***2023 XYZ Horse Trials***

**Incident Response Plan**

*Incorporating Serious Incident Management Plan / Process*

# Introduction

The Event Organisers ensure that this Incident Response Plan be revised, made applicable to each specific event and venue, 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).

For the purpose of this document ‘Incident’ refers to any occurrence where medical or veterinary intervention is required, and “Medical Response Team” includes the Veterinary Team.

If an 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;

***“…..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 (SIMT) 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 to ensure an organised and coordinated response. They include;

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| * Event doctor and / or medical teams, | * Veterinarians, |
| * Phase / discipline coordinators, | * Course / fence repair crews, |
| * Athlete / family support/liaison 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.

***NB.*** *The Athlete Support nominee will attend any incident where the medical teams are required and monitor the situation and what / who might be required. If an injury is deemed to be serious by the medical / vet crews, the athlete support nominee will notify the Head of the SIMT, who will convene the SIMT at the incident site.*

# Serious Incident Management Team (SIMT)

**The SIMT *only* convenes when the medical or veterinary crews have determined an injury to be ‘serious’ (is or has the potential to be life threatening). This can clearly only occur *after* the IRT have responded to an incident.**

It is the primary role of the SIMT to gather information on the incident specifically (administrative response), and provide support to the athlete and anyone affected by the incident, as the response *to* and management *of* the incident has *already occurred*. The SIMT must be comprised of persons who can easily be detached during the course of the competition (i.e no official role, within reason) 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. The SIMT needs only to be a small group 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 / Athlete Support | *\*\*For National level and below – three competent, sensible, discreet, level-headed people need be appointed* |

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 many 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** |  |  |
| **Athlete Support Liaison** |  |  |
| **Athlete Support Liaison** |  |  |
| **XC Coordinator** |  |  |
| **XC Course Controller** |  |  |
| **SJ Coordinator** |  |  |
| **Dressage Coordinator** |  |  |
| **SIMT** | **Head of SIMT** |  |  |
| **Media Liaison** |  |  |
| **Secretary** |  |  |
| **Investigator** |  |  |
| **Investigator** |  |  |
| **Investigator** |  |  |
|  | **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 plan, prepare and implement a coordinated response to an incident.

To do so you need to discuss with your phase coordinators how you will respond to an incident during any phase, then document your step by step Incident Response Plan on the following pages (modify as necessary). It is important that you discuss the logistics of how and by whom the medical / veterinary teams will be called to each area of your competition if required – warm up, main arenas, show jumping, dressage etc.

* 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 holding a meeting prior to cross country if an incident occurs in dressage or show jumping. These meetings can also be held in the days prior to the event or even online by Zoom / MS Teams or similar.
* Understand the roles and logistical actions required when an incident is reported (contained within the following pages) make sense for your venue and the resources available to you.
* *Remember if there is only one medical team at an event and all personnel are attending an incident, all other activity must cease until the medial resource is available again to respond to another incident should it occur.*
* Provide post accident support and follow up to athlete / family / officials - anyone affected by the incident to ensure good communication and care is provided and maintained – extremely important!

***If, after 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 the Athlete Support Liaison (or other) and convenes SIM Team
  + SIMT carries out their roles *(SIMT Grab Pack is available with explicit instructions and resources).*
  + Head of SIMT notifies relevant entities (State Discipline Chair & Police if required).
  + Press conference / media release ***only if required***- in consultation with State Discipline Chair & EA NHSM.
  + Debrief with SIMT, TDs, President of Ground Jury, OC, EA as required and a summary report is produced.
* **INCIDENT RESPONSE PLAN– DRESSAGE**

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| **ACTION – *Modify as required*** | | **PERSON/s RESPONSIBLE** |
| If the athlete or the horse do not stand up - Medical and/or Veterinary assistance is called for by radio. | |  |
| Doctor / medical team to attends incident as requested | | |
| If medical or Vet teams are called for, the TDs and Athlete Support Liaison make their way to the site to monitor situation and provide support for the athlete. | |  |
| Course crews or dressage coordinator to erect screens if required - delegate for assistance in maintaining a clear and private site for emergency services. | |  |
| If there is a prolonged delay, an announcement may be required – information of delay conveyed to warm up and public areas (no details to be disclosed). Keep updating athletes and officials. | |  |
| Volunteers and people in the immediate vicinity need to be monitored to ensure they have not been adversely affected by the incident. | | TDs, Athlete / Family support |
| If civil ambulance is to be called then it is to be met at the main entry and escorted in to incident location | |  |
| If injury is deemed ‘serious’ by the medical or vet teams the Athlete Support Liaison will contact the Head of the SIMT to initiate the SIMP. | |  |
| Head of SIMT and investigators are briefed by TDs. Head of SIMT distributes SIM Grab Pack contents and SIMT commences their specific roles including the Athlete Support Liaison. | | Head of SIMT |
| **Ambulance Location** |  | |
| **Horse Ambulance Location** |  | |
| **Screen Location** |  | |

* **INCIDENT RESPONSE PLAN – SHOW JUMPING**

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| **ACTION– *Modify as required*** | | **PERSON/s RESPONSIBLE** |
| If the athlete 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 | | |
| If medical or Vet teams are called for, the TDs and Athlete Support Liaison make their way to the site to monitor situation and provide support for the athlete. | |  |
| Arena crews or SJ coordinator to erect screens if required - delegate for assistance in maintaining a clear and private site for emergency services. | |  |
| If there is a prolonged delay, an announcement may be required – information of delay conveyed to warm up or public areas (no details to be disclosed). Keep updating athletes and officials. | |  |
| Volunteers and people in the immediate vicinity need to be monitored to ensure they have not been adversely affected by the incident. | | TDs, Athlete / Family support |
| If civil ambulance is to be called then it is to be met at the main entry and escorted in to incident location | |  |
| If injury is deemed ‘serious’ by the medical or vet teams the Athlete Support Liaison will contact the Head of the SIMT to initiate the SIMP. | |  |
| Head of SIMT and investigators are briefed by TDs. Head of SIMT distributes SIM Grab Pack contents and SIMT commences their specific roles including the Athlete Support Liaison. | | Head of SIMT |
| **Ambulance Location** |  | |
| **Horse Ambulance Location** |  | |
| **Screen Location** |  | |

* **INCIDENT RESPONSE PLAN - CROSS COUNTRY**

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| **ACTION** | | **PERSON RESPONSIBLE**  *(add names where appropriate)* |
| If the athlete 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 and further assistance required. | | Jump Judge |
| **Radio silence - all communications held until course controller has established and despatched the required response, secured a safe course and handed over to Technical Delegates.** | | |
| Course Control requests medical / veterinary assistance to attend incident site, start is held and on-coming athletes are halted - Identifies location of incident by fence number and location. | | Course Controller |
| If medical or Vet teams are called for, the Athlete Support People make their way to the site to monitor situation and provide support for the athlete. | |  |
| Course crews and sector leader (if used) move to incident site with screens and secure site so medical / vet teams can work safely and privately as required. | | All Crews |
| Course Doctor / EMT to be escorted / guided to incident site (if applicable) | |  |
| TD head to incident site and provide over-all site management. Liaises with XC controller Athlete Support Liaison and medical / veterinary teams. | | Technical Delegate |
| If Medical and or Vets report there will be a prolonged delay - XC Control to be notified. | | Technical Delegate / Sector Leader |
| If injury is deemed ‘serious’ by the medical or vet teams the Athlete Support Liaison will contact the Head of the SIMT to initiate the SIMP. | |  |
| Volunteers and people in the immediate vicinity need to be monitored to ensure they have not been adversely affected by the incident. | | TDs, Athlete / Family support |
| Course Controller to request Commentary to advise of delay on course (no details to be disclosed). Keep updating athletes and officials. | | Course Controller |
| If competition is to continue, any relevant information discussed with TDs and Control then relayed to start / start marshal. | | Technical Delegates & XC Controller |
| If civil ambulance is to be called then it is to be met at the main entry and escorted in to incident location or where required. | |  |
| Head of SIMT and investigators are briefed by TDs. Head of SIMT distributes SIM Grab Pack contents and SIMT commences their specific roles including the Athlete Support Liaison. | | Head of SIMT |
| If competition is to be halted, TDs will communicate with XC Control. XC Control to advise all on course of any relevant detail – return to warm up, fence judges stand down etc | | Technical Delegates / XC Controller |
| **Ambulance Location** |  | |
| **Horse Ambulance Location** |  | |
| **Screen Location** | With Course Crew at Minimum | |
| ***In case of competitor fatality the event will be cancelled.*** | | |

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

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| Determine if sufficient people resources available to safely run event (medical & veterinary). | Ground Jury and TD in consultation with representative from organising committee |
| Arrange for replacement of judges / other volunteers as necessary | Coordinators |
| Family Liaison to offer support to any persons effected.  Arrange support for athletes family/team and horse owner | May need more people to assist in this role. It is extremely important to be mindful of others who may have been adversely affected. |

# Incident Response Team (IRT) Roles

**Phase Coordinators:**

* Must brief their volunteers (warm-up marshals, judges, stewards etc) on agreed protocol for contacting the Medical or Vet teams – radio operation and protocol.
* Advise judges to record significant events and times of day for future reference.
* Ensure screens are easily located and locations identified, ensuring Medical or Vet crews are familiar with area and are in location.
* Following an incident coordinator to attend the incident site, assist in making the area safe and private for Medical and Vet teams to action their roles.
* Erect screens, delegate roles or request course crew assistance etc. cordon off area, provide shade etc.

**Cross Country Course Crews:**

* Attend incident site and immediately control the environment, ensure safety of the athlete / horse first. E.g., clear debris, remove broken objects, assist Vets free horse/s, assist medical teams to free athlete etc.
* Erect screens around the incident site as necessary, securing area to allow emergency services clear and private access to action their roles
* If required delegate bystanders to hold screens if/as required. Crews may also be required to assist during other phases if on the grounds.

**Doctor / medical crew / veterinarians:**

* Attend to athlete / horse.
* Liaise with Athlete Support Liaison / Head of the SIMT / TD’s if injury is deemed **serious**.
* Request other IRT members / bystanders to help if/as required.

**Technical Delegates**:

* Oversees the incident site and monitors situation and manages the incident area if/as necessary.
* During XC phase (if applicable), relays situational information to course controller or records information and supplies to controller for inclusion in comms log - off radio, ensuring significant time stamps are recorded.
* During other phases (dressage or jumping) the TD needs to ensure time stamps for significant incidents are recorded (check with judges). Other relevant information is conveyed to Event Director / Phase Coordinators such as time delays
* Also, it is accepted that they may not be present due to other responsibilities at the competition.

**Athlete Support / Family Liaison:**

* Attends **every** incident where Medical or Vet assistance is required given this is a vital role
* It is recommended that two people be nominated for this role and available for the duration of the event..
* The Athlete Support Liaison notifies the Head of the SIMT if an injury is deemed **serious** by the Medical or Vet teams.
* Provides support to athletes e.g. Collection and care of belongings from incident site, coordination and care of horse/s to float/truck or to athletes place of residence, accompanying or transferring an athlete to hospital if/as required.
* Determines who family / grooms are at the event (finish or stables) and notifies them that an incident has occurred – SIM Secretary or event secretary will be able to help with emergency contacts.
* A follow up call is essential to any injured athlete at an event (or their families) to ensure communications are maintained to ensure the well-being of our equestrian community. Follow-ups are really critical to ensure those affected have been and do feel they have been cared for and not neglected.

**XC Course Controller:**

* Has operational control during operations of the cross-country course, receiving **all** communications.
* Primary coordinator for dispatch of an emergency response and IRT’s to an incident site, ensuring all cross-country course activities cease if necessary to allow safe access for IRTs onto the course.
* Maintain a time log of **all** communications for reference as required, including the assistance of the TDs, Medical and/or Vet teams.
* The TD is to ensures the course controller is kept up to date with information from the incident site. This enables the course controller to keep the commentator, all staff and awaiting athletes briefed, and coordinates an event restart when able
* Maintains a communications record which includes a comprehensive log of incident response actions and times.

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| ***SERIOUS INCIDENT MANAGEMENT PLAN*** |

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

* 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

# Also refer to ‘Grab Pack’ for information – All Members must maintain full level of confidentiality.

**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 State Eventing Chairperson (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 or XC - 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.