only point of contact** for Team and Championship PR and Media. In the event of a Critical Incident, these staff must contact the Media Delegate as soon as possible.
- a) Communications staff involved in the Championship/Event should not communicate anything to anybody without Medical and Media Delegates' approval.
12. Media access to the Medical Centre **must always be denied** – and the Medical Centre staff must be briefed as such. There will be no media access to FIA medical staff or Medical Centre staff.
13. The local hospitals should be reminded not to disclose to the media any information regarding the condition of drivers or team personnel in their care.
14. The Stewards of the Event, via their Chairman, having the ultimate authority for the event, whilst allowing the respective officials to efficiently perform their duties above, should monitor compliance with the above procedures and those in the attached appendices.

NOTES

- *It is important to note that it is impossible to control ALL communication (particularly in today's world of social media) – as such, it is the intent to control all official communication, and manage the flow of information from authorities to the public and media.*



- *Quick and correct information is key to maintaining the atmosphere in which to deal efficiently with an incident and to keeping the confidence of those concerned, in particular the Teams, Officials and Public.*
- *There is no obligation to provide any information to the Media – at all times, communication must be dictated by the FIA in conjunction with Stakeholders (except in the case of force majeure or non-competition related incidents, where relevant Authorities will lead all communication).*
 - *In such a situation, we do not care about media deadlines – only the communication of accurate and appropriate information.*
 - *A useful tactic (perhaps in conjunction with the National Press Officer) is to advise that the Media Delegate cannot talk right now, and take a log of names and numbers; and making sure to return the calls at a time when there is new information to share.*
- *Do not be told you must do something. Drivers and Teams in particular like to do this. They are not communication professionals (in the case of Drivers), have vested interests, and mostly are not aware of the full picture.*

**APPENDIX 2***Procedure for informing the FIA President*

It is essential that the FIA President is informed urgently of any Critical Incident:

A Critical Incident, for the purposes of these Guidelines, is one which results in:

- i) death or serious injury to a competitor (driver, co-driver);
- ii) death or injury to any other person (member of the public, official, team personnel, public services), resulting directly from the competition;
- iii) prejudice to the image of motor sport.

To enable this *one of* the officials delegated by the FIA, in the following order of precedence according to which are present:

- 1st FIA Safety Delegate,
- 2nd FIA Observer/FIA Sporting Delegate,
- 3rd FIA Race Director,
- 4th FIA Chief Steward,

is responsible for sending an SMS message **immediately** any such accident occurs, giving the vital facts (competition name, what happened, time, known casualties) to the FIA President on the following number :

+41 788 822 888.

When this is done, the others on the list above should be informed that the President has been appropriately advised.

This is valid whether an accident occurs in the FIA competition or in a support competition at the same meeting.

This information should be followed up with an e-mail as soon as possible giving a more detailed report (the Preliminary Accident Report form on the next page may be used), to the following addresses:

jtodt@fia.com

lmekies@fia.com

The heads of the Sporting Departments the accident concerns:

<i>FIA Departments</i>	<i>Name</i>	<i>Contact</i>
Circuits	Frédéric Bertrand	fbertrand@fia.com
Rally	Jarmo Mahonen	jmahonen@fia.com
Technical	Bernard Niclot	bniclot@fia.com
Historical, Off-Road, Hill-Climb	Vincent Caro	vcaro@fia.com



FEDERATION INTERNATIONALE DE L' AUTOMOBILE

PRELIMINARY ACCIDENT REPORT FORM

NAME OF THE CHAMPIONSHIP OR SERIES: _____

NAME OF THE EVENT: _____

Driver: _____

Category of cars: _____

Date of the accident: _____

Time of the accident: _____

Specify: race qualifying practice rally stage

Weather conditions: dry wet

Road conditions: asphalt gravel mixed

Outcome – Driver / Co-driver:

- uninjured
- injured details if known: _____
- fatality cause if known: _____

Outcome – Others: _____

Speed of impact, if known: _____

- Impact with:
- safety barrier details: _____
 - obstacle details: _____
 - another car details: _____
 - other details: _____

Any projection of debris into public areas: yes no
details: _____

Cause of the accident, if known: _____

Further comments: _____

Name: _____

Function: _____

Date of the report: _____

Signature: _____

**APPENDIX 3***CONTACT LISTS*

Event Contacts		Mobile:	Contacted: Y/N
_____	Clerk of the Course / Race Director	_____	_____
_____	National Press Officer/ASN media rep	_____	_____
_____	FIA MEDIA Delegate	_____	_____
_____	FIA Safety Delegate	_____	_____
_____	FIA Medical Delegate	_____	_____
_____	FIA Technical Delegate	_____	_____
_____	FIA Observer/FIA Coordinator	_____	_____
_____	Chairman of the Stewards	_____	_____
_____	Local hospital	_____	_____
_____	ASN contact	_____	_____
_____	Secretary of the Meeting	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Key Team & Championship Contacts – Championship specific		Mobile:	Contacted: Y/N
_____	Promoter	_____	_____
_____	Promoter Media Contact (if applicable)	_____	_____
_____	National Press Officer	_____	_____



Key Team & Championship Contacts – Championship specific		Mobile:	Contacted: Y/N
_____	Team PR	_____	_____
_____	Team PR	_____	_____
_____	Team PR	_____	_____
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APPENDIX 4 - CRITICAL ACCIDENT MANAGEMENT

ORGANISATIONAL CHART v0.12

SCOPE

The chart below is for quick reference by FIA officials, indicating primary duties in case of a critical incident.

Please ensure that you are familiar with the more detailed instructions and principles given in the Critical Incident Management Internal Guidelines.

