XYZ Horse Trials 2023

**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, 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 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;

***“…..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, 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 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 they will initiate the SIMP. It is the primary role of the SIMT to gather information on the incident specifically (administrative response), and provide support to the rider 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 and 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 / Rider Support | *\*\*For National level and below – three competent, sensible, discreet, level-headed people need be appointed* |

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.

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 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 at each area of your competition if required – warm up, main arenas, show jumping.

* 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 by zoom!
* Understand the roles and ensure the logistical actions required at an incident location when an incident is reported (pages following) make sense for your venue and the resources available to you.
* Provide Post Accident support and follow up to rider / 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 TD (or other) and convenes SIM Team briefing in agreed location.
  + 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 incident involves a fatality).
  + Press conference / media release **only if required**- refer to Discipline Chair)
  + Debrief with SIMT, TDs, President of Ground Jury, OC, EA.
* **INCIDENT RESPONSE PLAN– DRESSAGE**

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| **ACTION** | **PERSON RESPONSIBLE**  *(add names where appropriate)* |
| 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 | |
| If medical or Vet teams are called for, the Head of the SIMT collects ‘SIM Grab Pack’ and makes their way to the site to monitor situation. |  |
| Course crews or dressage coordinator to erect screens -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 riders and officials. |  |
| Rider / Family support may be required. Called by Head of SMIT |  |
| Volunteers and people in the immediate vicinity need to be monitored to ensure they have not been adversely affected by the incident. | TDs, Rider / 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 Medical or Vet Team determine injury sustained to be ‘serious,’ Head of SIMT will initiate the SIMP and call for investigators. |  |
| SIMT attends location is briefed by the Head of the SIMT and commence their roles |  |
| **Horse Ambulance Location** |  |
| **Screen Location** |  |

* **INCIDENT RESPONSE PLAN – SHOW JUMPING**

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| **ACTION** | **PERSON RESPONSIBLE**  *(add names where appropriate)* |
| 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 | |
| If medical or Vet teams are called for, the Head of the SIMT collects ‘SIM Grab Pack’ and makes their way to the site to monitor situation. |  |
| Course crews or SJ coordinator to erect screens - delegate for assistance in maintaining a clear and private site for emergency services. |  |
| If prolonged delay, an announcement may be required – information of delay conveyed to warm up or public areas (no details to be disclosed). Keep updating riders and officials. |  |
| Rider / Family support may be required: called by Head of SIMT |  |
| Volunteers and people in the immediate vicinity need to be monitored to ensure they have not been adversely affected by the incident. | TDs, Rider / 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 Medical or Vet Team determine injury sustained to be ‘serious,’ Head of SIMT will initiate the SIMP and call for investigators. |  |
| SIMT attends location is briefed by the Head of the SIMT and commence their roles |  |
| **Horse Ambulance Location** |  |
| **Screen Location** |  |

* **INCIDENT RESPONSE PLAN - CROSS COUNTRY**

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| **ACTION** | **PERSON RESPONSIBLE**  *(add names where appropriate)* |
| 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 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 and stops course and on-coming riders - Identifies location of incident by fence number | Course Controller |
| If medical or Vet teams are called for, the Head of the SIMT collects ‘SIM Grab Pack’ and makes their way to the site to monitor situation. |  |
| Course crews and sector leader (if used) move to incident site with screens and secure site so medical / vet teams can work safely. | 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 and Head of SIMT 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 |
| Rider / Family Liaison people may need to attend incident site. May need to go finish to communicate with family and supporters if required.  Rider / family Liaison will need to return to incident site as necessary. | Head of SIMT. |
| Volunteers and people in the immediate vicinity need to be monitored to ensure they have not been adversely affected by the incident. | TDs, Rider / Family support |
| Course Controller to request Commentary to advise of delay on course (no details to be disclosed). Keep updating riders and officials. | Course Controller |
| If competition is to continue, any relevant information discussed with TDs and Control and 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 |  |
| If Medical or Vet Team determine injury sustained to be ‘serious,’ Head of SIMT will initiate the SIMP and call for investigators. |  |
| Head of SIMT briefs Investigators and family distributes SIM Grab Pack contents and SIMT commences their specific role. | 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 |
| **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 riders 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. |

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

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

The Head of the SIMT will attend (with the ‘SIM Grab Pack’) and monitor any incident where they hear the medical or vet teams have been requested to attend.

In the event a medical team or vet advise the Head of the SIMT that an injury sustained is ‘serious,’ the SIMT will be contacted via the agreed method above, briefed at the scene and will commence their roles.

All required documents and processes will be available in a “SIMT Grab Pack”. This will be left with and available from the Head of the SIMT. The Grab Pack will explain each role further and it is a good idea to have a look at and be familiar with its contents prior to the competition. But briefly;

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| **Head of SIMT** | Attends any incident where the medical or vet teams have been requested. Calls for the rider and family support people to any incident as deemed necessary to look after interests of rider and or any affected people. Convenes the full SIMT if the injuries to rider or animal are deemed ‘serious’. Investigators are briefed and contents of the SIM Grab Pack are distributed. The State Eventing Chairperson is to be notified (who will advise their CEO and the National Safety Manager) and if the rider has deceased, the Police must be notified. They schedule a debrief with SIMT and OC on site, then NSM and 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. |
| **Rider Support / Family Liaison** | Determines who supporters / family / grooms are at the event (finish or stables) and notifies them that an incident has occurred. Ensures that the belongings of the rider are looked after / returned to riders float / truck and that arrangements have been made for the horse/s. 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 support is given. The importance of this role cannot be understated. Reach out for assistance if you need it. This role may continue long after the Event / activity has concluded. Follow-ups are vital. |
| **Media Liaison**  (Can be the Head of the SIMT at National level or below) | Not always will a media release be required! – this role at smaller events may be filled by the Head of the SIMT in conjunction with the OC. They field enquiries from the media if there are any – work with the Head of the SIMT, the OC and EA to establish a release should one be required. If a separate official is appointed to the role other than the Head of the SIMT, they will not directly front the media, just field enquiries from them. |
| **Secretary** | Gathers contact information for the injured rider from the Events’ secretary and collates information from and for 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, 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. |

# Incident Response Team (IRT) Roles – KNOW YOUR ROLE!

**Phase Coordinators:** They must brief their volunteers (warm-up marshals, judges, stewards etc) on agreed protocol for contacting the medical or vet teams in the case of an incident – radio operation and protocol. Also remind judges to record significant events and times of day for future reference. Ensure screens are handy are in known locations, and also that medical crews are familiar with area and are in location. If an incident occurs they are to attend the incident site to assist in making the area safe and private for medical and vet teams to carry out their roles. Erect screens, delegate roles or request course crew assistance etc. cordon off area, provide shade etc.

**Cross Country Course Crews:** Attend scene of incident and 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 as necessary and secure area to allow emergency services clear and private access to carry out their roles– delegate bystanders to hold screens if further work in the area is required. Crews may also be required to assist during other phases if on the grounds.

**Doctor / medical crew / veterinarians:** Professional appointments. Attend to rider / animal. Liaise with Head of the SIMT / TD’s should an injury be deemed ‘serious’. Can request other IRT members provide assistance if required.

**Technical Delegates**: Oversees the incident site and monitors situation. Manages the area where necessary. If during XC phase, relays situational information to course controller (or records information and supplies to controller for inclusion in comms log - off radio) so significant time stamps can be recorded remembering that controller will not be at the site. During other phases the TD will need to ensure time stamps for significant actions are recorded (check with judges), and any other relevant information is conveyed to Event Director / Phase Coordinators such as time delays etc. or indeed behaving in a way that may affect our sport, taking photographs for example. It is accepted that they may not be present due to other responsibilities at the competition.

**Rider Support / Family Liaison:** Provide support to riders through collection of tack from incident site, coordination for transport of horses to floats or riders place of residence, supporter / 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, 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 an absolute must with a major injury. This simple link is vital to follow up and ensure the well-being of our riding community. If the SIMP is enacted they may need to liaise with the OC and recruit more people to assist 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 about and not neglected. Again, the importance of this role cannot be understated.

**XC course controller:** Has control during the normal operation of the cross country course with all communications running 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 keep the commentator and all staff and awaiting riders briefed, and coordinate a competition restart or otherwise as well as a comprehensive log of actions.

# Serious Incident Management Team (SIMT) Roles - Also refer to ‘Grab Pack’

**Head of the SIMT / Spokesperson:** Coordinates the entire team and acts as chairperson at any meeting. He/she will notify relevant Equestrian Australia Personnel in their state, and required statutory bodies i.e. police as necessary. 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 also need to monitor the response teams to ensure they are coping ok.

**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. The Grab Pack contains all relevant material – what is required, 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 involve a larger amount of work if a rider has been severely injured or indeed has deceased. This role is high pressure and its appointees needs to be carefully considered. It is best to have more than one person, and they will require OC support.