SERIOUS INCIDENT MANAGEMENT PLAN- (SIMP)

Name of Event: xxx

Introduction-

The SIMP is intended to prepare the SIMP team for immediate action if a serious accident relating to horse or rider occurs. A serious incident impacts on the sport and should be handled in a consistent way that avoids speculation and misinformation. This SIMP meets requirements of *FEI Memorandum of Eventing Rules.* The SIMP also identifies additional requirements should a serious accident occur during the dressage or jumping phase.

The SIMP is designed to be:

* a quick reference to setting up the SIMP Team before the competition starts and
* a guide to procedures in handling the serious incident and
* assistance in issuing initial press statements and reporting protocols

The triggering of the SIMP will only occur following the process and actions outlined below. This reduces the potential to act reactively by those that may have seen the accident.

Setting Up SIM Team

The SIM team must be comprised of persons capable of remaining calm and detached. In accordance with Annexure X the SIMP team will meet prior to discuss and coordinate the procedure of the logistical arrangements in the event of a serious accident.

* The Ground jury and other event officials will be briefed on the SIMP and the organisational arrangements
* All meetings will take place in the (insert location)
* Laminate cards with all SIM Team member contact details will be distributed.

SIM Team

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Role | Name | Telephone number |
| Co-ordinate SIM Meeting | Meeting Chair |  |  |
| Senior rep of the OC | Head of SIMT |  |  |
| Provide input as necessary and assist in development of plan | Technical Input (Judge/Official) |  |  |
| Supervise medical response appropriate for athletes | Medical officer |  |  |
| OC Manager of Veterinary Response |  |  |  |
| OC Family/Rider Support |  |  |  |
| OC Press Liaison | Media Responses | Briston Toft | 0413 291 465 |
| Secretary | Manages collection of information |  |  |
| Discipline Coordinator |  |  |  |
| Crash Crew | Leader |  |  |
| Delegate to escort Queensland Ambulance Service to site of accident |  |  |  |

The role of the SIM Team is to – prepare and implement the action plan.

1. Complete the briefing
2. Identify actions to trigger SIMP
3. Confirm the logistical action required at the fence on the course (refer table below)
4. Post-accident people support
5. Convene a SIM Team meeting
6. Press conference- media release
7. Debrief- Report to EQ

ACTIONS TO TRIGGER SIMP – SHOW JUMPING

|  |  |
| --- | --- |
| ACTION | PERSON RESPONSIBLE |
| If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio | Judge |
| Notify Head of SIMT | Steward |
| Head of SIMT to monitor situation |  |
| Doctor and Paramedic to attend the fall |  |
| Vet, if required, to attend the fall (VET ON CALL) |  |
| If the Medical and/or vets report that there will be a prolonged delay, advise head of SIMT |  |
| Head of SIMT to invoke SIMP on advice from medical/vets |  |
| Support family and supporters |  |
| Head of SIMT to ask Announcer to advise of delay (no details to be disclosed to public) |  |
| OC Support to escort Queensland Ambulance Service to site of accident |  |
| Horse Ambulance contacted to attend if required |  |

ACTIONS TO TRIGGER SIMP – DRESSAGE

|  |  |
| --- | --- |
| ACTION | PERSON RESPONSIBLE |
| If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio | Judge |
| Notify Head of SIMT | Steward |
| Head of SIMT to monitor situation |  |
| Doctor and Paramedic to attend the fall |  |
| Vet, if required, to attend the fall (VET ON CALL) |  |
| If the Medical and/or vets report that there will be a prolonged delay, advise head of SIMT |  |
| Head of SIMT to invoke SIMP on advice from medical/vets |  |
| Support family and supporters |  |
| Head of SIMT to ask Announcer to advise of delay (no details to be disclosed to public) |  |
| OC Support to escort Queensland Ambulance Service to site of accident |  |
| Horse Ambulance contacted to attend if required |  |

Human Fatality

In the case of a human fatality (competitor or key personnel) occurring during any phase of the competition at the venue, it is the decision of the Organising Committee to cancel the competition.

In addition to actions triggering SIMP listed above:

• No Statements information must be provided other than through media liaison.

• Police must be notified immediately, they will notify next of kin (if not present).

• Names and addresses of witnesses should be gathered immediately and provided to Police.

• Head of the SIM Team will notify EA.

• A member of the SIM Team will attend the hospital and be a link to OC and SIM Team.

• Consider if there is a need for a press conference in consultation with EQ and the OC. Utilise

Horse Fatality

• Horses must be swabbed and/or taken to nearest facility for post mortem examination (if required) .

DEBRIEF process

After compilation of statements, video footage and photos an investigation panel will meet.

Information to be Collected for Investigation

For guidance on information to be obtained Refer to Annexure A of the SIMP (attached)

*(Annex A is an extract from Annex X) of the FEI Memorandum of FEI Eventing Rules*

Formal Debrief Protocol

Prior to the start of the event as part of the SIMP The membership is at the discretion of the Committee but may include those with expertise in event organisation, a judge, an official, a TD, a Vet, a Doctor, trainers or retired riders. Role of committee/person is to study what took place at the event within 24 hours and compile a report.

MEDIA COMMUNICATION

In the event of a serious incident a directive will be given to ALL officials and members of the OC that:

No statements, either verbally or in writing, should be made to press/or any third party unless authorised by the Head of the SIM Team and the SMT/ EA Press officer. All statements must be signed off by the SIMT.

For guidance on the Conduct of a Press Conference and Precedent Press releases refer to Annexure B to this SIMP (attached)

*(Annexure B is an extract from the FEI Memorandum of Eventing Rules.)*

CONTACT DETAILS OF OTHER KEY PERSONNEL TO ASSIST WITH LOGISTICS

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Contact No. | |
| Event Director |  |  | |
| Event Secretary Office |  |  | |
| Stable Manager |  |  | |
| Horse Ambulance |  |  | |
| Police | 000 |  | |
| Veterinary Hospital |  |  | |
| Veterinarian |  |  | |
| Rider Representative |  |  | |
| Air Ambulance  (emergency + app)  GPS coordinates | (example)  27 33’ 56.082” S  151 52’ 56.63” E  E/v 592 m |  | |
| Supervise Veterinary response for horse |  |  | |
| Landowner |  | |  |
| Biosecurity Manager |  | |  |
| Announcer |  | |  |

*Annexure A*

Collection of Information

The report and information collected will be sent after the event to EA and FEI Eventing Department.

Information to be collected

- Photos of fence (including take-off, landing) measurements

- Photos of tack and equipment on horse

- Information and/or photos of equipment of rider (Protective headgear, body-protector)

Information to be established

1. Rider or public fatality/serious injury

Mr/Mrs/Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name .............................................

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_ Nationality ..............

From where? ..........................................................................................

Based where? ........................................................................................

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

children? Yes\_\_\_\_\_\_ No\_\_\_\_\_ if Yes, how many?\_\_\_\_\_\_\_\_

2. Horse

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_ gelding - mare - stallion

Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Additional information

Vet attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor(s) attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fence judge(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Nature of incident

Time occurred\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fence number/area (eg: grandstand)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What happened? (fact, not hearsay)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many injured?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Injuries

Rider\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Horse\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of public\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. How is incident being handled?

Hospital name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Have witness statements been taken?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Background

How many horses had cleared fence prior to incident?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Had this rider cleared the fence earlier on another horse?\_\_\_\_\_\_\_\_\_\_\_\_\_

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How many completed the course?\_\_\_\_\_\_\_\_\_\_\_

How many first timers had completed the course prior to the incident?\_\_\_\_\_\_\_

How many riders had retired?\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Other consequences - NB: not for media publication

Cause\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whose fault\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any breach of safety?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check whether the rider has won any prizes on another horse which could be involved in the prize-giving

10. Prognosis

If injuries, what is result?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Annexure B*

Information Statement examples

1. Example Public or Rider fatality statement

Holding statement:

A rider has suffered serious injuries. Further information will be released as soon as it becomes available.

*If fatality is confirmed:*

Statement on fatal accident at name of event level of event (country)

It is with the deepest regret that we confirm that athlete (country) suffered a fatal accident today (date) while competing at the name of event (country).

Name of athlete and his/her horse add name suffered (a fall, at fence or on the course – brief details of incident).

On-site medical specialists were at the scene immediately after the accident, but sadly the athlete could not be saved – information on whether the rider was taken to hospital or treated at the scene. The horse was examined by an official veterinarian and was unhurt/treated for a minor injury to its left hind leg – information on the health status of the horse.

Brief biographical information on the athlete.

FEI will provide a quote expressing extreme sadness at this accident.

Quote from the event/National Federation

Do not expand on injuries to rider.

The press may ask about the dimensions of the fence at which the accident happened. This information should not be divulged. A member of the press may measure the fence incorrectly and dispute your measurements. A suggested reply to avoid this is:

 *“All fences on the course are within the dimensions specified in the rules and no details will be discussed before the Coroner’s Inquest.”*

Try to avoid saying how many horses had successfully jumped the fence before the accident (it smacks of a whitewash) but be prepared for a question and work out how many.

A standard paragraph should be included, along the lines of one of these:

 “*At every FEI event, the maximum consideration is given to the safety and welfare or horses and competitors.*

*Mr/Mrs/Miss\_\_\_\_\_\_\_\_\_\_\_\_\_(President of the Ground Jury) said: On behalf of the whole sport, I would like to extend our deepest sympathy to \_\_\_\_\_\_\_\_\_\_’s (first name) family.”*

or:

• *“On the rare occasions an athlete suffers a fatal accident at an Eventing competition; it is a tragic loss. The thoughts and prayers of horse people all over the world are with her/his family at this sad time.”*

• Horse’s state should be mentioned (uninjured, injured…)