

# SERIOUS INCIDENT MANAGEMENT PLAN

## VEIS Dressage Series Round 3 2022

### Introduction

The SIMP is intended to prepare the SIMP team for immediate action if a serious accident relating to horse or rider (or key personnel) occurs at VEIS DRESSAGE SERIES ROUND 3. A serious incident impacts on Interschool equestrian sports and should be handled in a consistent way that avoids speculation and misinformation. This SIMP meets requirements of *Equestrian Australia*. The SIMP also identifies additional requirements should a serious accident occur during the competition.

The SIMP is designed to be:

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

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 the SIMP team will meet prior to commencement of the competition, to discuss and coordinate the procedure of the logistical arrangements in the event of a serious accident.

The Organizing Committee will be briefed on the SIMP and the organizational arrangements. Meetings will take place in the Event Administration Office at Werribee unless advised otherwise.

A Copy of the SIMP will be held at the event Office.

### SIM Team 2022 VEIS Round 3

Function	Role	Name	Telephone number
Senior Rep of the OC	<b>Chair</b>	Michelle Heagney	01429013358
Provide input as necessary and assist in development of plan	<b>Technical Delegate or their rep</b>	Jan Smith	0417 527 412
Supervise medical response appropriate for athletes	Assess situation, monitor patient , call for any further assistance	Event Medical Team	Radio Channel
Manager of Veterinary Response	<b>Veterinary assistance</b>	Jan Smith	
Family/Rider Support	<b>ISV Chair</b>	Julia Williams	0408 548 065
Press Liaison	<b>Media Responses Chairperson</b>	Julia Williams	0408 548 065
Secretary	<b>Manages collection of information</b>	Michelle Heagney	0429013358
Ambulance Escort	<b>Retrieves and Guides additional Ambulance Victoria into venue as required</b>	OC Rep	

## FUNCTION OF SIMP TEAM

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

- a) Complete the briefing
- b) Identify actions to trigger SIMP
- c) Confirm the logistical action (refer table below)
- d) Post accident people support
- e) Convene a SIM Team meeting
- f) Press conference- media release
- g) Debrief- OC, Equestrian Victoria

## ACTIONS TO TRIGGER SIMP – All phases of the competition

Process and actions		Person responsible
If the rider or the horse do not immediately stand up- Medical and/or Veterinary assistance is called for by radio/mobile phone		Marshal, Dressage judge Ring Steward
Radio/phone report to Event office advising if ring area is not clear- Head of SIMT to monitor situation		Marshal, Dressage Judge,
Stop arena, warm up etc.  Identifies location of accident and effected areas of competition.  Determines from reports whether further SIM is required and dispatches appropriate personnel.		Michelle Heagney
Paramedic directly attend the accident location		Event Medical Team
Vets attend the accident location		Vet from Local company
Mobile First aid to be escorted to relevant area Horse Ambulance escorted to location of accident		WPNEC to confirm supply
If Medical and/or Vets report, there will be a prolonged delay. Advise Event office of prolonged delay		Michelle Heagney
Head of SIMT to attend location		Michelle Heagney
Depending on the seriousness of the accident SIMT in consultation with TD and to activate SIMP		Michelle Heagney
Support person to attend to communicate with family and supporters		Julia Williams/EV Rep
SIMT controller to request any commentary to advise of delay of ring, events in the area (no details to be disclosed to public)		Michelle Heagney

## ACTIONS TO TRIGGER SIMP

Accident area to be screened when requested	WPNEC
Provide treatment and clear arena etc. when safe to do so. Riders helmet to accompany rider to hospital in ambulance if required	Medics and/or Vet to advise
Tape off area to keep public away including photographers to be asked to refrain from photographing	OC and WPNEC
Contain area and seek advice on fall/incident from medics and possible delay	Michelle Heagney
Collate names and contact details of any witnesses	OC rep
Ask Judges, marshals present etc. to come to Event Office to make a written statement	OC rep
Call for SIMT- Family Liaison to offer support to persons effected	R Julia Williams/Ev Rep

## EVENT CONTINUES

Decide if Event to continue - (consider) <ul style="list-style-type: none"> <li>Determine if sufficient people resources available to reallocate to other roles and still practicable to safely run event</li> </ul>	TD, discipline coordinator in consultation with Michelle Heagney and representatives from organizing committee.
Arrange for replacement of judges/other volunteers as required	Michelle Heagney
Call for SIMT- Family Liaison to offer support to persons effected <ul style="list-style-type: none"> <li>OC representative to liaise with relevant hospital to be direct link with SIMT</li> <li>Arranger support for riders family/team and horse owner</li> </ul>	Julia Williams/EV
Advise office to announce that there is a hold on competition due to an accident. ( No details to be provided)	Michelle Heagney

## **Fatality –**

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

## **DEBRIEF process**

After compilation of statements, any 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

## **Formal Debrief Protocol**

Prior to the competition- and as part of the SIMP- the Event Committee must nominate an Arbitration and Investigation member who is not part of the OC or event. The membership is at the discretion of the Committee. Role of committee/person is to study what took place at the event within 24 hours and compile a report.

## **Arbitration and Investigation Panel –**

Members:

Technical Delegate: Jan Smith

Discipline: 2 senior judges of the relevant discipline

## **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 authorized by the Head of the SIM Team (Event Director). All statements must be signed off by the Chairperson Christie Freeman.**

## Attachment 1 Contact Details

### CONTACT DETAILS OF OTHER KEY PERSONNEL TO ASSIST WITH LOGISTICS

Role	Name	Contact No.
Event Director	Michelle Heagney	0429013358
VEIS Committee Representative	Julia Williams	0408 548 065
Technical delegate	Jan Smith	0417 527 412
Doctor on site some days of competition		
Stable Manager	N/A	
Horse Ambulances	WPNEC	9741 7672 AH 0418 685 312
Werribee Police Station		000 (9742 9444)
Werribee Veterinary Hospital	U-Vet	9731 2268
Werribee Hospital		8754 3000
Vets on call. On site some days of the competition-	Western Equine Veterinary Services	0418385 223
Equestrian Victoria Chairperson	Christie Freeman	0408 420 702
Counselling Service	Through EV	
Air Ambulance (emergency + app) GPS coordinates (EV office)	Lat 37.92644 Long 144.67757	