**Head of SIMT –** *Please read entire document*

* Listens to radio and maintains a level of alertness for medical / veterinary despatch calls.
* Monitors any situation and determine what resources may be required; I.E. if injury is not serious, but the athlete still requires transfer to hospital or requires assistance in any way, the athlete / family support liaison will need to provide that support.
* If the medical / veterinary teams determine injuries sustained to be ‘serious’, the Athlete Liaison will contact you (or the TDs). You will need to contact the investigators and request they attend the incident site along with you to be briefed by the TDs.
* The contents of the ‘SIM Grab Pack’ must be distributed and agree to meet back at the agreed meeting place upon completion of their tasks. This should all be done reasonably quickly.
* Ensure the Athlete Liaison people are on site performing their roles. Ensure they are providing support to assist with the immediate requirements of the athlete / athlete’s family and/or team/friends and/or horse owner. This may include, but not limited to care of the athletes’ horse and tack, driving the horse float / truck etc. You may need more people to assist with this role so keep in touch with your Athlete Support Liaison as one member may be required to travel with athlete to hospital so will leave you short of people to assist – THIS ROLE CANNORT BE UNDERSTATED.
* As the injury has been deemed serious, notify and update the State Eventing Chairperson of incident (details overleaf). Confirm that they will notify other relevant personnel (State CEO, NSM and for FEI Events; Catrin Norinder) to leave you free to manage at the venue.
* Ensure meeting room is clear and quiet and ready for use. You need not remain at the incident site.
* Collect and collate (with secretary), all information from Investigators.
* Ensure all contributors understand that information is confidential and not to be circulated outside official channels.
* If agreed and deemed necessary with Eventing Chair or NSM, prepare a media statement for approval – They will assist you. ***Do not assume that one is required immediately***. Stop. Think. Holding statement may be enough. Consider the family’s privacy.
* Ensure that Family Liaison representatives will follow up over the following days even weeks with athlete / family as to athletes progress / family comfort.
* Ensure a debrief (see below) is conducted
* Compile a brief with the investigators report for relevant entities (see below).
* \*\*Maintain regular communication with athlete / Family Liaison personnel to ensure they are ok and have support.

**In Case of Human Fatality:**

* The Police should be notified immediately (000) (then the Chair of Eventing).
	+ They (the Police) will contact next of kin.
	+ The scene of the incident and immediate surroundings will need to be preserved (nothing moved where possible) for Police (and the coroner). A senior event official must accompany them.
* The Athlete Support Liaison must be sent (with mobile phone) to hospital to:
	+ Provide direct communications 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.
	+ Arrange for additional personnel to assist with the immediate requirements of the atheletes family and/or team/friends and/or horse owner, such as looking after the horse, driving the horse float / truck, booking accommodation if required etc.
* Ensure Investigators convene and carry out their roles ASAP.
* **No information / details surrounding a fatality is to be provided to media until there is absolute confirmation that the next of kin have been informed. Equestrian Australia (EA) will liaise with you in regard to any statement that should be made.**

**Entities to be Notified**

In the event of a ***serious injury*** (threat to life) ***or fatality*** please notify the following people:

* The **Chairperson of the State Discipline** (i.e Chair of the State Eventing Committee), and provide details on the incident ***for them*** to contact EA’s National Safety Manager, Chair of the Relevant National Committee and the CEO of the relevant State Branch of Equestrian Australia.

|  |  |
| --- | --- |
| **State Eventing Committee Chair / Pres.** | **David Permezel 0447 447 743 (Vic)** |
| **For information only:** | EA National Safety Manager  | Meredith Chapman 0481 162 596 |
| For FEI Events Only | Catrin Norinder +41 787 506 139 |

**Debrief/s**

Before leaving the venue, the Head of the SIMT *may* need to establish TWO debriefs.

1. A debrief with OC, TDs, doctor, vets & investigators to discuss the incident response in particular if anything could have been done differently (a constructive discussion remembering that many won’t have been involved with many (if any) serious incidents – ie; not a blame session), also to discuss the follow-up process with athlete and their family (and any person that may have been affected).
2. In the case of a serious incident involving a fatality (horse or athlete), following the debrief above, an internal debrief with SIMT and TDs to confirm what actually happened, collate gathered information and to agree next steps. The Head of the SIMT will coordinate the evidence collation (see below) and compile a brief report for EA (National Health and Safety Manager).

**Serious Incident Report Collation**

* The Head of the SIMT along with the Investigators should compile a brief report to be circulated to the Chair of the State and National Discipline Committees, State CEO and National Safety Manager.
* Names and telephone numbers of all involved in the SIMT will be included in the event report. TD’s should be included, but investigation material must remain with the Head of the SIMT, and copies with the investigators to ensure authenticity and confidentiality.
* The report will be based on the information collected by the Investigators. It will include all the event details and contact information for event personnel, as well as a summation of *what* occurred (not hearsay), *not why*. This should be circulated to the investigators for approval before sending to the relevant entities. For FEI Competition, the Ground Jury will need to compile a report for the FEI with your assistance.

**In Case of Horse Fatality :**

* In the instance of and equine fatality or an injury sustained that requires an animal to be euthanised either immediately or off site, the SIMP may only be partially activated I.E. witness statements, video of the incident (if possible) and a report by the attending Veterinarian should be gathered.
* The Athlete Support Liaison should follow up with the athlete / owners to ensure support is provided, including a follow-up call a few days / weeks after the event.
* Depending on the level of Event and the wishes of the family, a media statement may **not** be required. If one is to be produced it must be composed in consultation with the horse’s owners.
* The Equestrian Australia National Safety Manager should be notified by TD in post event reporting (Form 8) within 24hrs.