

EVENTING INCIDENT RESPONSE MANAGEMENT PLAN (IRMP) AND PROCEDURES. FORM 02

Introduction

Event Organisers are to ensure this Incident Response Management Plan (IRMP) is revised and adjusted for each specific event and venue. The IRMP is, discussed and understood by all tasked with specific roles within the plan prior to every event. This is to ensure any incident during any phase of the event can be attended to promptly by the Incident Response Team (IRT), and in accordance with the relevant Incident Response Plan (IRP).

Definitions:

Incident: Any occurrence where Medical or Veterinary intervention is required regardless of outcome: no-injury or injury.

Medical Response Team: includes the event Doctor, Medical Service Provider (MSP) and Veterinary team.

Serious Incident deemed by the medical or veterinary team at the event is defined as

“Any human fatality and/or any critical injury as determined by the attending Medical Response Team and/or National Health and Safety Manager” (National Eventing Rules - Appendix D 1.1).

Incident Response Team (IRT): Group of defined and agreed first responders for any event incident.

Incident Response Briefing: Pre-event briefing for IRT (first responders) to any incident, ensuring a three (3) minute response is co-ordinated and achieved.

Serious Incident Management Team (SIMT): Group of designated persons with defined roles and responsibilities to manage and report a serious incident.

Serious Incident Management Plan (SIMP): Documented process with predetermined allocation of response team roles and duties


Serious Incident Management Team-Grab Pack (SIMT-GP): Documents and information to implement the SIMP.

Serious Incident Management Team Review Crew: Collate and secure all post incident information for NHSM.


Serious Incident Management Meeting: Pre-event meeting to outline and discuss all planned response team roles and duties, emergency access, support networks, EA reporting requirements etc.

Critical Incident Management Team: Designated and skilled National EA team that manages all post serious incident responses, investigations, media management and incident reviews.


Key Points: PLAN, PREPARE & IMPLEMENT a coordinated response to all incidents.



1. Discuss and **PLAN** with your phase coordinators, how to respond to an incident **during any phase of the event.**



2. **PREPARE** a documented step-by-step Incident Response Plan (IRP) using templates provided.



3. Discuss **IMPLEMENTATION** and logistics of how and by whom the Medical and Veterinary response teams will be notified at each phase & location of the event as required. E.g., warm up, main arenas, show jumping dressage etc.

Always Refer to: Eventing Rules- Annexure D

Teams Overview: 1) Incident Response and 2) Serious Incident Management

Difference between **Incident Response Team (IRT)** and **Serious Incident Management Team (SIMT)**.

STAGE 1: INCIDENT RESPONSE TEAM (IRT)

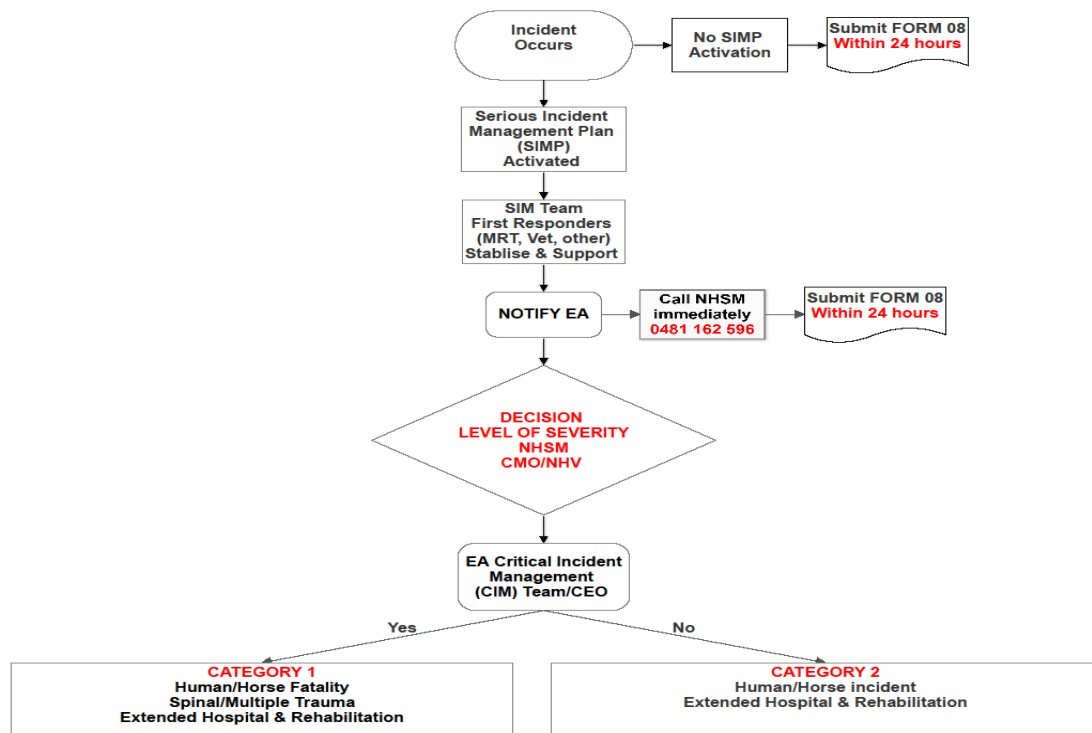
- Ensure documented IRP and SIMP are accurate and disseminated to all IRT and SIMT personnel.
- Ensure an event **Incident Response Briefing** and **SIMT meetings** are conducted prior to the commencement of the event (or multiple). These meetings can be face-to-face and/or online, with meeting attendance records.
- Ensure all responders understand their roles and actions required at an incident location when reported.
- Ensure all relevant incident response resources are provided to the IRT.
- Ensure good communication and care is provided at the time of the incident and post incident as required. Always provide post incident support and follow up to the athlete/family/officials and anyone who may be affected by the incident.

Following IRT review, if an incident is deemed **serious** by the Medical or Veterinary team Stage 2 is actioned.

STAGE:2 SERIOUS INCIDENT MANAGEMENT TEAM (SIMT)

- **Head of SIMT (HOS)** is notified by Rider Support/Family Liaison (or other) and convenes SIMT to access SIMT-GP and commence incident report process.
- HOS notifies all relevant parties: National Health & Safety Manager (NHSM), State Discipline Chair, State CEO and Police if the incident is a fatality.
- All media or press conference liaison and communications are **only** to be actioned by **EAs National Critical Incident Management Team (CIMT)**
- Post-incident debriefs to be actioned by EA NHSM in consultation with EA State CEO and OC if/as required with SIMT, TDs, President of Ground Jury, and all relevant others.

Equestrian Australia Serious Incident > Critical Incident Process



TEMPLATE 1. IRT/SIMT Contact Details

ACTION: Contact details for IRT/SIMT to be printed off and available on “duty-cards” / “swing-tags” (or similar) provided to senior officials and IRT/SIMT members. All communication methods must be discussed and agreed upon prior to competition as some venues may not have adequate mobile reception.

STAGE 1: INCIDENT RESPONSE TEAM (IRT)

Role: IRT are a designated group of people who must respond immediately and calmly when an incident occurs or is reported during any phase of the event.

The IRT work collaboratively to ensure an organised and coordinated incident response is provided (medical/veterinary assistance) within a three (3) minute response time, whilst securing the area.

IRT to include the following:

- Event Doctor and Medical Service Provider (FEI Applicable)
- Veterinarians (Vet)
- Course/fence repair crews
- Phase/discipline coordinators
- Technical delegates (TD)
- XC Course Control (CC)
- Rider/family support/liaison (two people)

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.
- TDs must be informed of the incident, with their input received if/ as required.
- 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 teams are familiar with the area and are in location.
- Following an incident, the 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.

Event Doctor / Medical Service Provider / Veterinarian Teams:

- Attend to athlete/horse.
- Liaise with Rider Support/Family Liaison/HOS/TD's if incident is deemed **serious**.
- Request other IRT members to help if/as required.
- Action an initial follow up phone call to any injured athlete at an event (or their NOK) to determine status and identify any ongoing support needs if/as required.
- Liaise with Rider Support/Family Liaison to provide initial status update and potential ongoing support and needs.
- Complete all EA Mandatory Incident Reporting processes. The Event Doctor, MSP, or Veterinarian (Horse incidents only) are to report an incident **using Form 08 within 24 hours** using this link:
<https://form.jotform.com/202477282848061>

Technical Delegates:

- Oversee the incident site and monitors situation.
- Manage 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 **serious** incidents are recorded (check with judges). Other relevant information is conveyed to Event Director/Phase Coordinators such as time delays and any relevant photographs.
- Also, it is accepted that they may not be present due to other responsibilities at the competition.

Rider Support / Family Liaison:

Attends **every** incident (as required) where Medical or Vet assistance is required.

- Rider Support/Family Liaison **notifies HOS** if an incident is deemed **serious** by the Medical or Vet teams
- Provides support to athletes and will assist with collection of tack or other personal items from incident site, coordination for transport of horse/s to float/truck or athletes place of residence, notification to supporter / family if at the event or off site, accompanying or transferring an athlete to hospital if/as required.
- If the SIMP is activated liaison with the OC and recruitment of additional assistance may be required if determined numerous people are/have been affected by the incident.
- Ensure communications are maintained to ensure the well-being of our equestrian community. Follow-ups are necessary to ensure those affected have been provided care and support.
- Note: support personnel are the link between the athlete, their family/friends, the organisers and EAs NHSM.

XC Course Control:

- Central control during normal 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.

Once course safety is achieved for IRT access, the TD 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 coordinate an event restart as able, including maintenance of a comprehensive log of incident response actions.

STAGE: 2. SERIOUS INCIDENT MANAGEMENT TEAM (SIMT)

Role: SIMT **only** convenes when the Medical or Veterinary IRT have determined an incident is **serious** and this **only** occurs after the IRT have initially responded to an incident. When an incident is deemed **serious**, head of SIMT must be notified immediately.

SIMT to include IRP plus the following:

- Head of the SMIT / Spokesperson
- Secretary
- Organising Committee Liaison Representative
- SIMP Review Crew

SUMMARY SERIOUS INCIDENT MANAGEMENT TEAM (SIMT) ROLES & RESPONSIBILITIES

Head of the SIMT:

- Coordinates the entire incident response team/s
- The designated chairperson at any meeting
- Notifies all relevant parties of an incident. E.g., EA NHSM, State Personnel statutory bodies i.e., police if/as required.
- HOS (with the Event Director) is the only spokesperson for the event if an incident occurs.
- May assist the athlete/family support personnel in maintaining contact between the event and the injured and/or their family.
- Monitors all response teams and relevant others helping to ensure they too are not compromised following an incident.

Media Liaison (internal only):

Collates all written or electronic communication for the approval of and in conjunction with the HOS and Event Director.

Secretary:

Collates all information and assists with meeting minutes and administrative tasks if/as required by HOS and SIMT Review Crew.

SIMT Review Crew:

Access SIMT-Grab Pack containing all relevant incident response materials to collect, record, and collate as much information as possible (notes, photographs, video footage etc) relating to the incident to be **forwarded to EAs NHSM as soon as able or within 24 hours** of a **serious** incident. Maintain confidentiality of all incident information.

NO witness statements or incident investigations to be conducted unless directed by EAs NHSM.

Rider Support / Family Liaison:

Attends **every** incident where Medical or Vet assistance is required

- Rider Support/Family Liaison **notifies HOS** if an incident is deemed **serious** by the Medical or Vet teams
- Provides support to athletes and will assist with collection of tack or other personal items from incident site, coordination for transport of horse/s to float/truck or athletes place of residence, notification to supporter / family if at the event or off site, accompanying or transferring an athlete to hospital if/as required.
- If the SIMP is activated liaison with the OC and recruitment of additional assistance may be required if determined numerous people are/have been affected by the incident.
- Ensure communications are maintained to ensure the well-being of our equestrian community. Follow-ups are necessary to ensure those affected have been provided care and support.
- Note: support personnel are the link between the athlete, their family/friends, the organisers and EAs NHSM.

HUMAN FATALITY NOTIFICATIONS AND MANAGEMENT

When a human fatality occurs, the event MUST cease immediately, without recommencement.

All notifications **must** be made immediately by **HOS**:

1. **State Police**
2. **Chairperson of State Discipline** (i.e., Chair of the State Eventing Committee), and provide them with all incident details.
3. Chairperson of State Discipline **only** to contact: 1) **EAs NHSM**, and 2) Chair of the National Committee 3) CEO of the relevant State Branch of Equestrian Australia.

Note: Police will contact next of kin if not present at the event.

- If Police request to inspect the fence/incident area, a senior event official **must** accompany them.
- Rider Support Liaison **must** attend (with mobile phone) the hospital to:
 - Provide direct communications to 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 family support assistance for the immediate requirements of the athlete's family and/or team/friends and/or horse owner. This may include but is not limited to caring for the athlete/owner's horse, driving the horse float/truck, booking accommodation, transport, food etc if/as required.
- Ensure SIMT Review Crew convene and carry out their roles as soon as practical.
- No incident information is to be provided to media until confirmed that the next of kin have been informed. All contact is to be **directed to EAs CIMT Spokesperson**.

HORSE FATALITY (EUTHANASIA) NOTIFICATIONS AND MANAGEMENT

- If a horse is injured at an event and requires euthanasia (immediately or off event site), the SIMP may only be partially activated. Vet must attend and complete all relevant event records and reporting requirements, including EAs Incident Report Form 08 (horse section only).
- Rider Support/Family Liaison must contact the athlete/owner/s of the horse to ensure support is provided. Communications may be ongoing for a few weeks post-event.
- Depending on the level of event and the wishes of the family, a media statement may **not** be required. The Media Liaison Representative must discuss with the horse owners and any media requests **to be forwarded to EAs NHSM**. Alternatively, all reference to the owners must be removed from any media statements.
- Maintain regular communications with Rider Support/Family Liaison to ensure they also have support.

POST-INCIDENT DEBRIEF/S AND CIMT MANAGEMENT

- A. Prior to leaving the event venue, HOS may schedule an initial debrief meeting with OC, TDs, Doctor/MSP, Vet/s, SIMT Review Crew and relevant others to discuss the incident response. 1) to provide support to all incident responders and 2) discuss follow-up process with athlete, their family and any person that may have been affected.
- B. For all **Category 1 Serious Incidents**, following the initial event debrief, EAs CIMT will work-with the State CEO and eventing committee regarding next steps. This may include but is not limited to:
 - EAs NHSM to schedule an internal debrief with SIMT, relevant others, and facilitate counselling if/as required
 - All SIMT and TDs contact details (names and mobiles) to be forwarded to EAs NHSM as soon as able, post incident.
 - All communications and reports to be managed by EAs CIMT and legal representation.
 - No additional investigation documents, information and any material are to be completed or distributed without further instructions from **EAs NHSM/CIMT**.

TEMPLATE 2. IRT/SIMT CONTACT DETAILS

	Role	Name	Phone
IRT	Event Doctor		
	Medical/MSP		
	Head of Vet services		
	Head of Course Crew		
	Technical Delegate		
	Technical Delegate		
	Rider Support Liaison		
	Rider Support Liaison		
	XC Coordinator		
	XC Course Controller		
	SJ Coordinator		
	Dressage Coordinator		
SIMT	Head of SIMT (HOS)		
	Media Liaison (internal)		
	Secretary		
	SIMT Review Crew:	1.	
		2.	
	3.		
	Venue Address		
	Venue GPS Coordinates		
	Event Secretary Office		
	Local Police Station		
	Local Veterinary Hospital		
	Local Hospital		
	EA National Health and Safety Manager (NHSM)	safety@equestrian.org.au	0481 162 596
	State Eventing Committee Chair		
	State CEO		
	State Dressage Chair		
	State Jumping Chair		
	State Eventing Chair		

TEMPLATE 3. DRESSAGE - INCIDENT RESPONSE PLAN (IRP)

ACTION	PERSON/S RESPONSIBLE <i>(Add names here as required)</i>
If the rider 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 required, the TDs and Rider Support Liaison (<u>as required</u>) make their way to the site to monitor situation and provide support for the rider.	
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 riders and officials.	
Volunteers and people in the immediate vicinity 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 into incident location	
If injury is deemed ' serious ' by the Medical or Vet teams the Rider Support/Family Liaison will contact the HOS to initiate the SIMP.	
HOS and Review Crew are briefed by TDs. HOS distributes SIM Grab Pack contents and SIMT commences their specific roles including the Rider Support/Family Liaison.	HOS
Ambulance Location	
Horse Ambulance Location	
Screen Location	

TEMPLATE 4. SHOW JUMPING - INCIDENT RESPONSE PLAN (IRP)

ACTION	PERSON/s RESPONSIBLE <i>(Add names here as required)</i>
If the rider or the horse do not stand up- Medical and/or Vet assistance is requested by radio	
Doctor / medical team to attend incident as requested	
If Medical or Vet teams are requested the TDs and Rider Support/Family Liaison <u>(as required)</u> are to immediately attend the incident location to monitor the situation and provide athlete support.	
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 riders 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, Rider / Family support
If civil ambulance is to be called, then it is to be met at the main entry and escorted into incident location	
If injury is deemed serious by the Medical or Vet teams the Rider Support/Family Liaison will contact the HOS to initiate the SIMP.	
HOS and Review Crew are briefed by TDs. HOS distributes SIM Grab Pack contents and SIMT commences their specific roles including the Rider Support/Family Liaison.	HOS
Ambulance Location	
Horse Ambulance Location	
Screen Location	

TEMPLATE 5. CROSS COUNTRY - INCIDENT RESPONSE PLAN (IRP)

ACTION	PERSON RESPONSIBLE <i>(Add names here as required)</i>
If the rider or the horse do not immediately stand up- Medical and/or Vet assistance is requested by radio	Fence Judge
Radio report to Course Control advising course not clear and further assistance required.	Fence Judge
Radio silence - all communications must cease until course controller has established and despatched the required response, secured a safe course and handed over to Technical Delegates.	
Course Control requests medical / vet assistance to attend incident site, start is held, and on-coming riders are stopped - Identifies location of incident by fence number and location.	Course Control
If Medical or Vet teams are called, the Rider Support/Family Liaison <u>(as required)</u> make their way to the site to monitor situation and provide support to the rider.	
Course crews and sector leader (if required 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/MSP to be escorted / guided to incident site (if applicable)	
TD to go to incident site and provide lead incident response management. Liaises with XC controller Rider Support/Family Liaison and Medical/Vet teams.	Technical Delegate
If Medical and or Vets report, there will be a prolonged delay - XC Course Control to be notified immediately	Technical Delegate/Sector Leader
If injury is deemed serious by the Medical or Vet teams the Rider Support/Family Liaison will contact the HOS 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, 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 Control
If competition is to continue, any relevant information discussed with TDs and Control then relayed to start/start marshal.	Technical Delegates & Course Control
If civil ambulance is to be called, then it is to be met at the main entry and escorted into incident location or where required.	
HOS and Review Crew are briefed by TDs. HOS distributes SIM Grab Pack contents and SIMT commences their specific roles including the Rider Support/Family Liaison.	HOS
If competition ceases 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 / Course Controller
Ambulance Location	
Horse Ambulance Location	
Screen Location	With Course Crew at Minimum
If there is a HUMAN FATALITY the event ceases, without recommencement.	

IF EVENT CONTINUES, CONSIDER – (All Phases)

Determine if sufficient people resources are available to safely continue to run the event (Medical & Veterinary).	Ground Jury and TD in consultation with representative from organising committee
Arrange for replacement of judges/other volunteers as necessary	Coordinators
Rider Support/Family Liaison to offer support to any persons effected. Arrange support for athletes' family/team and horse owner	More people may need to assist in this role. Be aware of others who may have been adversely affected by the incident.

TEMPLATE 6. Serious Incident Management Plan (SIMP)

SERIOUS INCIDENT MANAGEMENT PLAN/PROCEDURE	
Date:	Event Name (As Insured):
SIMT Meeting Room Location:	
Method of SIMT Contact:	WhatsApp Group / Radio / Phone

Identify a suitable meeting room in a quiet location. Resources to include but not limited to, table, chairs, paper, whiteboard, adequate ventilation, water etc. Ensure meeting location is documented in event SIMP.

The Rider/Family Support Liaison will attend and monitor any incident where Medical or Vet teams have been requested to attend.

If the incident is deemed to be that of a **serious injury** Head of the SIMT (HOS) will be contacted by the Rider Support/Family Liaison (or TDs if available) via agreed communications (refer to IRP). HOS to convene SIMT Review Crew at the incident site, will be briefed by the TDs and then commence their roles.

All required documents and processes are available in a **SIMT - Grab Pack (SIMT - GP)** and disseminated by HOS. SIMT-GP explains each responder's role and it is important that all IRT/SIMT members are familiar with its contents prior to commencement of the event.

The SIMT pre-event briefing meeting must be conducted prior to every event. Always document who attended the briefing and record any discussions or agreed changes. Record all virtual meetings and or save the transcript for future reference.

Head of SIMT (HOS)	<p>Listens to event radio and maintains a level of alertness for Medical/Veterinary despatch calls.</p> <p>Attends any incident where the Medical or Vet teams have been requested or will be contacted by the rider support liaison (or TDs) if an injury is deemed serious.</p> <p>Notifies:</p> <ol style="list-style-type: none"> State Police (if human fatality) Chairperson of State Discipline (i.e., Chair of the State Eventing Committee), and provide them with all incident details. Chairperson to contact 1) EAs NHSM, 2) Chair of the National Committee and 3) CEO of the relevant State Branch of Equestrian Australia. <p>Monitors any situation and determines what resources may be required; if injury is not serious, but the athlete still requires transfer to hospital. Or if any other assistance is required Rider Liaison/Family support will need to be engaged to provide that support.</p> <p>Ensure the Rider Liaison/Family Support person/s 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 horse, driving the horse float / truck etc. You may need require further assistance so maintaining contact with the event Rider Support Liaison as one member, may be required to travel with the athlete to hospital.</p> <p>Calls SIMT Review Crew to the incident site, provides an incident brief, distributes contents of the SIMT-Grab Pack and agree to meet at the meeting place upon completion of their tasks. This must be completed as soon as practical.</p> <p>Ensure meeting room is clear, quiet and ready for use. You do not need to remain at the incident site.</p> <p>The designated chairperson at any meeting</p> <p>Assist SIMT Review Crew as required in collating all pre-event planning information, incident information with secretary, for EA NHSM. Copies may be required (Cam scanner phone app can assist if no copier is available).</p> <p>Ensure all response personnel understand all incident information is confidential and not to be circulated outside official channels.</p> <p>Schedule initial event debrief with SIMT and OC on event site. Advise and ensure a follow-up debrief is actioned by EAs NHSM for all Category 1 Serious Incidents.</p> <p>Ensure all media or press conference liaison and communications are only actioned by EAs CIMT Lead, via EAs NHSM.</p>
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	<p>Ensure that Rider Support/Family Liaison representatives contact and provide follow up support post-incident with the athlete/family regarding athletes' progress/family comfort. Communications may be ongoing for a few weeks post-event.</p> <p>Maintain regular communications with Rider Support/Family Liaison personnel to ensure they are ok and have support.</p> <p>Monitor all response teams and relevant others who assisted to ensure they too are not compromised following an incident. Report any concerns to EAs NHSM.</p>
<p>Rider Support / Family Liaison (Full Event Role)</p>	<p><u>Attends every incident where Medical or Vet assistance is required.</u></p> <p>Rider Support/Family Liaison notifies HOS if an incident is deemed serious by the Medical or Vet teams</p> <p>Provides support to athletes and will assist with collection of tack or other personal items from incident site, coordination for transport of horse/s to float/truck or athletes place of residence, notification to supporter / family if at the event or off site, accompanying or transferring an athlete to hospital if/as required.</p> <p>If the SIMP is activated liaison with the OC and recruitment of additional assistance may be required if determined numerous people are/have been affected by the incident.</p> <p>Ensure communications are maintained to ensure the well-being of our equestrian community. Follow-ups are necessary to ensure those affected have been provided care and support.</p> <p>Note: support personnel are the link between the athlete, their family/friends, the organisers and EAs NHSM.</p>
<p>Media Liaison (Internal)</p>	<p>Role at smaller events may be filled by the HOS (at National level or below) in conjunction with the OC as not always required.</p> <p>All media and other enquires to be referred to CIMT Lead via NHSM</p>
<p>Secretary</p>	<p>Obtain contact information for the injured athlete from event secretary.</p> <p>Collate information from and for SIMT Review Crew</p> <p>May be required to assist HOST or SIMT Review Crew if/as required.</p>
<p>SIMT Review Crew</p>	<p>Collects and collates all pre-event planning information, incident information with secretary, for EA NHSM. For example, video footage, photographs, relevant times of incident, comms logs, weather, pertinent measurements where relevant, such as fence dimensions SJ or XC - distances from a fence to incident, only facts. (Note: measurements by SIMT Review Crew not as re-recorded from TDs).</p> <p>Collates all documents and information and provides copies to HOS.</p> <p>Assists the HOS in compiling all documents and incident information to be forwarded to EAs NHSM as soon as able or within 24 hours of a serious incident.</p> <p>Note:</p> <p>NO witness statements or incident investigations to be conducted unless directed by EAs NHSM.</p>

TEMPLATE 7. SIMT- Review Crew Checklist

This checklist is to be used by the SIMT-Review Crew, following a Serious Incident Category 1 or 2.

Please work with Head or SIMT, OC and Event Secretary to obtain all the following confidential records.

Event Name (As Insured):	Location:
Facilitator:	Event Date:
F2F/ Virtual:	Meeting Date
Time meeting commenced: (am/pm)	Time meeting closed: (am/pm)

Documents: Pre- event & During	
<input type="checkbox"/> Copy of IRT/SIMT Contact Details	<input type="checkbox"/> Copy of Eventing Form 06 and Form 07
<input type="checkbox"/> Copy of Eventing SIMT Briefing Meeting	<input type="checkbox"/> Copy of Rider Briefing Notes
<input type="checkbox"/> Copy of Specific (Dressage/Jumping /Cross Country) Incident Response Plan	<input type="checkbox"/> Copy of Cross-Country brief if/as required
<input type="checkbox"/> Copy of Event Specific Serious Incident Management Plan/Procedure	<input type="checkbox"/> Copy of any Event Risk Management Plans if available
<input type="checkbox"/> Copy of any/all Pre-event Risk Mitigation Checklists	<input type="checkbox"/> Copy of Event Insurance Certificate of Currency
Other:	<input type="checkbox"/> Copy of SESA (Form 01) Documentation

Documents: Video/Photos/Other	
<input type="checkbox"/> Photos of Incident from family or bystanders	<input type="checkbox"/> Video Footage from family or bystanders
<input type="checkbox"/> Video Footage from Rider Video	<input type="checkbox"/> Video footage from Eventful Life
Other:	

Other – If directed by NHSM		
<input type="checkbox"/> Witness Statements (Note: All witness Statements MUST be submitted in DRAFT form with NO signatures)	<input type="checkbox"/> Internal Review Report	
Name of SIMT Review CREW		
Name	Contact Number	Signature
1.		
2.		
3.		

This checklist and all documents listed above must be forwarded to EAs NHSM as soon as able or as advised by EAs NHSM. Please forward to safety@equestrian.org.au and marked as CONFIDENTIAL.