



July 15, 16, 17, 2016

Operations Plan

July 12, 2016
Revision 1.0



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BARC-OC MISSION STATEMENT

The British Automobile Racing Club-Ontario Centre (BARC-OC) are an integral part of the team which organizes and presents the Honda Indy Toronto. They assist in the planning, organizing, managing and supervision of the event, and are contracted to supply services and qualified staff to the Honda Indy Toronto.

For purposes of brevity, for the balance of this document the race series participating in the event will be referred to as follows;

Verizon IndyCar Series	IndyCar
Indy Lights Presented by Cooper Tires	IndyLights
Pro Mazda	Mazda
USF2000 National Championship	F2000
NASCAR Pinty's Series	NASCAR
Porsche GT3 Cup Challenge	Porsche
Stadium Truck Series	SST

PURPOSE OF THIS PLAN

This Operation Plan provides details of staffing, vehicles, communication systems, competition procedures, emergency procedures, and administrative procedures used by BARC-OC during the operation of the race weekend.

Copies of the Plan are issued to the Medical Officer, the Medical Director, IndyCar, ASN Canada FIA, Honda Indy Toronto and to all BARC-OC Department Heads for use in informing and directing their staff as required.

The plan is subject to amendment by the BARC-OC Clerk Of The Course as required during the event.

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KEY STAFF LIST

Secretary of the Event/Co-Organizer	David Bayley
Clerk Of The Course/Co-Organizer	Scott Ellsworth
Deputy Clerk Of The Course	Bob Page
Assistant Clerk	Bill Robb
Assistant Clerk	Dave King
Assistant Clerk	Marc Marechal
Chief Course Marshal	Peter Corley (MMS)
Track Services	Mike McDiarmid
Starter	Doug Jones
Pits	Keith Whorley
Grid Area	Pat McDiarmid
Registration	David Bayley
Communications	Garry Shortt
Access Control	Andy Kovacs
Transportation	Tom Hyland
Lunches/Social	Justine Morrison/Bob Ryan
Pace Cars BARC	Robby Reck
BARC-OC President	Pat McDiarmid

ORP Staff

Medical Director	Hugh Scully MD
Assistant Medical Director	Tom Chan MD
Rescue Coordinator	Ken Smith
Deputy Rescue Coordinator	Vicky Smith

Each of these individuals are licensed as required for their respective functions.

BARC-OC REGISTRATION

Hours Of Operation		
Thursday July 14	1500-2100h	East Annex
Friday July 15	0600-1000h	Event Registration
Saturday July 16	<i>By Prior Arrangement</i>	TBA

BARC Registration will be responsible for the registration of BARC Staff and Marshalling Staff.

BARC Registration will not be open on Saturday July 16, but special arrangements may be made on an individual basis to register that day.

There will be NO registration Sunday July 17.

BARC Registration will ensure that all personnel sign the Insurance Company Waiver, complete and sign a Next of Kin Form, receive a Honda Indy Toronto Event Pass, and where applicable receive Parking Passes.

All personnel registering through BARC shall be given a set of operating guidelines covering their function at the track when they register.

BARC Registration will maintain a list of all personnel registered including name, address, telephone numbers, department worked, serial number and level of passes issued, parking passes issued, and the name, address, telephone numbers of Next of Kin.

A copy of the list will be provided for use in Race Control immediately upon the close of registration on Thursday July 14, and an updated copy will be provided each day upon the close of registration. At the close of registration the computer database and the original copies of the registration forms will be moved to the BARC HQ. Information on the Staff List may only be released at the direction of the Clerk Of The Course or the Secretary of the Event.

PASSES MUST BE WORN IN A CLEARLY VISIBLE LOCATION AT ALL TIMES

RADIO COMMUNICATION

NETWORKS

The lists below indicate who is represented on each radio frequency.

The Radio Name, where shown, is how the department should be identified on the radio channel.

One person should be designated responsible for responding on behalf of the department at all times during the weekend, although the person(s) responding may alternate when there are multiple department members on the channel.

Track Landline

Race Control

Marshalling Stations (1, 1 Blue*, 2, 2A, 2B, 2C, 3, 3 Mirror*, 4, 5, 5 Blue*, 6, 6A, 6B, 7, 8, 8 Mirror*, 9, 10, 11, 11A, 12) * Listening Only

Starter

Medical Centre

Pit Out

"RED PHONE" EMERGENCY PHONE

Race Control

Police Command Post

IndyCar Radios

IndyCar Race Control

IndyCar Race Medical

IndyCar Safety Vehicles

These BARC/Local Vehicles indicated will be supplied with a separate IndyCar radio for use during IndyCar sessions. Consult the schedule at the back of this document for information on which radio is used for each session.

BARC Vehicles

Ambulances (3)

RIT Rescue (3)

Wreckers (7)

Sweep/Fire Trucks (4)

Track Supplies (1)

CNE Sweepers (2)

BARC Radios

There are four channels used for BARC communications during the event. The personnel on each channel are listed in the appendix titled Radio List.

ADMIN Channel – Off Track Activities

This channel is used for all off-track activities – mock grids, admin, transportation, hospitality, etc.

OPERATIONS Channel – On Track Activities

This channel is used to control vehicles and other personnel who are operating on track, including TRS, RIT Rescue, Ambulances, Wreckers, etc.

PACE CAR Channel

A third channel is provided for pace car communication during race events ***and should only be used by the pace car team at that time!***

When the pace car is not in use, it is available for one on one private communication between individuals. Those personnel who have this channel enabled on their radios will be advised when they receive their radios.

ACCESS CONTROL Channel

This channel is used exclusively for the Access Control department.

CELLULAR PHONES

Scott Ellsworth - Clerk Of The Course (416) 346-3034

Additional people who may be reached via cellular phones and their numbers may be circulated. These numbers should be used for conversations which are not for general knowledge.

Note that cellular phones should not be used to transmit critical or sensitive information in an emergency.

SUMMARY LIST OF VEHICLES ON CIRCUIT

Vehicles will be assigned to locations at the start of each day.

The locations shown below are as known at time of printing and may be modified by verbal instructions from Race Control over the course of the event.

Note that attending to incidents and track conditions may mean that a vehicle ends up in a different location from its original assignment. During this relocation the vehicle may have its name changed to correspond with the name of the station in which it is located. Instruction to change a vehicle’s name will come from Race Control.

STATION 2	IndyCar Safety (IndyCar sessions) RIT Rescue Ambulance Sweep/Fire Wrecker Flatbed
STATION 3	IndyCar Safety (IndyCar sessions) RIT Rescue Ambulance Sweep/Fire Wrecker
STATION 5	IndyCar Medical Car (IndyCar sessions) Standby Ambulance ORP Medical Car
STATION 6A	RIT Rescue (BARC Sessions) Sweep/Fire Ambulance Wrecker Flatbed
STATION 8	IndyCar Safety (IndyCar sessions) Sweep/Fire Wrecker
PIT OUT	IndyCar Pace Car (IndyCar Sessions) BARC Pace Car (BARC Sessions)
BARC HQ	Supply Truck Transportation Vans (6) ATV/Scooters/Golf Carts (5)

EQUIPMENT LISTS

Vehicle equipment lists are as described in Emergency Vehicles Operations Manual or the Ontario Race Physicians Race Medical/Rescue Operations Manual

RACE CONTROL LOCATION

Race Control will be located in the south east of the Enercare Centre, room 107.

TRACK MARSHALLING OPERATIONS AND COMMUNICATIONS**GENERAL**

Persons trained and licensed as Marshals by CASC-OR, ASN Canada FIA, SCCA, or IndyCar will carry out flagging and communication. Only experienced Marshals will be appointed.

Standards and procedures will be those described in the current "Marshals Training Guide" published by MMS (Motorsport Marshalling Services).

The use and meaning of flags will be per the following regulations;

IndyCar/IndyLights/Mazda/F2000	Per 2016 IndyCar Flagging and Communications
NASCAR	Per Pinty's NASCAR Regulations
Porsche	Per 2016 IMSA Regulations
SST	Per Series Rules

INFORMATION FOR PIT MARSHALS

- Support series race cars will pit on drivers LEFT for all sessions
- Smoking is not permitted in the pits
- Excessive speed is not permitted in the pits (speed limits will be advised by radio before sessions)
- Signalling (if permitted) may only be done from areas designated by the pit officials
- Number of people per car permitted in the signalling area will be per series regulations
- Competitors and crew must remain standing when in the pit lane
- Refuelling is only permitted in the pit lane per the respective series regulations
- All cars stopped in the pits are to be attended with a fire bottle
- Ensure that all cars keep the fast lane of the pits clear
- All people entering the pit area must be checked to ensure they have a pass which grants them pit access
- Assist the security and pass control people with Pit VIP walkthroughs and sweeps

PROCEDURES TO END PRACTICE/QUALIFYING/RACE SESSIONS

ENDING PRACTICE OR QUALIFYING SESSIONS

- The chequered flag will be displayed at start finish and may be displayed at the qualifying timeline at Turn 8 depending on the series

ENDING A RACE

- As the leader commences the next to last lap, race control advises the numbers of the first three cars and that on their next time past the starter the leader will be commencing the last lap
- Stations 8 to 11 report progress of leader on the land line for display of any last lap signal and the checkered flag

RETURNING TO THE PADDOCK

General procedures for return to the paddock will be as follows (differences for individual series are noted in their supplementary regulations);

Series With Paddock Infield - Upon receiving the chequered flag, cars will proceed into the pits. When directed by the Pit Officials cars will be towed or driven slowly to leave the pits via Pit Out (with or without a pace car). Cars will exit the track at drivers right at the exit of turn 11 and proceed to the paddock. Please note that there may be oncoming traffic and priority must be given to cars moving onto the circuit. Crews and equipment may proceed race direction in the pits, leave the pits at the pit exit and cross the track at pit out to return to the paddock. Crews are asked to clear the pits as rapidly as possible when requested to do so by the pit marshals.

Series With Paddock in Enercare Centre - Cars will return to the Enercare Centre via Nunavut Road, entering the building at the west side through the north most door. When entering the building, cars must shut off engines where directed by the BARC grid officials and be pushed to their paddock area from there.

PROCEDURES FOR USE OF PACE CAR

Procedures for use of the pace car are as described in the Emergency Vehicles Operations Manual.

EMERGENCY VEHICLE DISPATCH / POST EMERGENCY PROCEDURES

Procedures for dispatch of emergency vehicles are as described in the Emergency Vehicles Operations Manual.

MEDICAL AID**SPECTATORS**

Medical and first aid centres are set up by Toronto EMS and/or St. John's Ambulance to provide for spectator non race related medical assistance or first aid help. The main spectator medical centre will be in BMO Field at the west side on the ground floor.

Stretcher carts will patrol in the spectator areas both outfield and infield.

Medical assistance can be obtained from Toronto Ambulance Service by calling 911.

RACE COMPETITORS AND RACE STAFF

A single Medical Centre is available for race related medical services.

This centre will be in the Enercare Centre in the south west corner.

A standby Ambulance will be stationed at the Medical Centre for all sessions.

1 ALS cart will patrol behind the Pits.

There will be roving medical personnel on foot in the ENERCARE paddock areas to provide medical assistance to competitors and teams in that area.

These medical centres will only be active while the racetrack is in use. Once competition is completed for the day, medical assistance in the paddocks can be obtained by dialling 911.

HONDA INDY TORONTO EMERGENCY PLAN**INTRODUCTION**

The Honda Indy Toronto Emergency Plan has been created to deal with incidents resulting in mass casualties beyond the scope of a typical racing incident. The need for immediate medical triage and appropriate emergency treatment, progressive evacuation of all injured people, protection of the physical facilities at the Circuit, adequate crowd control and treatment and reasonable release of information to the press are of paramount importance. The plan coordinates the activities of both race management personnel such as BARC, IndyCar, and ORP as well as public services such as Toronto Police, Fire, and EMS.

Incidents have been sub divided into four categories:

Class I	On track incident with Race Medical and/or Safety teams responding.	Does NOT activate Honda Indy Toronto Emergency Plan
Class II	On track incidents which require assistance from additional ambulances and/or fire personnel and/or equipment.	MAY activate Honda Indy Toronto Emergency Plan
Class III	Off track incidents with spectator injuries.	WILL activate Honda Indy Toronto Emergency Plan
Class IV	Off track incident with major spectator injuries.	WILL activate Honda Indy Toronto Emergency Plan

PROCEDURES

The intent of these instructions is to describe in more detail what must be done to meet the needs of the "Honda Indy Toronto Emergency Safety Plan".

Since the event is operated jointly by IndyCar and BARC, the locations and responsibility of BARC personnel may change depending on when an incident takes place.

In the event the plan is activated while IndyCar are operating the circuit, the following people will communicate this using the networks described;

IndyCar Communicator
Clerk Of The Course/Deputy

Landline phones
BARC Channel 1 & 2

In the event the plan is activated while BARC are operating the circuit, the phrase which will initiate the plan will be "The Concorde has landed." The following people will communicate this using the networks described;

Chief Course Marshal	Landline phones
Assistant Clerk - Rescue	BARC Channel 2
Assistant Clerk - Ancillary	BARC Channel 1

The plan provides for management of the emergency to be taken over by the appropriate civil authorities. Race personnel provide assistance as requested. The IndyCar Chief Steward, the Clerk of the Course and the Medical Director will provide coordination with and assistance to these civil authorities.

Metro Toronto fire trucks and ambulances are stationed both infield and outfield and can access all parts of the property. If these are inadequate to handle the emergency the decision to stop racing activities to allow access for additional vehicles and personnel will be made by Control (Class II Emergency). On track emergency vehicles and personnel will be made available if requested.

NO INFORMATION OF ANY SORT IS TO BE GIVEN TO ANYONE BY ANY RACE PERSONNEL EXCEPT THE CLERK OF THE COURSE.

REMEMBER THAT WE ARE COMMUNICATING ON AN OPEN CHANNEL WHICH MAY BE MONITORED BY THE GENERAL PUBLIC USING SCANNERS! CONFIDENTIAL OR SENSITIVE INFORMATION SHOULD NEVER BE COMMUNICATED OVER THE RADIO!

STAFF ASSIGNMENTS

In the event that the Emergency Plan is brought into operation, BARC staff will take up positions as described below. Any staff not specifically named will remain at their current location until instructed otherwise by Control.

<i>Location</i>	<i>Personnel</i>
Control	Clerk, Asst Clerk Rescue
BARC HQ	Secretary Of The Event, Department Heads Of BARC HQ, Transportation, Communications

Impound area and procedure will be per the event Emergency Plan and as agreed to between BARC, Honda Indy Toronto, IndyCar, Metro Toronto Police and Coroner's office prior to the start of the event. The location of the impound area will be communicated prior to the start of competition.

Sweep, Fire and Tow trucks will remain in race position unless dispatched in the regular manner by Control.

All transportation vehicles will return to BARC HQ and await orders.

BARC HQ

BARC-OC Headquarters (BARC-HQ) is located in the centre of the east wall of the East Annex.

BARC-HQ serves as the communication centre for a number of purposes

- Processing incoming and outgoing fax communications
- Handling calls on the telephone
- Handling radio calls on the Admin net
- Processing copying needs
- Issuing vehicle keys
- Coordinating East Annex Security

STAFFING

The Staff shall consist of one department head and an assistant. The staff must be familiar with the duties of BARC staff and with the BARC organisation to ensure that requests are properly approved.

EQUIPMENT

Radio (on the BARC admin network)
Cellular phone
Access to photocopier
Office supplies (file holders, scotch tape, masking tape, ruler, pens, marking pens, message pads, stapler, staples, elastic bands, post it notes, scissors, fax sheets, paper clips, copier paper, paper, fax paper, flipcharts)

GASOLINE SUPPLIES

Gasoline for all BARC vehicles used during the event is to be obtained from stations outside the CNE grounds.

Vehicles should be fueled each morning to ensure they are available on the circuit at all times during the day.

Receipts should be collected and will be reimbursed after the weekend by BARC.

TRANSPORTATION

The Transportation Department shall consist of at least 6 air-conditioned window vans with drivers and shall be used for the following purposes.

- Transport of track marshals between BARC HQ and their Stations at the beginning and end of each day
- The delivery of lunches as requested by the Lunches/Social Department
- Evacuation of race workers from their stations in the event of severe weather
- Perform other functions as required by the Secretary of the Event or Clerk Of The Course

PROCEDURES FOR DELIVERY OF LUNCHES

There will be two ways in which BARC workers will receive a lunch each day.

BARC workers who have freedom and time to leave their posts will come into a common area to get their lunch and a drink. Vouchers will be issued to these workers for each day along with directions to the room in which lunch is being served.

BARC workers who are required to be on station during lunch breaks will have a box lunch and drink delivered to their location.

Box lunches for these workers will be delivered to the East Annex on a "just in time" basis.

BARC department heads whose workers will receive the box lunch will provide the number and location of their workers to a member of the lunch committee as early as possible each morning.

The chief course marshal will provide the number of persons located on each station. This number will include observers/stewards.

Race Medical will provide the number of staff in Support Medical and elsewhere.

When all of the relevant information has been collected, the lunch committee will pack lunches, and give lists of numbers and locations to the Transportation Group for those lunches which must be delivered to stations.

The time for lunch distribution will be as on the schedule but may be changed if changes are made in the event schedule.

Approximately 5 minutes ahead of time, distribution vehicles will be lined up on Nunavut Dr., ready for dispatch when advised by Control.

SOCIAL FUNCTIONS

There will be a single dinner for all BARC registered volunteers at the end of the Saturday race activities while event car and two seater activity is taking place on track, at approximately 7:20 PM. Refreshments (non-alcoholic beverages and food) will be served immediately after track activities have finished. Location and any special information will be advised on the marshals' landline and the BARC radio nets on Friday and Saturday.

APPENDICES

BARC Worker Guidelines
Map of Marshal Stations & Vehicle Locations
Radio List

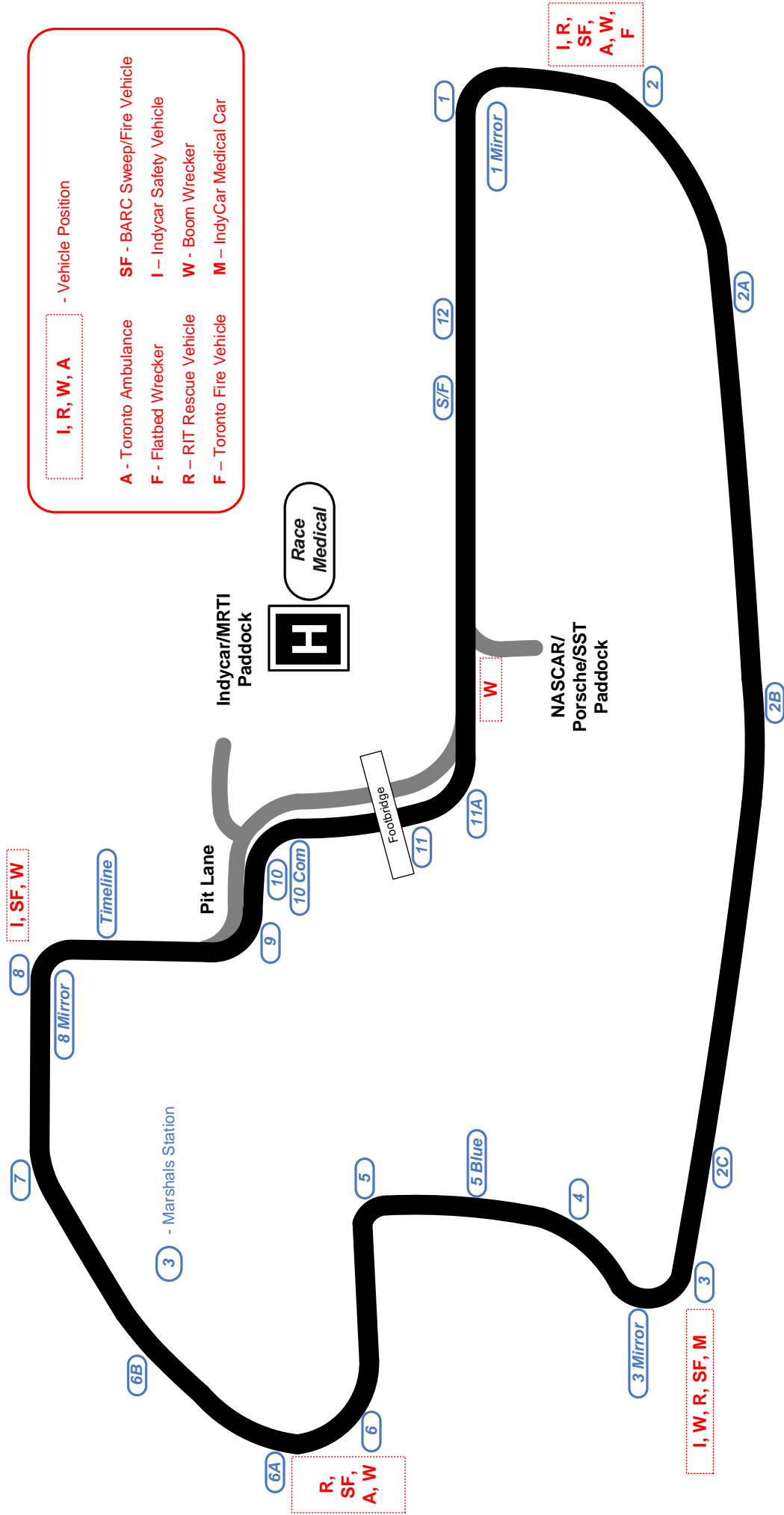
REFERENCES

BARC/ORP Emergency Vehicle Operations Manual
Honda Indy Toronto Minute by Minute Schedule
Honda Indy Toronto Emergency Safety Plan
MMS "Marshals Training Manual"



I, R, W, A - Vehicle Position

A - Toronto Ambulance **SF** - BARC Sweep/Fire Vehicle
F - Flatbed Wrecker **I** - IndyCar Safety Vehicle
R - RIT Rescue Vehicle **W** - Boom Wrecker
F - Toronto Fire Vehicle **M** - IndyCar Medical Car



NOTE: Emergency vehicles may be added, relocated or removed based on the requirements of individual series