



CKRC Emergency Response & Evacuation Plan

1. Purpose

This Emergency Response & Evacuation Plan establishes procedures to protect drivers, officials, volunteers, spectators, and staff at the Calgary Kart Racing Club (CKRC) facility in the event of an emergency. The goal is to ensure rapid communication, orderly evacuation or sheltering, and coordination with emergency services.

2. Scope

This plan applies to all CKRC events, including race days, Test & Tune sessions, practices, and work parties. All participants and officials must comply with directions given by CKRC officials during an emergency.

3. Authority & Command Structure

- **Incident Commander:** Race Director or Test & Tune Supervisor on duty
- **Deputy:** Executive Director, Club President, Board of Directors or designate (if present)
- **Track Control:** Timing & Scoring / Control Tower
- **Emergency Liaison:** Designated official responsible for contacting 911

All decisions during an emergency rest with the Incident Commander.

4. Communication

- Emergency situations will be communicated via:
 - Flags (Red Flag for immediate stop)
 - Radios, cell phone and PA system (if available)
 - Direct verbal instructions from officials
- All participants must follow instructions immediately.

5. General Emergency Procedures (All Incidents)

1. **Red Flag** the track immediately if it is live.
2. Bring all karts to a safe, controlled stop.
3. Use radios, cell phone, PA system, air horns, or verbal commands to alert all persons.
4. Keep access roads clear for emergency vehicles.
5. Call **911** when required and provide:
 - CKRC location
 - Nature of emergency
 - Number of people involved
6. Do not resume activities until authorized by the Incident Commander.

6. Fire Emergency

Examples: Structure fire, grass fire, fuel fire

Actions:

- Stop all on-track activity immediately.
- Use available fire extinguishers **only if safe** and if trained.
- Evacuate affected areas upwind.
- Do not attempt to move burning vehicles or fuel containers.
- Assemble at the designated **Emergency Muster Point** (parking lot entrance).

7. Severe Weather Emergencies

7.1 Lightning

- At the first sight of lightning or thunder within 10 km:
 - Suspend all track activity immediately.
 - Clear the track and grid.
 - Seek shelter in vehicles or designated buildings.
- Activities may resume **30 minutes after the last lightning strike**.

7.2 Tornado / Extreme Wind

- Suspend all activities immediately.
- Evacuate to the **lowest available shelter** or personal vehicles.
- Avoid trailers, tents, and open areas.
- If no shelter is available, lie flat in a low area away from debris.

7.3 Severe Storm / Hail

- Suspend track activity.
- Clear track and grid areas.
- Seek shelter in vehicles or permanent structures.

8. Active Threat / Active Shooter Incident

Priority: Run – Hide – Fight (as last resort only)

An active threat includes any situation involving:

- Firearms
- Weapons
- Violent behavior posing immediate danger

Actions:

- Immediately stop all activities.
- If safe, evacuate away from the threat.
- Hide in secure locations, lock or barricade doors if possible.
- Silence cell phones and remain quiet.
- Call 911 when safe to do so.
- Follow police instructions when they arrive.

No activities will resume until law enforcement declares the site safe.

9. Evacuation Procedures

- Evacuations will be directed by officials.
- Use designated exits; do not block access roads.
- Assist minors and individuals with mobility needs.
- Muster Point: **Main Parking Area near the Front Gate** unless otherwise directed.

10. Medical Emergencies

- Stop track activity if required.
- Provide first aid within the scope of training.
- Call 911 for serious injuries.
- Maintain a clear route for emergency responders.

11. Post-Incident Procedures

- Complete an Incident Report.
- Secure the scene if required.

- Review procedures and identify improvements.

12. Training & Review

- The Race Director, all Test & Tune Supervisors, Club President, Board of Directors and key officials must review this plan annually.
- The plan will be reviewed and updated yearly or after any major incident.