XYZ Horse Trials 2022

**Incident Management Plan**

*Incorporating Serious Incident Management Plan / Process*

# Introduction

It is the intention of the Event Organisers to ensure that this Incident Response Plan be revised, discussed and understood by those named and tasked with specific roles within the plan prior to every event, so any incident large or small and during any phase of competition, can be attended to and managed quickly by the Incident Response Team (IRT).

‘Incident’ refers to any occurrence where medical or veterinary intervention is required.

“Medical Response Team” includes the Veterinary Team.

If the incident involves an injury that is deemed by the medical or veterinary team at the incident site to be “serious” as per the Equestrian Australia definition, that is;

**“…..A serious incident is defined as any human fatality and/or any critical injury as determined by the attending Medical Response Team…. “ (National Eventing Rules - Appendix D).**

…. *then* the Serious Incident Management Team (SIMP) will be requested to convene and carry out *their* specific roles.

# The Teams

It is important to recognise the difference between the teams (and meetings), those being the ***Incident Response Team***(IRT), and the ***Serious Incident Management Team*** (SIMT) and roles which each play.

## **Incident Response Team (IRT)**

The Incident Response Team are those people that must react immediately and calmly the moment an incident occurs or is reported, or if during the cross country phase of competition, under the instruction of the XC course controller. The IRT work together for an organised and coordinated response and include;

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| * Event doctor and / or medical teams, | * Veterinarians, |
| * Phase / discipline coordinators, | * Course / fence repair crews, |
| * Rider / family support people, | * Technical delegates, |
| * XC Course controller. |  |

*These people are charged with the responsibility of ensuring first intervention (medical / veterinary assistance), arrives safely at the scene of a reported incident within a guideline time of 3 minutes and secures the area.*

## **Serious Incident Management Team (SIMT)**

This team only convenes when the medical or veterinary crews have determined an injury to be ‘serious’. This can clearly only occur after the IRT have responded to an incident. The Head of the SIMT will be notified by either the TD’s or possibly the Cross Country Controller if required, and he/she will convene a meeting with the full SIMT. It is the role of the SIMT to gather information on the incident specifically, and coordinate and manage an administrative response, as the incident response and management has already occurred. The SIMT must be comprised of persons who can easily be detached during the course of the competition so investigations are impartial and if circumstances allow, enable the competition to continue. As the intention is to continue the competition where possible, the Technical Delegates will be informed and their input required as necessary, but they need not be part of the SIMT. This SIMT only needs to be small and will comprise at minimum of:

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| * Head of the SMIT / Spokesperson | * Organising Committee Press Liaison |
| * Secretary | * Three independent investigators (non-competing athlete, current or retired official, experienced eventing person) |
| * Family / Rider Support |  |

A meeting room in a quiet location with appropriate resources (table, chairs, paper etc), must be identified and its location noted within the SIMP section of this plan. The SIMT will convene in this room when required so they can be briefed on the incident by the Head of SIMT before heading to the site of the incident if their roles require it.

Contact details for both teams are listed below and should be printed on swing-tags (or similar) and shared with senior officials for ease of communication. Methods of communication should be discussed and agreed upon prior to competition as all venues may not have adequate mobile reception.

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|  | **Role** | **Name** | **Phone** |
| **Incident Response Team** | **Event Doctor / Medical** |  |  |
| **Head of Vet services** |  |  |
| **Head of Course Crew** |  |  |
| **Technical Delegate** |  |  |
| **Technical Delegate** |  |  |
| **Family Support** |  |  |
| **Rider Support** |  |  |
| **XC Coordinator** |  |  |
| **XC Course Controller** |  |  |
| **SJ Coordinator** |  |  |
| **Dressage Coordinator** |  |  |
| **SIMT** | **Head of SIMT** |  |  |
| **Press Liaison** |  |  |
| **Secretary** |  |  |
| **Investigator** |  |  |
| **Investigator** |  |  |
| **Investigator** |  |  |
| **Family / Rider Support** | As per above |  |
|  | **Venue Address** |  | |
|  | **Venue GPS Coordinates** |  | |

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| --- | --- | --- |
| **Role** | **Name** | **Contact No.** |
| Event Secretary Office |  |  |
| Local Police Station |  |  |
| Local Veterinary Hospital |  |  |
| Local Hospital |  |  |

# Incident Response Précis and Process

The role of the IRT and SIMP Teams is to prepare and implement a coordinated response to an incident. To do so the following is process required:

* Ensure this written IRP and SIMP is accurate and has been shared among those listed in within it.
* Conduct an event Incident Response Briefing and SIM meeting prior to the competition (or multiple). \*No point in just holding a meeting prior to cross country if an incident occurs in dressage…
* Understand roles and carry out the logistical actions required at an incident location (tables below), when an incident is reported.
* Provide Post Accident rider / family / people support to ensure good communication and care is provided and maintained – extremely important!

***If, once ‘the incident’ has been attended to by the IRT, any injury sustained is deemed ‘serious’ by medical or veterinary teams:***

* + Head of SIMT is notified by TD (or other) and convenes SIM Team briefing in agreed location.
  + SIMT carries out their roles.
  + Head of SIMT notifies relevant entities – (State Discipline Chair – Police if Fatality involved).
  + Press conference / media release only if required- refer to Discipline Chair)
  + Debrief with SIMT and Report to President of Ground Jury, OC, EA.
* **INCIDENT RESPONSE PLAN– DRESSAGE**

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| **ACTION** | **PERSON RESPONSIBLE** |
| If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio. |  |
| Doctor / medical team to attend incident as requested |  |
| Course crews or dressage coordinator to erect screens -delegate for assistance |  |
| TD requested to attend incident site and monitor |  |
| If prolonged delay, an announcement may be required – information of delay conveyed to warm up and public areas (no details to be disclosed). |  |
| Rider / Family support may be required |  |
| If civil ambulance is to be called then it is to be met at the main entry and escorted in to incident location |  |
| If Medical or Vet Team determine injury sustained to be ‘serious,’ Head of SIMT to be notified. |  |
| SIMT convenes and attends location with Rider / Family support people |  |
| **Horse Ambulance Location** |  |
| **Screen Location** |  |

* **INCIDENT RESPONSE PLAN – SHOW JUMPING**

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| --- | --- |
| **ACTION** | **PERSON RESPONSIBLE** |
| If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio |  |
| Doctor / medical team to attend incident as requested |  |
| Course crews or SJ coordinator to erect screens - delegate for assistance |  |
| TD requested to attend incident site and monitor |  |
| If prolonged delay, an announcement may be required – information of delay conveyed to warm up or public areas (no details to be disclosed). |  |
| Rider / Family support may be required |  |
| If civil ambulance is to be called then it is to be met at the main entry and escorted in to incident location |  |
| If Medical or Vet Team determine injury sustained to be ‘serious,’ Head of SIMT to be notified. |  |
| SIMT convenes and attends location with Rider / Family support people |  |
| **Horse Ambulance Location** |  |
| **Screen Location** |  |

* **INCIDENT RESPONSE PLAN - CROSS COUNTRY**

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| **Process and actions** | **Person responsible** |
| If the rider or the horse do not immediately stand up- Medical and/or Veterinary assistance is called for by radio | Jump Judge |
| Radio report to Course Control advising course not clear | Jump Judge |
| **Radio silence - all communications held until course controller has secured a safe course and handed over to TDs.** | |
| Course Control requests medical / veterinary assistance to incident site and stops course and on-coming riders - Identifies location of incident by fence number |  |
| Course crews and sector leader (if used) to head to incident site with screens and secure site for medical / vet teams. |  |
| Course Doctor / EMT to be escorted / guided to incident site |  |
| TD head to incident site and provide over-all site management. Liaises with XC controller and medical / veterinary teams. |  |
| If Medical and or Vets report there will be a prolonged delay - XC Control to be notified. |  |
| Cross Country co-ordinator and rider support people to attend finish to communicate with family and supporters if required. |  |
| Course Controller to request Commentary to advise of delay on course (no details to be disclosed) |  |
| If competition is to continue, any relevant information discussed with TDs and Control and relayed to start / start marshal. |  |
| If civil ambulance is to be called then it is to be met at the main entry and escorted in to incident location |  |
| If medical / vets determine injury sustained to be ‘serious’ Head of SIMT notified and briefed with rider / family support personnel. |  |
| SIMT convenes and attends location with Rider / Family support people |  |
| If competition is to be halted, TDs will communicate with Control and Control to advises all on course of any relevant detail – return to warm up, fence judges stand down etc |  |
| **Horse Ambulance Location** |  |
| **Screen Location** | With Course Crew at Minimum |
| In case of competitor fatality on the XC course the event will be cancelled – Report to police and cancel event. | |

* **IF EVENT CONTINUES, CONSIDER – (All Phases)**

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| Determine if sufficient people resources available to reallocate to other roles and still practicable to safely run event | Ground Jury and TD in consultation with representative from organising committee |
| Arrange for replacement of judges/other volunteers as required | Coordinators |
| Family Liaison to offer support to any persons effected.  May need more volunteers for this role from OC.  If a rider is transported to hospital OC representative to travel relevant hospital and be to be direct link with SIMT or OC if injury not deemed ‘serious’ and rider is alone.  Arrange support for riders family/team and horse owner |  |
| Advise commentary to announce that there is a hold up on course due to an accident. (No details to be provided) |  |

# Serious Incident Management Plan

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| **Meeting Room Location** |  | **☐** |
| **Method of SIMT Contact** | **WhatsApp Group / Radio / Phone?** | **☐** |

In the event of a medical team or vet advising the TD at the incident site that an injury sustained is ‘serious,’ the SIMT will be contacted and briefed by the TD’s (or Phase Coordinator / XC Course Controller) via the agreed method above.

The SIMT and rider support personnel (if not at the incident site already) will convene at the meeting room where they will be briefed by the Head of the Team. From there each will carry out their required roles.

Most required documents and telephone numbers will be available in a “SIMT Pack”. This will be left with and available from the Head of the SIMT.

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| Head of SIMT | Clarifies situation with TD and medical / vet staff. Convenes SIMT briefing and sends investigators and family liaison (if not out already) out to scene. He/ she notifies the Police (if required) / State Eventing Chairperson (who should advise their CEO) and the National Safety Manager. Chairs a debrief with SIMT, then NSM and EA representatives both State and National as required. |
| Rider Support / Family Liaison | Determines who supporters / family / grooms are at the event (finish or stables) and notifies them that an incident has occurred. Ensure that the belongings of the rider are looked after / returned to riders float / truck and that arrangements have been made for the horse. Depending on severity of injury, if family needs to be looked after, accommodation may need to be booked, grooms may need lifts or support, but determine and provide whatever assistance is required to ensure respectful and personal assistance is given. The importance of this cannot be understated. Reach out for assistance if you need it. This role may continue long after the Event / activity has concluded. |
| Media Liaison | Obtains media release templates from FEI in case a media statement is required, fields press enquiries should they occur. |
| Secretary | Gathers information on rider from Events’ secretary and collates information from investigators – may assist Head of SIMT or investigators where possible as required. |
| Investigators | Gathers 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) i.e. fence dimensions SJ or XC - distance from a fence, possible contributing factors (not hearsay). Collates and provide copies to Head of SIMT |

# Incident Response Team (IRT) Roles

**Phase Coordinators:** They are to brief their volunteers (warm-up marshals, judges, stewards etc) on what to do in the case of an incident – radio operation and protocol. Ensure screens are handy, and medical crews are familiar with area and are in location. If an incident occurs they are to request for medical assistance (during show jumping or dressage phases) if it hasn’t been done already and attend the incident site to assist in making the area safe for medical and vet teams to carry out their roles. Erect screens, request course crews assistance etc. cordon off area, provide shade etc.

**Course crews / fence repair crews:** attend scene manage the immediate environment, ensure safety of the rider / animal first and foremost – clear debris, remove broken objects, assist vets free animals, assist medical teams free rider etc. Once this is done, erect screens around the incident area as necessary and secure area to allow other IMT’s to carry out their roles– delegate bystanders to hold screens if further work is required in the area.

**Doctor / medical crew / veterinarians:** Attend to rider / animal. Liaise with TD’s should they deem an injury to be ‘serious’. Can request other IRT members to provide assistance as required.

**Technical delegates**: Oversee the incident site and relay situational information to course controller (if during XC phase to record significant time stamps remembering that controller will not be at the site), or the Event Director during other phases as to time delays or other important information if and as necessary. They liaise with rider support people where required and also with the medical / veterinary teams should they deem an injury to be ‘serious’. TD’s will ensure that the SIMT are notified either directly or through the XC Controller as appropriate. TD’s are requested to ensure and monitor the demeanour and emotional state of those around the incident site, and request replacement officials or further assistance from Event Director should they identify anyone affected by the incident, or indeed behaving in a way that would affect our sport, taking photographs for example.

**Rider Support / Family Liaison:** Provide support to riders through collection of tack from incident site, coordination of horses to floats or to a place or residence, family notification be they at the finish or off site, accompanying or transferring a rider to hospital as the case may require. The Support personnel are the link between the rider and their family / friends and the organisers. It is wise for a follow up call to be made to any rider injured at an event (or their families) to ensure a line of communication exists, and a must with a major injury. This simple link is vital to follow up and ensure the well-being of our riding community, and to show we care about our riders. If the SIMP is enacted they may need to liaise with the OC and recruit more people if they determine a significant number of people are / have been affected by the incident. Follow-ups are really critical to ensure those affected have been, and do feel *they* have been thought of and not neglected.

**XC course controller:** Has control during the normal operation of the cross country course with all communications run through them. They coordinate an emergency response and despatch IRT’s to an incident site, and ensure that the cross country course is halted if necessary to allow safe passage for IRTs traversing the course. They also are required to maintain a time log of all communications for reference as necessary. This may require the assistance of the medical teams TDs and Vets. Once the course is made safe, the IRT primarily the TDs ensure the controller is kept up to date with information from the site of an incident so he / she can coordinate a competition restart or otherwise.

# Serious Incident Management Team (SIMT) Roles

**Head of the SIMT / Spokesperson:** Coordinates the team and acts as chair at any meeting. He/she will notify relevant Equestrian Australia Personnel in their state, National Safety Manager and required statutory bodies i.e. police. The head of the SIMT will also be the **only** spokesperson for the Event with regard to the incident. They may also assist the rider / family support personnel in maintaining contact between the Event and the injured and / or their family. They may liaise with the TDs and refer to FEI serious incident management guidelines for assistance.

**Organising Committee Press Liaison:** Draws up all written or electronic communication for approval of and in conjunction with the Head of the SIMT and Event Director.

**Secretary**: Collates gathered information and assists with minute taking and administrative tasks as required by Head of SIMT and Investigators.

**Three Investigators:** Gathers and records as much information as possible with regard to the incident. A pack will be provided which contains all relevant material – witness statements, books to write in etc. You will be required to maintain a full level of confidentiality with all your notes and photographs. ***They are not to be shared outside those who actually require them.***

**Rider / Family Support:**  This role is as described above but may does involve a larger amount of work when a rider has been severely injured or indeed has deceased. This role is high pressure and its appointment needs to be carefully considered. Best to have more than one person listed, and they will require OC support.