

SERIOUS INCIDENT MANAGEMENT PLAN

Meeting Room Location	
Method of SIMT Contact	Phone first then radio (just call crew by name to meet at location)

- The Athlete Support Liaison will attend and monitor any incident where medical or vet teams have been requested to attend.
- In the event a medical team or vet advise that an injury sustained is 'serious,' the Head of the SIMT will be contacted by the Athlete Support Liaison (or TDs if not busy) via the agreed method (above) The Head of the SIMT will convene the Investigators at the incident site, they will be briefed by the TDs and will commence their roles.
- All required documents and processes are available in a **SIMT Grab Pack** (SGP). This is available from the Head of the SIMT. The SGP contains resources and explains each responders role so it is important that the SIMT are familiar with its contents prior to the commencement of the competition.

SERIOUS INCIDENT MANAGEMENT TEAM (SIMT) ROLE & RESPONSIBILITIES

Head of the SIMT / Event Spokesperson:

- May attend any incident where the Medical or Vet teams have been requested **or** will be contacted by the athlete support liaison (or TDs) if an injury is deemed **serious**.
- Calls investigators to the incident site provides a brief and distributes contents of the SIM Grab Pack.
- Coordinates the serious incident administrative response and is the designated chairperson at any meeting / debrief.
- Notifies CEO (who in turn advises their CEO and EAs National Health and Safety Manager (NHSM)). If an athlete is deceased, Police must be notified as soon as possible.
- Head of the SIMT (with the Event Director) is the **only** spokesperson for the event if an incident occurs.
- May also assist the athlete / family support personnel in maintaining contact between the event and the injured and / or their family.
- Monitor all response teams and relevant others providing assistance to ensure they too are ok.
- Schedule a debrief with SIMT and OC at the venue. Discuss inclusion of NHSM, EA representatives both State and National as required.
- Compiles (with the investigators) a brief report on the incident from the information gathered by the investigators for EA NHSM.

Secretary:

- Gathers contact information on the injured athlete including emergency contact details from the Events' secretary and collates information from and for investigators.
- Assists Head of SIMT or investigators where possible as required and with meeting minutes and administrative tasks if/as required by Head of SIMT and Investigators.

Media Liaison (Can be the Head of SIMT at national level or below):

- Draws up all written or electronic communication for the approval of and in conjunction with the Head of the SIMT and Event Director. Equestrian Australia through the State Chair & NHSM should be consulted before any release is made.
- Role at smaller events may be filled by the Head of the SIMT in conjunction with the OC as not always required.

- They do not respond to the media, simply screen and refer details of enquiry to Head of SIMT and ultimately the NHSM.

Three Investigators:

- Gathers and records as much information as possible with regard to the incident. The Grab Pack contains all relevant material – instructions, witness statements, books to write in etc.
- Gather witness statements, video, photographs, relevant times i.e. of incident, comms logs, weather, pertinent measurements where relevant (measured by the investigators not re-recorded from TDs, but collects TD's recordings for comparison also) i.e. fence dimensions SJ - distances from a fence to incident, any possible contributing factors (not hearsay or speculation – facts only).
- Collates and provide copies to Head of SIMT. Assists the Head of the SIMT compile a brief report for EA.

Athlete / Family Support:

- This role is as described under the IRT but may involve a larger amount of work if an injury is deemed serious. This role is high pressure and candidates need to be carefully considered. It is best to have more than one person, and they will require OC support. Support personnel are the link between the athlete, their family / friends and the organisers.
- If the SIMP is activated, the OC may need to recruit additional support personnel if it is determined numerous people are / have been affected by the incident.

SERIOUS INCIDENT MANAGEMENT TEAM (SIMT) Meetings

In the event of a serious incident, the Head of the SIM Team will call the members for a meeting if needed, by the above communication channel. The meeting will be called in exceptional cases during the competition if the Medical Officer reports a life-threatening injury to an athlete. All cases need to be dealt with depending on the situation and, if possible, to hold the meeting after the end of the day's competition for any serious incident relating to a horse. The official meetings will take place in a calm office on the Show Ground which has all necessary services, tools and communications etc. A holding statement (see template below) will be issued as soon as possible after a serious incident providing only the name of horse and athlete to be reviewed by the Head of SIM and Event Press Liaison. Any life-threatening or fatal injury to a horse will be dealt with on a case by case basis. Holding statements are not necessarily released but must as a minimum be accessible on request for the Media

SERIOUS INCIDENT MANAGEMENT TEAM (SIMT) Internal Management

Action at Incident

1. Screens around accident while any treatment is taking place; fence repair has screens.
2. Take athlete into ambulance as soon as possible and get the course cleared so that the competition can resume. (If suspected athlete fatality Police must be notified before moving. See below)
3. Fence repair to find water/shavings/sand to put on ground if necessary (cross country phase only) Dressage / Showjumping course review with course designer and judges.

4. Marshal/ key volunteers to be replaced and taken to events operation centre where they will be required to write independent statements. If there are a couple of experienced equestrian people who witnessed the accident, have them come to make statements as well. Written statements are important.
5. Witnesses may need counselling or assistance following a serious accident, even some months later.
6. The public address announcer should inform the public that there is a hold up in the event due to a fall, but not go into any details. If an accident does not prove to be as serious as at first thought, the announcer must tell the public that the horse &/or athlete are up on their feet and, for instance, going back to the stables. The announcer must be kept up to date with information.
7. Decision to be made by Ground Jury whether to remove showjump jump from course. If athlete fatality, fence should be left till seen by police, measurements and photographs taken before repairs are made.
8. In addition, Investigators need to ensure that there are photos of the fence or area, video evidence, tack, equipment and measurements of take-off and landing and any relevant information.

Horse Fatality

- Will be taken to the compound and held there temporarily.
- Post Mortem – to be done at Vet Hospital at Ballarat to be completed run by Treating Vet (preferably a Pathologist) at event.
- Doping Test of horse under **direction FEI Vet Delegate (Name to be completed).(or Testing Vet if present)**

In case of human fatality:

1. The Police should be notified immediately by the SIMT
 - a. They will contact next of kin and confirm this to SIMT
 - b. They will compile witness statements
 - c. If they wish to inspect the fence, a senior event official must accompany them
2. The SIMT should alert any essential contacts to crisis (e.g: landowner, FEI officials, NF officials)
3. The SIMT should dispatch the Athlete Liaison (with mobile phone) to hospital to:
 - a. Be a direct link with SIMT. It is rare for a person to be pronounced dead before arrival at hospital, and SIMT will need this information as soon as possible
 - b. Arrange help with the Chief Stewards the immediate issues of the athlete's family and/or team/friends and/or horse owner, such as looking after the horse, driving the lorry and so forth.
 - c. It is important that this representative does not give information to the media or others. If they are contacted and asked for information they should tell the caller they need to contact the Event media liaison.
4. Investigators should gather information and establish the facts. Use Form A as the basis for your research

5. No information on a fatality is to be provided to media until there is absolute confirmation that the next of kin have been informed

SERIOUS INCIDENT MANAGEMENT TEAM (SIMT) Investigation Team

An independent Investigation panel of 3 members will be appointed by the Organizers, TD before the event to carry out a confidential investigation on the circumstances surrounding the accident and report will be coordinated by TD for dressage, Chief Steward for Jumping and Event Director for Performance Pony and Young Event Horse to be reviewed by Equestrian Australia.

The report and information collected will be sent as soon as possible after the event to the EA department.

Information to be collected

- Photos of fence (including take-off, landing) measurements. Photos of arena including surroundings.
- Video of accident (if available)
- Photos of tack and equipment on horse
- Information and/or photos of equipment of athlete (protective headgear, bodyprotector)
- Written and verbal witness statements including the fence judge

Information to be established

1. Athlete or public fatality/serious injury

Mr/Mrs/Miss _____ Name

First name _____ Age _____ Nationality

From where?

Based where?

married? Yes _____ No _____

children? Yes _____ No _____ if Yes, how many? _____

2. Horse

Name _____ Age _____ gelding - mare - stallion

Owner _____

3. Additional information

Vet attending _____

Doctor(s) attending _____

Fence judge(s) _____

4. Nature of incident

Time occurred _____

Fence number/area (eg: grandstand) _____

What happened? (fact, not hearsay) _____

How many injured? _____

5. Injuries

Athlete _____

Horse _____

Member of public _____

6. How is incident being handled?

Hospital name _____

Have witness statements been taken? _____

Report on witness comments if relevant

7. Background

How many horses had cleared fence prior to incident? _____

Had this athlete cleared the fence earlier on another horse? _____

How many completed the course? _____

How many first timers had completed the course prior to the incident? _____

How many athletes had retired? _____

8. Other consequences - NB: not for media publication

Cause _____

Any breach of safety? _____

Check whether the athlete has won any prizes on another horse which could be involved in the prize-giving

9. Prognosis

If injuries, what is result? _____

SERIOUS INCIDENT MANAGEMENT TEAM (SIMT) Press Liaison

The designated spokesperson, the Event press officer only may speak to the press

- Statements with additional information may only be released if signed-off by the Head of SIMT/Spokesperson (not needed for the written holding statement)
- Note: Any statements on these sensitive matters are best formally read out from prepared written text

1. Procedure

- The Athlete Support Liaison will attend and monitor any incident where medical or vet teams have been requested to attend.
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2. Prepare Press Statement

Once drafted:

- Read it extremely thoroughly, in particular to check that there is no inadvertent admission of liability
- SIMT inform and obtain approval from senior internal personnel (e.g: sponsor, landowner, vet etc.)
- Resist the temptation to make extensive changes to the basic format. Keep it short
- Ensure all other essential contacts (see earlier) are aware of its contents
- Ensure spokesperson's name and contact number appear at the bottom
- Check with any sponsor whether they wish their name to be removed from the title of the event. It is probably best to issue the statement on plain paper, i.e., not on headed paper which could include sponsors' logos.
- Written statements or holding statements to be prepared and distributed to Media (notice board) and OC information desk on all incidents deemed necessary by Head of SIMT and Event Director.
- All statements to contain the following information:
 - Name of athlete, nationality
 - Name of horse (owners)

- Number & type of Fence
- Type of fall
- The organisers are investigating the facts surrounding the incident, Athlete or horse is undergoing medical investigations. A full statement will be issued as soon as more information is available

Verbal statement:

Athlete or horse is undergoing medical investigations and more information will be made available as soon as possible.

This is to manage as best as possible social media and public speculation.

No statements: should be made to press by anyone unless authorised by the Head of the SIMT and the Media Liaison. All statements must be signed-off by the SIMT. Note: no information on an athlete fatality is to be provided to media until there is absolute confirmation that the next of kin have been informed.

Example statements can be found at page 74:

https://inside.fei.org/sites/default/files/FEI%202020%20Eventing%20Memorandum%2020.05.2020_0.pdf

3. Debrief Before dispersing, the SIMT should hold an internal debrief to confirm what happened and to agree next steps. The Technical Delegate/Chief Steward will coordinate the investigation and evidence gathering (see below) for the report and information required by EA. Names and telephone numbers of all involved in the SIMT will be included in the TD's report should there be additional questions after the event.