**Serious Incident Investigators - Work Together**

* Your role as investigator is to collect as much information about the incident as possible. From the information you collect via statements, video measurements etc, it may become clear as to how and why the incident occurred.
* Don’t limit yourself to what is contained below if you feel there is something else that should be recorded, and always keep your notes and findings confidential.
* You as a group will need to compile an incident report for EA based on your notes, so be as thorough as you can be.
* If you feel you are not up to the tase of investigator, please let the Head of the SIMT know. There is no shame in this as it can be confronting at times.
* If the incident involves a fatality, you will need to ensure that the scene is preserved for the Police, I.E. nothing moved or taken where possible / practical.

**Information to be collected :**

Use books to record your notes – get out to incident scene quickly to obtain statements.

* Take photos or entire area and measure dimensions of fence (if involved; including take-off, landing etc)
* Video of accident (if available)
* Photos of tack and equipment on horse
* Information and/or photos of equipment of athlete (protective headgear, body-protector)
* Written witness statements including the fence judge (in SIM Grab Pack).
* Make a summary list of those people (name and contact details) you have spoken to vs. taken statements from, to ensure you have collected them all.
* Medical / veterinary reports as they become available.
* Obtain information on the fence / course from TDs (their recorded heights / widths etc.).

**1. Athlete or public fatality/serious injury - From secretary.**

Mr/Mrs/Miss Surname:

First name Age Nationality

From where?

Based where?

married? Yes\_\_\_\_\_\_ No\_\_\_\_\_

children? Yes\_\_\_\_\_\_ No\_\_\_\_\_ if Yes, how many?\_\_\_\_\_\_\_\_   
Guardians Name:

**2. Horse**

Name: Age: gelding - mare - stallion

Owner: Phone number:

**3. Additional information**

Vet attending

Doctor(s) attending

Fence judge(s)

**4. Nature of incident**

Time occurred? Weather conditions? Ground Conditions?

What happened? Compile from witness statements.

How many injured?

Phase of Event:

XC  Fence # Dressage  SJ  W/up   Stables

If XC what fence number or area did incident occur:

**5. Injuries**

Athlete?

Horse?

Member of public?

**6. How is incident being handled?**

Hospital name?

**7. Have witness statements been taken, video obtained from witnesses?**

**8. Background Notes / questions to be asked:**

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?

Had any prior riders experienced difficulty at the same fence / location?

**9. Response**

On grounds response time to incident (estimate of elapsed time from incident)?

External Medical Service: N/A  Road  Air

Response time to incident (estimate of elapsed time from incident to arrival of first intervention)

**10. Course Controller (XC)**

Obtain comms log / information on response times and any statement as necessary

**11. Other consequences**

Cause / Any *perceived* breach of safety?

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**12. Notes:**