SERIOUS INCIDENT MANAGEMENT PLAN- (SIMP) – (template)

Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction-

The SIMP is intended to prepare the SIMP team for immediate action if a serious accident relating to horse or rider occurs at the XXXXXXX trials. A serious incident impacts on the sport of Eventing and should be handled in a consistent way that avoids speculation and misinformation.

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

Setting Up SIM Team

The SIM team must be comprised of persons capable of remaining calm and detached. The team will meet 1 day before the Cross country 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 XXXXXXX
* Laminate cards with all SIM Team member contact details will be distributed.

SIM Team 2021

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Role | Name | Telephone number |
| Senior rep of the OC | Head of SIMT |  |  |
| Provide input as necessary and assist in development of plan | Technical Delegate |  |  |
|  | Technical Delegate |  |  |
| Supervise medical response appropriate for athletes | Chief Medical officer |  |  |
| OC Manager of Veterinary Response | Veterinary Delegate |  |  |
| OC Family/Rider Support |  |  |  |
| OC Press Liaison | Media Responses |  |  |
| Secretary | Manages collection of information |  |  |
| Dressage Coordinator |  |  |  |
| SJ Coordinator |  |  |  |
| XC Coordinator |  |  |  |
| Course Controller |  |  |  |
| Crash Crew | Leader |  |  |

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 President of Ground Jury, OC, FEI

ACTIONS TO TRIGGER SIMP – CROSS COUNTRY

|  |  |
| --- | --- |
| ACTION | PERSON RESPONSIBLE |
| All falls are to be called in by radio to central control |  |
| If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio to central control |  |
| Head of SIMT to monitor situation |  |
| Central Control stops course  Identifies jump number |  |
| Paramedic attend the fall |  |
| Vet if required to attend the fall |  |
| Course Doctor to be escorted to relevant area if required / jump and/or  Horse Ambulance to location of jump if required |  |
| If Medical and or Vets report a life threatening situation Control to be advised |  |
| Central Control and Head of SIMT to provide update to each other via phone |  |
| Depending on the seriousness of the situation, Head of SIMT to invoke SIMP with discussion with TD’s on advice from Medical/Vet |  |
| Cross Country co-ordinator support person to attend finish to communicate to support family and supporters |  |
| Central Controller to request Commentary to advise of delay on course (no details to be disclosed to public) |  |
| Delegate to escort Ambulance XXXX to site of accident |  |

LOGISTICAL ACTION REQUIRED AT FENCE-

|  |  |
| --- | --- |
| Set up screens at site |  |
| Provide treatment and clear course when safe to do so- reliant on Medical and Vet advice |  |
| Riders helmet to accompany rider to hospital in ambulance if required |  |
| Call for Fence repair if required. |  |
| Tape off area to keep public away including photographers to be asked to refrain from photographing |  |
| TD to contain area and seek advice on fall from Doctor and possible delay |  |
| Collate names and contact details of any witnesses |  |
| Ask Fence Judges to come to office to make a written statement |  |
| Collate photos, videos, diagrams Call for SIMT – Family Liaison to offer support to persons effected |  |
| Call for SIMT – Family Liaison person to offer support to persons effected |  |
| In case of competitor fatality on the XC course, the event will be cancelled – Report to police and cancel event. | |

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 |  |
| Notify Head of SIMT |  |
| Head of SIMT to monitor situation |  |
| Doctor and Paramedic to attend the fall |  |
| Vet, if required, to attend the fall |  |
| 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 Commentary to advise of delay on course (no details to be disclosed to public) |  |
| OC Support to escort Ambulance Vic 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 |  |
| Notify Head of SIMT |  |
| Head of SIMT to monitor situation |  |
| Paramedic and Doctor attend the fall |  |
| Vet if required to attend the fall |  |
| If the Medical and/or vets report that there will be a prolonged delay, advise head of SIMP |  |
| Head of SIMT to invoke SIMP on advice from vets/medical |  |
| Support family and supporters |  |
| Head of SIMT to ask Commentary to advise of delay for dressage phase (no details to be disclosed to public) |  |
| OC Support to escort Ambulance XX to site of accident |  |
| Horse Ambulance contacted to attend if required |  |

EVENT CONTINUES

|  |  |
| --- | --- |
| Decide if Event to continue - (consider)   * Determine if sufficient people resources available to reallocate to other roles and still practicable to safely run event |  |
| Arrange for replacement of judges/other volunteers as required |  |
| Call for SIMT- Family Liaison to offer support to persons effected   * OC representative to relevant hospital to be direct link with SIMT * Arranger support for riders’ family/team and horse owner |  |
| Advise commentary to announce that there is a hold up on course due to an accident. ( No details to be provided) |  |

CONTACT DETAILS OF OTHER KEY PERSONNEL TO ASSIST WITH LOGISTICS

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Contact No. | |
| Event Secretary Office |  |  | |
| Horse Ambulance |  |  | |
| Police |  |  | |
| Veterinary Hospital XXXX |  |  | |
| Veterinarian |  |  | |
| Air Ambulance  (emergency + app)  GPS coordinates (XXXX) |  |  | |
| Supervise Veterinary response for horse |  |  | |
| Landowner XXXX |  | |  |

DEBRIEF process

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

Investigation Team and Collection of Information

An independent Investigation panel of 3 members (a non-competing athlete, FEI current or retired Official and a 3rd experience Eventing person) will be appointed by the Organizers, TD before the Cross Country to carry out a confidential investigation on the circumstances surrounding the accident and report will be coordinated by TD to be reviewed by the FEI Risk Management Group.

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

|  |  |  |
| --- | --- | --- |
| Investigation panel | Name | Phone |
| Member 1 (Non-officiating Official) |  |  |
| Member 2 (non-competing athlete) |  |  |
| Member 3 (experienced in Eventing) |  |  |

Collecting witness statements

For guidance on information to be obtained from Witness Statements Refer to Annexure A of the SIMP.

*(Annex A is an extract from Annex X page 83) of the FEI Memorandum of FEI Eventing Rules*

MEDIA COMMUNICATION

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 XI to this SIMP.

*(Annexure XI is an extract from the FEI Memorandum of Eventing Rules Annex X refer to pages 74 - 75 inclusive.)*

https://inside.fei.org/sites/default/files/FEI%202020%20%20Eventing%20Memorandum%2020.05.2020.pdf