**2024 EVENTING SERIOUS INCIDENT MANAGEMENT PLAN**

***Event: Name and Date to be completed***

**CONTENT:**

**INTRODUCTION**

**A. SERIOUS INCIDENT MANAGEMENT TEAM & PLAN** (including Media communication)

**B. MANAGEMENT OF A SERIOUS INCIDENT** (logistics)

**C. INVESTIGATION PANEL & COLLECTION OF INFORMATION**

**Introduction:**

This document is intended to prepare you for “instant action” when an Incident, such as a serious accident of either Athlete or Horse occurs in Eventing. It is designed as a quick reference to setting up your Team before the competition starts, a guide to procedures and to help with issuing initial statements and logging detail.

These guidelines are intended to supplement any national procedures. They may be varying national requirements to report officially on injuries that are not covered in this document.

Serious Incident management is to aid in avoiding organizational crises or to control serious incidents that they produce by pro-active preparation.

IMPORTANT – a serious accident to either Horse or athlete in any Event will impact strongly on the discipline of Eventing. Any crisis should be handled in a consistent way to try to **avoid speculations and misinformation**.

The SIMT (Serious Incident Management team) must be comprised of persons who can easily be detached during the course of the competition in order to manage the situation. The intention is to continue the competition, therefore the Technical Delegate will be informed and his input will be required as necessary, but he need not be part of the CMT.

The FEI Director of Eventing should be contacted immediately should any serious accident to an athlete occur. The FEI will then offer the support and the assistance for communication to allow consistent information being released.

**A. SERIOUS INCIDENT MANAGEMENT TEAM & PLAN (SIMP)**

**1. Serious Incident Management Team**

|  |  |  |
| --- | --- | --- |
| **Function** | **Name** | **Phone**  |
| **Head of SIM / Spokesperson** |  |  |
| **FEI Eventing Director** (if present) | Catrin Norinder  | +4178 7506139 (FEI Mobile number) |
| **Technical Delegate** or Representative |  |  |
| **Chief Medical Officer** or Representative |  |  |
| **Veterinary Delegate** or Representative |  |  |
| **OC Press Liaison** |  |  |
| **FEI Press Liaison** (if present) |  |  |
| **Family Liaison** |  |  |
| **Assistant** |  |  |
| **Police** (if applicable) |  |  |

**2. Coordination meetings will take place as follows latest the day before XC** (jointly or separately depending on the organisation)**:**

1. Serious Incident Coordination meeting for major: ***date, time, location TBC***

Participation: All involved in regard to logistics further to a serious accident – this includes TD, Organisers, Cross Country Controller, Medical services, Veterinary Services, commentators, stable manager, Police, Sector Stewards (if used), Fence Repair Team, etc.

|  |
| --- |
| **Serious Incident Coordination preparatory meeting (logistics)** |
| Date | Time | Location |

1. SIM team: ***date, time, location TBC*** (to be organised after the 1st coordination meeting)

Participation: this is with the SIM team only

|  |
| --- |
| **SIM preparatory Team (Communication and coordination)** |
| Date | Time | Location |

**3. Meetings**

The Head of the SIM will call the members for a meeting if needed, by a group SMS or WhatsApp message. The meeting will be called in exceptional cases during the competition if the Medical Officer reports a life-threatening injury to an athlete. All cases need to be dealt with depending on the situation and, if possible, to hold the meeting after the end of the day’s competition for any serious incident relating to a horse.

The official meetings will take place in a calm office on the Show Ground which has all necessary services, tools and communications etc.

A holding statement (see template below) will be issued as soon as possible after a serious incident providing only the name of horse and athlete to be reviewed by the Head of SIM and FEI/Event Press Liaison.

Any life-threatening injury to a horse will be dealt with on a case to case basis holding statements are not necessarily released but must as a minimum be accessible on request for the Media

**4. General**

FEI Technical Officials continue with event as their first priority;

Holding statement to press on the lines of examples below.

**5. Seriously injured athlete**

Replacement of the Fence Judge: ***Name and Contact details***

**6. Contact with Press**

* The designated spokesperson, the FEI Press Officer or the Event press officer only may speak to the press
* Statements with additional information may only be released if signed-off by the Head of SIM/*Spokesperson (*not needed for the written holding statement)

Note: Any statements on these sensitive matters are best formally read out from prepared written text

Contact OC *Name and contact details*

Contact FEI Catrin Norinder, email: catrin.norinder@fei.org Mobile number: +41 78 750 61 39

Contact Police etc. following advice from Legal or Hospital via usual channels

**7. Procedure**

“CODE RED” or other code is used to inform Control centre if it is necessary to activate the Serious Incident management (SIM) team. Use jump number to identify location. The Head of the SIM then contacts all members of the SIM to informing of situation and/or meeting.

**8. Prepare Press Statement**

Once drafted:

* Read it extremely thoroughly, in particular to check that there is no inadvertent admission of liability
* SIM team Inform and obtain approval from senior internal personnel (e.g.: sponsor, landowner, vet etc.)
* Resist the temptation to make wholesale changes to the basic format. Keep it short
* Ensure all other essential contacts (see earlier) are aware of its contents
* Ensure spokesperson’s name and contact number appear at the bottom

**9. Written statements** or holding statements to be prepared and distributed to Media (notice board) and OC information desk on all fall incidents on Cross Country requiring Medical or Veterinary intervention. All statement to contain the following information:

* Name of athlete, nationality
* Name of horse (owners)
* Number & type of Fence
* Type of fall
* The organisers are investigating the facts surrounding the incident; athlete or horse is undergoing medical investigations. A full statement will be issued and a press conference held when more information as soon as possible / as available

**Verbal statement:** Athlete or horse is undergoing medical investigations and that more information will be available as soon as possible / as available.

This is to manage as best as possible social media and public speculations.

**No statements** should be made to press by anyone unless authorized by the Head of the SIM and the FEI Press Officer. All statements must be signed-off by the SIM.

**10. Hold Press Conference if required**

If required start press conference after the end of the competition – allow time to gather necessary information. The media must be addressed by the Head of the SIM team (Spokesperson), but arrange for additional personnel to answer technical questions - e.g.: doctor, vet, course builder, technical delegate, steward - to be near the front. Make it as brief as possible.

* Prepare Press statement – see above
* In case of fatality: a factual statement will be read and only few questions to be authorized
* If horse fatality, establish if athlete is prepared is will/able to meet the press
* Secure relevant athlete/horse biography
* Personal interviews could be arranged depending on the situation

While the press conference is underway, note names of journalists attending

**NB**: Replies, written or verbal, should be:

* calm
* objective
* clear and factual
* brief
* responsible and concerned

**11. Distribute press statement (to be decided on a case to case basis)**

In addition to its distribution at the press conference, the statement should also go to:

* non-attending equestrian press
* news editors of national and relevant regional daily newspapers
* editors of relevant regional weekly newspapers
* news editors of national and relevant regional radio and TV stations
* local police and emergency services
* the event’s legal and insurance advisers
* the event venue and sponsor
* local authorities
* animal and welfare organisations (to be decided on a case to case basis)

**12. Debrief**

Before dispersing, the SIM team should hold an internal debrief to confirm what happened and to agree next steps. The Technical Delegate will coordinate the investigation and evidence gathering (see below) for the report and information required by FEI HQ to be reviewed by the FEI Risk Management Group.

Names and telephone numbers of all involved in the SIM Team will be included in TD report should there be additional questions after the event. .

**PRESS CONFERENCE**:

**13. Information Statement examples**

1. **Example Public or Athlete fatality statement**

Holding statement:

An athlete 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 athlete 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

**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…)

**2. Example Horse fatality statement**

A horse has suffered fatal injuries but no further information will be released until the owner has been informed.

*“It is with great sadness that we announce that \_\_\_\_\_\_\_\_(horse’s name), ridden by \_\_\_\_\_\_\_\_\_and owned by \_\_\_\_\_\_\_\_\_\_\_was humanely destroyed/put down as a result of a fatal accident while competing at \_\_\_\_\_\_\_\_\_\_\_\_(name of event, city, country, level and category ) at \_\_\_\_\_\_\_am/pm ,\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_(date). \_\_\_\_\_\_\_\_\_\_\_\_ (horse’s name), a \_\_\_\_\_\_-year-old gelding/mare/stallion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(description of incident and injury, eg: stumbled and fell over the rails at fence 15 and suffered a broken back.)”*

Do not expand on injuries to athlete. Horses state to be mentioned (uninjured, or being look after…)

The press may ask about the **dimensions of the fence** at which the accident happened. **This information should not be divulged as this is up to the Investigation panel to report**. 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 Investigation panel has reviewed all the factors.”*

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.

**B. MANAGEMENT OF A SERIOUS INCIDENT (Internal)**

**Action at Fence**

1. Screens around accident while any treatment is taking place; fence repair has screens.

2. Take athlete into ambulance as soon as possible and get the course cleared so that the competition can resume. (If suspected athlete fatality Police must be notified before moving. See below)

3. Fence repair to find water/shavings/dust to put on ground if necessary.

4. Fence judges to be replaced and taken to events operation centre where they will be required to write independent statements. If there are a couple of experienced equestrian people who witnessed the accident, have them come to make statements as well. Written statements are important.

5. The fence judges may need counselling or assistance following a serious accident, even some months later.

6. The public address announcer should inform the public that there is a hold up on the course due to a fall, but not go into any details. If an accident does not prove to be as serious as at first thought, the announcer must tell the public that the horse &/or athlete are for instance going back to the stables. The announcer must be kept up to date with information.

7. Decision to be made by Ground Jury whether to remove jump from course. If athlete fatality, fence should be left till seen by police, measurements and photographs taken before repairs are made.

8. In addition a person needs to be appointed by the Organiser and agreed by TD to ensure that there are photos of the fence, video evidence, tack, equipment and measurements of take-off and landing and any relevant information.

**Horse Fatality**

* Will be taken to ***Name to be completed*** and held there temporarily in the indoor area
* Post Mortem – to be done at Vet Hospital at ***Name to be completed*** run by Treating Vet (preferably a Pathologist) at event.
* Doping Test of horse under direction FEI Vet Delegate **(*Name to be completed*)**.(or Testing Vet if present)

**In case of human fatality:**

1. The Police should be notified immediately by the SIM team
* They will contact next of kin and confirm this to SIM team
* They will compile witness statements
* If they wish to inspect the fence, a senior event official must accompany them

2. The SIM team should alert any essential contacts to crisis (e.g.: landowner, FEI officials, NF officials)

3. The SIM team should dispatch a representative (with mobile phone) to hospital to:

* Be a direct link with SIM team. It is rare for a person to be pronounced dead before arrival at hospital, and SIM team will need this information as soon as possible
* Arrange help with the Chef d’Equipes the immediate problems of the athlete’s family and/or team/friends and/or horse owner, such as looking after the horse, driving the lorry and so forth.
* It is important that this representative does not give information to the media or others. If they are contacted and asked for information they should tell the caller they need to contact the Event press officer.

4. Gather information and establish the facts. Use **Form A** as the basis for your research

**C. INVESTIGATION TEAM & 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) |  |  |

**Information to be collected**

* Photos of fence (including take-off, landing) measurements
* Video of accident (if available)
* Photos of tack and equipment on horse
* Information and/or photos of equipment of athlete (Protective headgear, body-protector)
* Written and verbal Witness statements including the fence judge

**Information to be established**

**1. Athlete 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**

Athlete\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**6. How is incident being handled?**

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

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

Report on witness comments if relevant

**8. Background**

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

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

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

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

How many athletes had retired?\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Other consequences - NB: not for media publication**

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

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

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

**10. Prognosis**

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

**Veterinary Information For all Eventing Events:**

*In the event of an on-site incident involving an equine fatality, information must be provided to the FEI Veterinary Director and the relevant FEI Discipline Director immediately or as soon as is practicably possible, giving full details of the incident.*

*This is in addition to the requirement to complete and send the equine fatality section of the Online Veterinary Report, as there is a 12-hour window for this, and the initial information needs to be provided straightaway. If there are any IT issues in completing the online report, the FEI Fatalities email address can be used as an alternative.*

*The OC also needs to provide information in advance on where equine fatalities will be taken for post mortem, and confirm that they have put protocols in place for the transport of the horse to that facility.*