



Autobahn Country Club

EMERGENCY ACTION PLAN

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SECTION 1: EMERGENCY PLAN

Introduction

This document describes the emergency management procedures to protect and minimize the risk to all members, guests, participants and workers at the Autobahn Country Club (the “Club”) in the event of an emergency situation. Because emergencies can involve many variables, which are often unpredictable, our goal is to remind our staff of the things to consider in the event of an emergency. This plan defines emergency response procedures for on-track emergencies as well as off-track situations. It identifies and assigns personnel to various responsibilities creating an Incident Management System (IMS). All personnel should familiarize themselves with this plan and be able to render assistance as needed in order to reduce injury, loss of life and property damage. This document includes position descriptions and specific duties required for the positions. After reading the plan, personnel should be able to answer the following questions.

- (1) What positions might I be required to fill?**
- (2) Who would I report to, and whom would I supervise in an emergency situation?**
- (3) Where should I report in the event of an emergency?**

Anyone with questions regarding his/her role in the emergency action plan should contact the Track Operations Manager.

Incident Management System

Emergency incidents on Club property are managed using the guidelines set forth in the National Fire Protection Association (NFPA) document 610, *Safety at Motorsports Venues*. It uses the Incident Management System (NFPA 1561), a nationally recognized system for managing emergency situations. These nationally recognized guidelines have been modified to better fit the needs of the Club.

The IMS system designates the person responsible for the incident as the “Incident Commander.” This person is responsible until authority is delegated to another person. In small situations, like an incident on track with no injuries, the Incident Commander will manage all aspects of the incident from beginning to end. The Incident Commander is responsible for

ensuring the safety of the scene, rescuers and bystanders. It is also the duty of the Incident Commander to ensure that adequate resources have been summoned.

As the magnitude of the situation increases, the management structure expands. Additional layers of management are pulled into play as required. In a worst case situation, with large numbers of victims and involvement by multiple emergency agencies, the organizational structure evolves into one of "Unified Command," in which representatives of different agencies provide input and direction at the Incident Command level.

Creation of an Incident Command Post

When an incident becomes complex enough to involve several Club departments and/or the activation of outside resources, establishment of an Emergency Operations Center is essential. This should be a location with good access and good communications capabilities. It is usually preferred that this is not right at the incident location. The Incident Commander is responsible for choosing a location. The following are suggested locations.

- North Tower Race Control (upstairs)
- South Tower Classroom
- Registration

Emergency Incident Levels

The response to an emergency situation is dictated in part by the commitment of resources required to successfully handle the situation. This plan recognizes four emergency incident levels.

Level 1

A level 1 response is an emergency that requires no more resources than those which are available on site and poses a threat to no more than one person or possible property damage that can be resolved with Club staff.

Level 2

A level 2 response is an emergency that severely burdens or exceeds the available on site resources and requires outside sources to be summoned. It may involve two or more patients or considerable property damage.

Level 3

A level 3 response is an emergency requiring extensive resources, extrication or other logistical support. A level 3 response includes situations with three or more patients requiring

advanced life support. A level 3 response requires the naming of an Emergency Operations Center (EOC) and may require a staging area for emergency vehicles.

Level 4

A sudden catastrophic event involving great damage and destruction over a potentially widespread area that may or may not result in injury or death to multiple persons would be considered a level 4 response. A level 4 response would require multiple levels of command that will be designated by the Incident Commander or the creation of a Unified Command. The levels of command may include the Medical Director, Fire/Rescue Director, Security Director and/or other supervisory personnel depending on the nature of the situation.

RECOGNIZING AN EMERGENCY SITUATION

Knowing the warning signs of a potential emergency and your responsibilities in the event of an emergency are essential. Those who report to you should also understand what to look for and how to respond. Situations of concern include but are not limited to:

- Suspicious activity by persons on the Club's property.
- Accident, illness or injury to members, guests or others on site.
- Critical Incidents.
- Medical Emergencies.
- Structural deficiency or failures.
- Electrical power outages.
- Event postponement.
- Severe thunderstorm or flooding.
- Tornado or high winds.
- Fire.
- Suspicious objects or packages, especially if found in an unexpected location.
- Hazardous material or biohazard incidents.
- Bomb threat, biohazard threat or other terrorist activity.
- Evacuation.
- Mass Casualty Incidents.
- Criminal acts.
- Death on the property.

REPORTING AN EMERGENCY

If you see a potential or actual emergency, avoid putting yourself in danger and potentially becoming another victim. Call for help or send someone to get help immediately.

A. DURING TYPICAL AUTOBAHN OPERATIONS

The Track Operations Manager or designated Race Control (Track Operations) will act as the “Central Dispatch” for all typical Autobahn operations. Track Operations will also coordinate the response to emergencies at the Club’s facilities.

Unless you are specifically notified otherwise or unless there is a separate Emergency Operations Center established, all emergencies should be reported to Track Operations (acting as Central Dispatch). If the Track Operations Manager does not respond for any reason, contact Race Control. If the Race Control does not respond, contact Registration. Accordingly, notification of a potential or actual emergency should be made in the following order of priority:

1. Track Operations Manager.
2. Race Control.
3. Registration.

If you see a potential or actual emergency, call Track Operations on a Club radio. This may require you to switch channels on your radio to the Track Operations channel (6). If you do not have a radio, contact the nearest supervisor or other staff person with a radio, or call Registration at (815) 722-2223.

As calmly as possible, report:

1. Your name.
2. Your location, using landmarks readily visible to others.
3. Nature of the problem.
4. Approximate number of victims if applicable.
5. Assistance you think will be needed to handle the problem.

As long as you are not in danger, remain in the area of the emergency to help guide responders to the scene. If you are in danger move to a safe location and, if possible, help guide responders to the scene.

B. DURING LARGE SPECTATOR EVENTS

During large spectator events a Central Dispatch may be established. At events where Central Dispatch is operational, Central Dispatch will monitor radio channels of the Club’s various departments as well as the Joliet Fire Department and Joliet Police Department. Central Dispatch will coordinate the response to emergencies at the Club unless an alternate Emergency Operations Center or Unified Command has been established.

During events in which a Central Dispatch is operational you should call Central Dispatch directly on **your** assigned radio channel to report any emergencies using the same reporting information as you would under typical Club operations.

Important Club Contacts

Club President	Mark Basso
General Manager	Kevin Rodgers
Track Operations Manager	Mike Gritter
Safety Team Coordinator	Tom Sener

YOUR RESPONSIBILITIES IN AN EMERGENCY

A. IF YOU ARE ON THE SCENE

You should never act beyond your capabilities, training or level of licensure, if applicable.

It may be that your most important function initially is to help secure the scene, help control ingress and egress from the area, protect evidence and provide space for responders to work when they arrive.

If you are trained to handle the type of situation you are faced with, you may need to assume the role of incident commander and begin managing the problem until someone with more authority and/or expertise arrives and assumes that position.

If the situation is one with injuries, remember that communications and triage take precedence over treatment. ALWAYS CALL FOR HELP FIRST.

When help arrives and Incident Command is established, you should make yourself available to assist as directed by those in charge.

B. IF YOU ARE NOT AT THE SCENE

You should not report to the scene unless you are requested to do so, or your job responsibilities require you to do so. In the case where the potential for widespread damage exists, your responsibilities may include:

1. Notifying those with responsibility over the situation if any immediate action is necessary to protect life and property.
2. Taking those job-related actions necessary to protect life and property in your immediate areas of responsibility.

RADIO COMMUNICATIONS

Whenever practical, in the case of an emergency situation, use of a telephone is preferred over radio communications. It is **very important** that you use your radio in a way that minimizes what members, guests, participants and workers can overhear.

When personnel have an emergency to report, he/she should use the radio term **“emergency radio traffic”** to clear other non-emergency radio traffic. That person should use clear text (no radio codes) to identify the type of emergency, request additional resources, advise in a change of conditions, etc. When the emergency is concluded, the same person that declared an emergency (or Central Dispatch if Track Operations has taken control over the situation) should transmit on the radio **“All clear, resume normal radio traffic”**

During an emergency, Track Operations (acting as Central Dispatch) or the Autobahn Safety Team (Safety) may instruct appropriate support personnel to change to another channel.

If you are not instructed to change channels, remain on you primary channel.

Channel #	Department	Frequency
1	Safety	451.5125
2	Registration	452.0375
3	Catering/ Food and Beverage	466.4625
4	Maintenance/Facility	457.8375
5	North Track	456.3125
6	Track Management	452.8375
7	Safety 2	456.5125
8	Rental 1	461.4875
9	Full Track	461.4375
10	South Track	452.7125
11	Kart Track	457.7125
12	Parking/Security	457.0375
13	Rental 2	461.4625
14	Driving Instructors	466.4875
	Repeater Full Track	466.4375

RELEASE OF INFORMATION

Release of information and statements to the press and/or members are the responsibility of the Track Operations Manager. Any inquiries must be forwarded to the Track Operations Manager.

STRESS REACTIONS

Because stress is a cumulative process, prolonged rescues, major incidents and natural disasters require the application of special strategies to reduce the stress to workers who may have to spend hours or days at the scene. The following should be considered:

1. Limit on-scene time to shifts of no longer than 2 hours with 20 – 30 minute rest periods between shifts.
2. Establish a rehabilitation location away from the incident site, giving crews a chance to unwind away from the noise and activity of the rescue operation.
3. Assign a mental health professional or peer support worker for signs of exhaustion if needed.

If you feel you or a co-worker are having difficulty functioning as a result of the stress of the situation, contact your supervisor or a Safety Team member so appropriate action can be taken.

ASSEMBLY AREAS

Find out from your supervisor where you should go after carrying out your immediate responsibilities in a serious emergency. Congregating in a predetermined area allows Incident Command, Track Operations, Safety and the Club President to account for all personnel and establish a personnel pool for providing further assistance to deal with the situation.

All departments should have a primary and secondary assembly area. If the primary assembly area is at or near the emergency area the secondary assembly area should be used. When the secondary area is to be used the Department Manager or Supervisor must inform all personnel within that department.

The following areas are recommended:

Department	Primary Location	Secondary Location
Safety	Safety Building	Maintenance Bldg.
Registration	Registration	Members Building
Food and Beverage	Café	Members Building
Maintenance	Maintenance Building	Workers Lounge
Track Operations	South Tower Offices	North Tower
Flagging and Communications	Workers Lounge	Maintenance Bldg.
Kart Track	Kart Track Shed	Workers Lounge
Driving Instructors	South Tower Offices	Members Building
Office Personnel,	Members Building Office	South Tower Offices

STAGING AREAS

In the event of an emergency situation that requires several emergency vehicles or pieces of equipment, a staging area may be established. This should be a large area with easy access away from the emergency scene. The Incident Commander is responsible for naming the location. Preferred locations would include:

- Skid Pad
- Paddock G (near maintenance building)
- Registration

HELICOPTER LANDING

The use of helicopters for medical evacuation provides a means for rapid patient transport to a hospital. A helicopter landing zone should be determined prior to an event with proper measures taken to prevent improper use of the area. The landing zone may be at or near a staging area but should not impede the use of a staging area at any time. Some situations may require a helicopter to land as near as possible to the emergency scene.

INCIDENT MANAGEMENT

Most emergencies fall under the responsibility of government agencies. Some incidents will require the involvement of multiple agencies. However, the Safety Team, Track Management and the Club President must be notified of all emergency situations. Generally, the Track Operations Manager will make the necessary contacts to the Safety Team, General Manager and Club President. Registration will also be notified if outside agencies have been summoned.

Here are few examples of typical government agency responsibilities as well as Club positions involved for hypothetical emergency situations

- FIRE: Joliet Fire Department, Safety, General Manager, Track Operations.
- MASS CASUALTY INCIDENT: Joliet Fire Department, Joliet Police Department, Safety, General Manager, Track Operations, Club President.
- EMERGENCY EVACUATION: Joliet Fire Department, Joliet Police Department, Will County Sheriff's Police, Illinois State Police, Safety, General Manager, Track Operations, Club President.
- NOTIFICATION OF WEATHER WARNING: Joliet Police Department, Joliet Fire Department, Track Operations, Safety, General Manager, Club President.

- SUSPICIOUS PACKAGE, ACTIVITY, OR CRIMINAL ACT: Joliet Police Department, Club President, Safety, General Manager, Track Operations.
- DEATH ON PROPERTY: Safety, Joliet Fire Department, Joliet Police Department, Will County Coroner, Club President, General Manager, Track Operations.
- EXPOSURE TO BLOOD OR BODY FLUIDS: Safety, Joliet Fire Department, Club President.
- MEDICAL EMERGENCY: Safety, Joliet Fire Department, General Manager, Track Operations, Club President.
- RAINOUT OR EVENT POSTPONEMENT: Track Operations, General Manager
- TRACK MAINTENANCE PROBLEM: Track Operations, General Manager, Maintenance.
- STRUCTURAL DEFICIENCY: Track Operations, Facilities Maintenance, General Manager, Club President.
- COMPUTER FAILURE WITH POTENTIAL LOSS OF VITAL INFORMATION: IT Manager, General Manager.
- POWER FAILURE: Safety, Track Operations, General Manager, Club President, Facilities Manager, IT Manager, Indicom.

SECTION 2: SPECIFIC RESPONSIBILITIES

TRACK OPERATIONS

In the event of a level 2 or higher emergency the Club President, Track Operations Manager and the Safety Coordinator must respond to the scene to survey the situation unless inspection of the scene is inappropriate.

Joliet Fire Department, Joliet Police Department and other appropriate agencies may establish a Unified Command, in which case the Track Operations Manager will support Unified Command.

If consistent with Unified Command, the Club President or Track Operations Manager may order the following:

1. Emergency declaration over the radio.
2. Creation of a Command Center by assembling key personnel.
 - a. Club President
 - b. General Manager
 - c. Track Operations Manager
 - d. Joliet Police Department
 - e. Joliet Fire Department
 - f. Safety Coordinator
 - g. Others as required by the Club President or Unified Command
3. Evacuation according to the evacuation plan.
4. Notification of guests through P.A. announcements.
5. Opening of gates as indicated.
6. Securing of cash and property.
7. Assembly of personnel in their designated assembly areas.

AUTOBAHN SAFETY TEAM

Before you begin work you should receive information from a Safety Team Coordinator or designated Team Leader informing you of a designated area to which you should report in the event of an emergency.

In the event of an emergency the Joliet Fire Department, Joliet Police Department and Track Operations may establish a Unified Command. When established, the Unified Command determines the course of action for handling the emergency. Unified Command may request the presence of a Safety Team Coordinator or designated Team Leader in the designated Emergency Command Center.

Until a Unified Command is established Safety Team personnel should be prepared to take direction from their supervisor or the Incident Commander.

REGISTRATION

Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Registration staff should be prepared to take direction from their supervisor, Track Operations, Club President, Central Dispatch or Unified Command. Registration staff may be asked to do the following:

- Secure cash drawers.
- Open all gates to allow evacuation.
- Open front gate manually in the case of a power outage.
- Direct Emergency Vehicles to designated staging areas.
- Follow instructions for all staff who answers telephones.
- Assemble at your designated area.

CATERING/FOOD AND BEVERAGE

Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Catering/Food and Beverage staff should be prepared to take direction from their supervisor, Track Operations, Club President, Central Dispatch or Unified Command. Food and Beverage staff may be asked to do the following:

- Close all food and beverage stands.
- Secure inventory.
- Secure cash drawers.
- Assemble at your designated area.

MERCHANDISE STAFF

Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Merchandise staff should be prepared to take direction from their supervisor, Track Operations,

Club President, Central Dispatch or Unified Command. Food and Beverage staff may be asked to do the following:

- Close all merchandise stores and stands.
- Secure inventory.
- Secure cash drawers.
- Assemble at your designated area.

FACILITIES STAFF

Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Facilities staff should be prepared to take direction from their supervisor, Track Operations, Club President, Central Dispatch or Unified Command. Facilities staff may be asked to do the following:

- Shut down nonessential machinery, equipment, and utilities in the affected area.
- Activate air handling systems to evacuate smoke or harmful agents or to isolate them.
- Utilize in-house fire fighting equipment until relieved by Fire/Safety personnel.
- Assist emergency response agencies with logistical, personnel and equipment support.
- Assure gates and access routes are clear for evacuation including the removal of any temporary fencing which may impede evacuation.
- Assist in the location and shut down procedures to any facility utilities.
- Assemble at your designated area.

MAINTENANCE

Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Maintenance staff should be prepared to take direction from their supervisor, Track Operations, Club President, Central Dispatch or Unified Command. Maintenance staff may be asked to do the following:

- Have all heavy equipment, trucks and tools prepared and ready for any requests that may come from the Incident Commander or Unified Command.
- Utilize in-house fire fighting equipment until relieved by Fire/Safety personnel.
- Assist in moving guardrails, concrete barriers or other property as directed.
- Assist emergency response agencies with logistical, personnel and equipment support.
- Assemble at your designated area.

FLAGGING AND COMMUNICATIONS

Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Flagging and Communications staff should be prepared to take direction from their supervisor, Track Operations, Club President, Central Dispatch or Unified Command. Flagging and Communications staff may be asked to do the following:

Race Control

- Cease all on track activities in a safe manner.
- Assist in directing emergency vehicles to the incident location.
- Make announcements over the PA as directed.
- Arrange the pick-up of all corner workers to bring them to the designated assembly area.
- Assist with crowd control.
- Dispatch emergency or maintenance vehicles onto the race track. **No vehicles shall enter the track while racing operations are being conducted without the notification and approval of Race Control.**
- Utilize in-house fire fighting equipment until relieved by Fire/Safety personnel.
- Race Control should not leave their post until advised to do so by the Track Operations Manager or Incident Command.
- Assemble at your designated area.

Corner Workers

- Keep the course clear for emergency vehicles.
- Assist Safety Team with any on-track emergencies until sufficient support has arrived.
- Utilize in-house fire fighting equipment until relieved by Fire/Safety personnel.
- Assist with crowd control.
- Assist with any track related issues such as clean up or emergency repair.
- Assemble at your designated area.

KART TRACK

Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Kart Track staff should be prepared to take direction from their supervisor, Track Operations, Club President, Central Dispatch or Unified Command. Kart Track staff may be asked to do the following:

- Assist Safety Team with any on-track emergencies until sufficient support has arrived.
- Secure inventory.
- Secure cash drawers.
- Utilize in-house fire fighting equipment until relieved by Fire/Safety personnel.
- Assist with crowd control.
- Assist with any track related issues such as clean up or emergency repair.
- Assemble at your designated area.

TELEPHONE ANSWERERS

Any staff members who answer telephones should be prepared for the following in addition to any other duties within their department. Before beginning work, make sure you receive information from your supervisor informing you of a designated area to which you should report in the event of an emergency. Telephone answerers should be prepared to take direction from their supervisor, Track Operations, Club President, Central Dispatch or Unified Command. All staff who regularly answers the telephone should be prepared to do the following:

- Contact any managers not present at the facility at the request of the Track Operations Manager, Club President or Unified Command.
- Request all callers to keep the lines clear.
- Refer any requests for information to the Track Operations Manager.
- Be prepared to follow the specific incident instructions for any threat that may take place over the phone (see section 3: Responses to Specific Incidents).
- Assemble at your designated area.

CRITICAL INCIDENT STRESS DEBRIEFING

While a certain amount of stress is a normal and healthy part of all types of work, some types of incidents can cause high degrees of stress that can be detrimental to emotional health, interpersonal relationships, and the ability to function as a member of the team. Critical Incident Stress Debriefing (CISD) is a recognized program designed to minimize the long-term effects of the stress associated with witnessing or participating in the management of unusual emergencies, such as traumatic incidents, multi-casualty situations, or injuries to coworkers. Requests for CISD should be directed to the Safety Team Coordinators.

SECTION 3: RESPONSES TO SPECIFIC INCIDENTS

EVACUATION

The order to evacuate is made by Central Dispatch or the Incident Commander after direction from the General Manager or the Track Operations Manager.

1. Central Dispatch or an established Unified Command notifies appropriate support personnel and may advise them to change to a common radio channel or remain on their primary operating channel depending on the situation.
2. Central Dispatch or an established Unified Command notifies PA announcer to make an appropriate announcement based on the situation. The General Manager or Track Operations Manager will determine wording to be used to explain the situation.

SEVERE WEATHER WATCH

When notification of severe weather is received, Central Dispatch or the Track Operations Manager will notify Race Control and the Event Organizers, if applicable. Central Dispatch, Track Operations or a person designated by the Track Operations Manager will continue to monitor the weather radar and any other information sources available. In addition, spotters may be placed at key locations to observe conditions for changing or deteriorating weather conditions, updating the individuals listed above as needed.

TORNADO OR THUNDERSTORM WARNING

Severe weather warnings represent a potentially serious situation. Minimizing personal injuries and property damage are top priorities.

1. Upon official notification of a severe weather warning, Central Dispatch will contact the Track Operations Manager or the General Manager.
2. Upon approval of the General Manager and the Track Operations Manager, Central Dispatch will:
 - a. Notify Race Control to stop all track activity.
 - b. Activate the evacuation plan for the paddock area, hospitality tents and other areas where exposure to the weather is a potential problem.
 - c. Announce on all Club radio channels: **THIS IS THE EMERGENCY OPERATIONS CENTER. HOLD ALL NON EMERGENCY TRAFFIC AND STANDBY FOR AN IMPORTANT WEATHER BULLETIN.**

3. Threatening severe weather may require moving the Safety Team to alternate locations.
4. If necessary, Track Operations, Joliet Police Department, Joliet Fire Department and the Safety Team assemble at the designated Emergency Operations Center, activating a Unified Command.
5. All personnel should, after securing their area, go to a safe location, preferably in a low-lying area, until the storm passes.

SAFE LOCATIONS IN THE EVENT OF SEVERE WEATHER

Inner rooms of the Members Building
South Tower inner rooms and bathrooms
Low lying areas
Inner rooms of Team Unit if access has been granted

MEDICAL EMERGENCY

People with minor medical problems may be assisted to the nearest first aid station, Safety Team or on-site ambulance. During events, the Safety Team will be operational for the full duration of the event.

1. In more serious emergencies contact Central Dispatch or Track Operations Manager by radio, through a supervisor during events or calling Registration at other times.
2. Do not move a severely injured person.
3. Make sure someone meets or otherwise helps direct emergency personnel to the scene of the incident.

FIRE OR EXPLOSION

STAY CALM. Failing to stay calm can increase the chance of panic, which is particularly dangerous in a large crowd, where a dangerous “crowd crush” situation can occur.

1. Alert co-workers in the area.
2. Call for help. If you are in an area with a fire alarm, activate it. Contact Central Dispatch via radio. If you do not have a radio, find a staff member who has one. If Central Dispatch does not respond, contact the Track Operations Manager. If you get no response contact Registration, who will then call 911.
3. If the fire is small and contained, a properly trained co-worker should attempt to suppress the fire, using an extinguisher, until professional help arrives.

4. Calmly evacuate members, guests and others from any area threatened by smoke or fire.

ELECTRICAL FAILURE

1. Report the power failure to Central Dispatch or Track Operations Manager.
2. If there is smoke or an odor of smoke contact Central Dispatch or Track Operations Manager.
3. Reassure members, guests and others in the area that the problem is being worked on.
4. Direct an orderly evacuation of the area if the power failure poses a safety hazard to those present.
5. If power lines are lying on or near the ground keep members, guests and others away.

EVENT POSTPONEMENT/RAIN OUT

Preparations for event postponement and rescheduling should begin as soon as information is received indicating the possibility of postponement.

Department heads are responsible for determining personnel available for managing a rescheduled event.

Postponement Preparations Prior to Event Day

The General Manager will gather information and consult with the following personnel regarding rescheduling options:

1. Registration Manager-security and parking staff
2. Facilities Manager-clean up crews, stand by contractors
3. Track Operations Manager-event schedule, sanctioning body, wreckers and equipment
4. Safety Team-EMS, Hospital notifications, medical staff
5. Catering/Food and Beverage Manager
6. Club President-television, radio, press
7. Accounting Manager

Postponement Prior to Event Day

If a decision to postpone the event is made prior to the event day, the General Manager or Track Operations Manager will:

1. Immediately notify media and public relations representatives.
2. Notify personnel and support servicers as listed above, making arrangements for rescheduling if a rescheduled date has been set.
3. Advise all telephone operators of the wording to be used in responding to inquiries.

Postponement on the Day of the Event

If a decision has been made to postpone on an event day, Central Dispatch or the Track Operations Manager will be notified immediately.

1. General Manager notifies Central Dispatch or Track Operations Manager of decision to postpone event and the reschedule date if one is set.
2. General Manager and Managers begin to make arrangements for reschedule date.
3. Central Dispatch determines when sufficient staff is in place to handle egress of guests and participants from paddock and parking areas.
4. General Manager notifies media and requests a postponement message be broadcast as soon as possible.
5. Track Operations Manager notifies telephone operators regarding information to be given to callers requesting information on postponement.
6. When Central Dispatch determines the staff is in place for egress the Track Operations Manager notifies the PA announcer. The PA announcer will then make an announcement notifying guests of the postponement.
7. Central Dispatch or Track Operations Manager will then notify each department supervisor to begin the end of day/event duties.

SUSPICIOUS PACKAGE

If you discover a suspicious package, DO NOT TOUCH OR DISTURB THE PACKAGE. DO NOT USE RADIOS OR CELLULAR TELEPHONES. Immediately notify Central Dispatch or Track Operations Manager. If there is no response, contact Registration.

1. Upon the order of the General Manager or the Track Operations Manager, evacuate all members, guests and unnecessary personnel from the area.
2. Keep doors and access routes clear for emergency personnel.
3. Assign someone to guide emergency personnel to the scene.
4. After arrival of emergency personnel, or sooner if so ordered, leave the scene and take refuge in a safe place.
5. Refer to the appendices section on Bomb or Terrorist Threat in this document for further instructions.

Package Reportedly Containing a Biological Agent

If you open a package and find any kind of warning or other indication it contains a dangerous biological or other substance (like anthrax) DO NOT TOUCH OR DISTURB THE PACKAGE ANY FURTHER. You and anyone else in the room, when the package is opened, are likely to be considered contaminated until officials can determine the true nature of the contents and best course of treatment. Any area you pass through may also require decontamination.

1. Immediately notify Track Operations Manager (acting as Central Dispatch). If there is no response, contact Registration.
2. Do not let others with you examine or handle the package. Further examination should be left to qualified emergency personnel.
3. Restrict access to the area where the package is located.
4. Wash your hands thoroughly with soap and water.

5. Vacate the room or area near where the package was opened, move to a safe area where the chance of further exposure is minimized. Remain with others who might have been exposed.
6. Wait for further instructions from Joliet Fire Department or the Safety Team.

The vast majority of these types of incidents pose no real danger. Despite that, every precaution should be taken until the true nature of the situation can be determined.

BOMB OR TERRORIST THREAT

Immediately report any bomb or terrorist threat to Central Dispatch or the Track Operations Manager. If there is no response, contact Registration and follow the appropriate steps listed below:

Telephone Threat

1. **DO NOT HANG UP THE PHONE**
2. Remain calm and courteous.
3. Listen to what the person making the threat is saying, do not interrupt the caller.
4. Keep the person who is making the threat talking and ask the person to repeat the message. Obtain and document as much information as possible using the **Bomb Threat Checklist** found in the appendices of this document.
5. If possible, quietly attract the attention of someone else to listen in.

Written threat

Maintain possession of all materials (envelope, etc.) until it is physically given to a supervisor, General Manager, Track Operations Manager, or law enforcement officials.

Verbal or Personal threat

If you can do so without placing yourself in apparent danger, turn the individual over to security personnel or contact law enforcement for questioning.

CENTRAL DISPATCH/UNIFIED COMMAND ACTIONS

Notify the Safety Team, Joliet Police Department and Registration regarding the threat. In the event of a search, the following should apply:

Radios, portable telephones and cellular telephones should never be used during a bomb search.

As interior areas are evacuated, turn off gas and electrical appliances that may cause a fire hazard. LEAVE LIGHTS, TELEVISION AND ELECTRICAL MACHINERY ON. DO NOT CLOSE DOORS, TURN OFF LIGHTS OR ALTER THE AREA'S ENVIRONMENT.

If a suspicious object or an object like one described by a caller is found, do not touch or disturb the object.

Club personnel should not do a search. The Joliet Police Department should do a search with the assistance of Track Operations and Safety Team personnel.

HAZARDOUS/BIO-HAZARDOUS SPILL

Notify Central Dispatch or Track Operations Manager. If there is no response, contact Registration. Be sure to specify the type of spill (label information, solid, liquid, gas), type and number of injuries, direction of spread, and the exact location of the incident.

1. Central Dispatch will review the appropriate MSDS and dispatch fire, medical and maintenance personnel as indicated.
2. Make sure someone remains in a location where they can help direct emergency responders to the scene.
3. Secure the area to prevent further injury and/or contamination.
4. All injured individuals are assumed to be contaminated by a hazardous material and are handled accordingly.
5. Refer to evacuation section if an evacuation is ordered.
6. If required by EPA guidelines, Central Dispatch will notify the EPA National Response Center at 800-424-8802.

BLOOD-BORNE PATHPOGEN EXPOSURE

Anyone exposed to blood should report to the Safety Team as soon as practical for evaluation and if indicated referral for follow-up care. If the incident occurs during a time the Safety Team is not on duty, report to a local hospital for evaluation as soon as possible.

The effectiveness of treatments to prevent the transmission of serious diseases after exposure to blood and bodily fluids depend on the type of exposure and on how much time is allowed to elapse between the exposure and treatment. Prompt treatment is essential.

BLOOD AND BODY FLUIDS

Blood and other body fluids are to be disposed of in a sink or toilet and flushed down with water. None are to be stored on site.

DEATH ON PROPERTY

Joliet Police Department, the Club President (or other senior executive) and Track Operations are to be notified of all deaths and serious injuries likely to result in death of the victim.

Response times to medical emergencies on the Club's property are normally short and attempts at resuscitation are usually warranted.

Deaths related to participant activities on Tracks

1. Contact Joliet Police Department. It is their responsibility to contact the County Coroner.
2. Track Operations will provide a liaison person to work with investigators.
3. Normally the victim will be removed from the scene and transported to an area hospital unless the death appears to be due to a criminal act, in which case a law enforcement scene investigation is necessary.
4. Secure the helmet and car for examination by investigators. Any vehicles or equipment that has been involved in the incident should be placed in a secure location, preferable the Tech Building, once removed from the scene.
5. All attempts should be made to preserve the scene of the incident for any investigation that may be conducted.

Deaths occurring at locations other than on Tracks

1. Secure the scene and contact Joliet Police Department. It is their responsibility to contact the County Coroner.
2. Law enforcement personnel will be responsible for securing and processing the scene, interviewing witnesses and collecting evidence.
3. Club management will provide a person to work with homicide investigators.

All Deaths

1. Joliet Police Department expects the Club to share information collected by its personnel regarding the incident, including videotapes, statements and photographs.

2. Club management will arrange for a person to serve as a liaison to assist the family of the deceased.

Serious Injuries which appear Likely to result in Death

1. Serious injuries, which the Safety Team feels are likely to result in the death of the victim, are handled in the same way as an actual death. Police are promptly notified.
2. If the victim is a participant, the helmet and other protective gear worn by the participant should be sent with him or her to the hospital.

SECTION 4: APPENDICES

EMERGENCY SERVICES CONTACT INFORMATION

Joliet Fire and Ambulance (Emergency)	911
(Non- Emergency)	
815-724-3100	18
Joliet Police (Emergency).....	911
(Non-Emergency).....	815-726-2491
Will County Sheriff (Non-Emergency)	815-727-8575
Autobahn Safety Desk	815-823-8592
Silver Cross Hospital.....	815-300-7100
1900 Silver Cross Boulevard New Lenox Illinois 60451	

SAMPLE ANNOUNCER SCRIPTS

Announcements regarding emergency situations are intended to encourage appropriate action by members and guests without a panic reaction.

The General Manager (or his designee) and the Track Operations Manager, in conjunction with other emergency personnel, are responsible for the decision to make emergency announcement.

THESE ANNOUNCEMENTS MAY BE REPEATED UNTIL NOTIFIED BY INCIDENT COMMAND.

Weather Emergency (Severe Thunderstorm or Tornado)

MAY I HAVE YOUR ATTENTION PLEASE....MAY I HAVE YOUR ATTENTION PLEASE.
BECAUSE OF APPROACHING SEVERE WEATHER CONDITIONS, TRACK ACTIVITIES ARE BEING POSTPONED.

IT IS NECESSARY FOR EVERYONE TO SEEK SHELTER IN AN APPROPRIATE LOCATION.

PLEASE TAKE TIME TO ASSEMBLE THE MEMBERS OF YOUR GROUP.

GATHER YOUR POSSESSIONS AND LEAVE THE TRACK AND Paddock AREAS.

PLEASE EXIT IN AN ORDERLY MANNER.

IF YOU NEED ASSISTANCE, CONTACT ANY FACILITY STAFF MEMBER.

PLEASE PAY CLOSE ATTENTION TO OUR EVENT STAFF, WHO WILL BE DIRECTING YOU, AND REMAIN CALM. THERE IS NO NEED TO HURRY.

PLEASE ASSIST OTHERS WHO NEED HELP, ESPECIALLY CHILDREN AND THE DISABLED.

AGAIN, WE ASK THAT YOU SEEK SHELTER IN AN ORDERLY MANNER.

Evacuation

MAY I HAVE YOUR ATTENTION PLEASE....MAY I HAVE YOUR ATTENTION PLEASE.

AN EVACUATION OF THE PROPERTY HAS BEEN ORDERED.

IT IS NECESSARY FOR EVERYONE TO EVACUATE THE PREMISES IN A CALM MANNER.

PLEASE TAKE TIME TO ASSEMBLE THE MEMBERS OF YOUR GROUP,
GATHER YOUR POSSESSIONS AND EXIT THE PREMISES.

PLEASE EXIT IN AN ORDERLY MANNER AND REMAIN CALM.

IF YOU NEED ASSISTANCE, CONTACT ANY FACILITY STAFF MEMBER.

PLEASE PAY CLOSE ATTENTION TO OUR EVENT STAFF, WHO WILL BE DIRECTING YOU, AND REMAIN CALM. THERE IS NO NEED TO HURRY.

PLEASE ASSIST OTHERS WHO NEED HELP, ESPECIALLY CHILDREN AND THE DISABLED.

AGAIN, WE ASK THAT YOU EVACUATE THE PREMISES IN A CALM AND ORDERLY MANNER.

BOMB THREAT CHECKLIST

Instructions:

DO NOT HANG UP THE TELEPHONE!!!!

Be calm and courteous. Listen, do not interrupt caller. Quietly attract the attention of someone else to listen in, if possible. Pretend difficulty with hearing to keep caller talking and to repeating the message.

Date: _____

Your Name: _____

Your Position: _____

If Voice is Familiar, Whom Does it Sound Like?

Background Sounds: (circle those that apply)

- | | |
|-------------------|-------------------|
| Street noises | Factory machinery |
| Dishes clanking | Animal noises |
| Voices | Clear |
| PA system | Static |
| Music | Local |
| House noises | Long distance |
| Motor | Phone booth |
| Office | Office machinery |
| Race track sounds | Traffic |
| Music | Trains |
| Other: | |

Your Phone Number: _____

Questions To Ask:

1. What is going to happen?
2. When will the bomb explode?
3. Where is the bomb located?
4. What kind of bomb is it?
5. What does it look like?
6. What kind of damage will it do?
7. How is the object being put in place?
8. Who is putting the object in place?
9. Why are you doing this?
10. What is your address and telephone number?
11. What is your name?
12. Where are you now?

Exact Wording of Threat:

Callers Voice: (circle characteristics that apply)

- | | | | |
|-----------------|-----------|--------------|-------------|
| Calm | Angry | Coherent | Irrational |
| Deliberate | Excited | Incoherent | Emotional |
| Slow | Rapid | Soft | Laughing |
| Loud | Laughter | Crying | Normal |
| Distinct | Slurred | Nasal | Stutter |
| Lisp | Raspy | Deep | Ragged |
| Clearing throat | Accent | Familiar | Intoxicated |
| Whispered | Disguised | High pitched | |

Threat Language:

- | | |
|------------------------|------------|
| Well spoken (educated) | Incoherent |
| Foul | Irrational |
| Read by threat maker | Taped |

Remarks:

Time: _____ Date: _____

Sex of caller: _____ Race: _____

Adult or juvenile: _____

Estimated age: _____

Length of call: _____

Origin of call:

Local Long Distance Internal

Number at Which Call Was Received:

**Report call immediately to Central Dispatch,
Track Operations Manager, or Registration**

**Autobahn Managers Contact
Information**

Event _____

Date _____

NAME	RADIO CHANNEL	PHONE	
Mark Basso-Club President	none	Ext. 221	cell 630-939-9049
Kevin Rodgers-General Manager/Controller	none	Ext. 236	Cell 815-651-0317

Mike Gritter-Track Operations Manager	6	Ext. 249	cell 815-651-0758
Tom Sener-Safety Coordinator	6	Ext. 247	cell 630-546-1275
Shannon Mulcahy-Registration and Security Manager	2	Ext. 257	cell 815-690-4084
Brenda Stacy-Manager of Track and Facility Maintenance	4	Ext. 239	cell 815-712-5745
Mike Wesolowski-Supervisor of Track and Facility Maintenance	4	Ext. 239	cell 815-651-0743
Tom Bagley-Director of Racing Instruction and Track Safety	14	Ext. 226	cell 815-671-7542
Tony Kester-Chief Instructor Driver Development Programs	14	Ext. 230	cell 815-630-5527
Kevin Rodgers-Accounting	none	Ext. 236	cell 815-651-0317
Larry Keck-Information Technology	none	Ext. 228	cell 312-498-9001
Tim O'Donnell-Legal	none		cell 630-460-4242
Mike Keck	none		cell 312-498-9996

Description

Location

HELICOPTER GPS COORDINATES

Designated Helicopter Landing Area

N _____
S _____

If a landing on track is necessary:

NORTH TRACK	
START/FINISH	N 41' 27.383' W 88' 7.562'
NORTH 1	N 41' 27.430' W 88' 7.652
NORTH 2	N 41' 27.430' W 88' 7.739'
NORTH 3	N 41' 27.533' W 88' 7.636'
NORTH 4	N 41' 27.536" W 88" 7.525
NORTH 5	N 41' 27.638' W 88' 7.478
NORTH 6	N 41' 27.653 W 88' 7.229
NORTH 7	N 41' 27.408' W 88' 7.345'
NORTH 8	N 41' 27.370 W 88' 7.264
NORTH 9	N 41' 27.328 W 88' 7.294

SOUTH TRACK	
START/FINISH	N 41' 27.319' W 88 7.610'
SOUTH 1	N 41' 27.245' W 88' 7.493'
SOUTH 2	N 41' 27.225' W 88' 7.560'
SOUTH 3	N 41' 27.272' W 88' 7.620'
SOUTH 4	N 41' 27.251' W 88' 7.860'
SOUTH 5	N 41' 27.117' W 88' 7.868'
SOUTH 6	N 41' 27.052' W 88' 7.721'
SOUTH 7	N 41' 26.937' W 88' 7.802'
SOUTH 8	N 41' 26.876' W 88' 7.984'
SOUTH 9	N 41' 26.963' W 88' 7.999'
SOUTH 10	N 41' 26.972' W 88' 7.928'
SOUTH 11	N 41' 27.288' W 88' 7.937'
SOUTH 12	N 41' 27.308' W 88' 7.892'
SOUTH 13	N 41' 27.391' W 88' 7.785'

Full Circuit
3.56 Miles
40 Feet Wide
Longest Straight: 1850'

