

**HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC****CRISIS MANAGEMENT PROCEDURE**

<b>EVENT</b>	
<b>HOST CLUB</b>	

**Crisis Management Team**

<b>Title</b>	<b>Abbrev</b>	<b>Name</b>	<b>Mobile number</b>
Crisis Team Manager	CTM		
Event Secretary/Press Officer	SEC		
HRCV Representative	REP		
HRCV Technical Delegate	TD		
Chief Vet	VET		
First Aid Provider	1stAid		
Cross Country Course Controller	XCC		
Ground Jury President	GJP		

**The following actions apply in the event of a serious injury to rider and/or horse**

- 1) **XCC** will have activated *On Course Stops and Hold at Start*
- 2) **XCC** will call for **CTM, TD/REP, 1stAid** and /or **VET** to come to the fence to advise on situation.
- 3) If deemed necessary, Crisis Management Team is activated by the **CTM** who is in charge from this point in time
  - a) **1stAid** will direct medical effort
  - b) **VET** will direct veterinary efforts
  - c) IT IS ESSENTIAL AT THIS STAGE THAT ALL RADIO TRANSMISSIONS ARE NON COMMITAL AND CAREFULLY CONSIDERED.
  - d) FULL DETAILS OF THE INCIDENT SHOULD NOT BE MADE OVER THE RADIOS: WHEN POSSIBLE USE MOBILE PHONES TO COMMUNICATE
  - e) IF ANY PUBLIC ADDRESS ANNOUNCEMENT IS TO BE MADE, IT MUST BE NO MORE THAN 'THERE IS A HOLD AT THE START'. **NO FURTHER INFORMATION MUST BE GIVEN OUT FROM THE SECRETARY'S OFFICE IN ANY FORM WHATSOEVER.**
- 4) Screens (carried by Crash Crew) are to be placed around the scene while any treatment of horse and/or rider is taking place, and the crowd is to be cleared to an appropriate distance. Fence repair may be carried out on site while screens are in place.
- 5) **1stAid** is to request and instruct ambulance as necessary.
  - a) Note: Emergency entry/exit .....gate
  - b) Lights and sirens to be kept at a minimum
  - c) Helicopter landing site is to be nominated on the day

d) Police to be notified as required

6) **VET** is to request and instruct emergency float. Float will be hitched to a 4WD and be ready to go. Float to be located near the ..... (state position on grounds).

Note: Destruction of severely injured horses is covered by HT rule 40.

#### 7) ACTIONS

- a) Ambulance/float to be moved from the accident scene asap under the direction of **1stAid** and **VET**
- b) Course to be cleared so that competition can continue – at the direction of the **TD/REP** and under the management of the **XCC**
- c) Fence Judge(s) involved in the incident to be replaced (by a member of the crash crew or standby Judge)
- d) A representative with a mobile phone may need to be dispatched to the hospital to act as a liaison person. It is rare and undesirable for a person to be pronounced dead before arrival at Hospital and the **CTM** will need this information as soon as possible.
- e) **CTM** to arrange help to collect any family who may need to be taken to the hospital
- f) **CTM** to arrange person on-site to look after rider's family, friends, horse etc

8) **CTM** to assemble the following in a secure Operations Centre (Secretary's Office)

- a) All members of the CMT
- b) Relevant fence judges
- c) Any reliable witnesses to the accident

#### 9) OPERATIONS CENTRE ACTIONS

- a) **CTM** to alert Crisis Counsellor
- b) **SEC** to prepare holding press statement (**1stAID** to provide Media Draft A)
- c) **CTM** to obtain written statements from fence judge/witnesses
- d) **SEC** to prepare major press statement (**1stAID** to provide Media Draft B)
- e) **SEC** to keep diary of all actions taken in the Operations Centre

Notes:

- (i) These steps are all necessary whether members of the Press are at the Event or not
- (ii) **TD/REP, 1stAID, CTM** must approve any press release and be present for the reading. The Course Designer and the Club President/Event Director should also be present
- (iii) In the event of a rider fatality, the Police should have notified next of kin. No press release is possible until this has taken place.
- (iv) Police will require further witness statements and inspection of the scene, accompanied by a senior event official.

#### 10) DEBRIEFING

- a) A debriefing will be scheduled (time/place)
- b) HRCav Insurance Broker will be notified. Completed Incident Report to be sent to HRCav office
- c) **REP** to notify Legal counsel

- d) **CTM** will write a complete report on the incident and subsequent actions
- e) **CTM** will stay in touch with witnesses for any necessary follow-up especially as counselling can be required some time afterwards.

**REFRAIN FROM MAKING COMMENTS TO ANY MEMBERS OF THE PUBLIC. REFER THEM TO THE CRISIS TEAM MANAGER (NAME \_\_\_\_\_) OR THE SECRETARY (NAME \_\_\_\_\_)**

**REMEMBER: COOL HEADS AND COMMON SENSE ARE IN ORDER.**

**BE CALM AND THINK CAREFULLY!**

**EMERGENCY CONTACT NUMBERS**

<b>POLICE AMBULANCE FIRE SERVICES</b>	<b>000</b>	<b>Local number</b>
		<b>Local number</b>
		<b>Local number</b>
<b>DOCTOR</b>	<b>Local number:</b>	
<b>VET</b> On call. Note: OC to ensure that vet is willing to be listed and that they are able to attend venue	<b>Local number:</b>	