

**HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC****TTT CRISIS MANAGEMENT PROCEDURE***TTT Dressage/Showing/Show Jumping/Combined Training/Nav Ride/3PE*

<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		
HRCav Representative	REP		
HRCav Technical Delegate	TD		
First Aid Provider	1 <sup>st</sup> AID		
Ground Jury President	GJP		
Vet	VET		

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

- 1)** Judge will suspend ridden activity in the area of the incident.
- 2)** Upon being advised, **CTM** will call for **TD/REP, 1<sup>st</sup>AID** and/or **VET** to come to the incident 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) **1<sup>st</sup>AID** 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) **NO FURTHER INFORMATION MUST BE GIVEN OUT FROM THE SECRETARY'S OFFICE IN ANY FORM WHATSOEVER.**
- 4)** Measures should be taken to shield the scene while any treatment of horse and/or rider is taking place, and the crowd is to be cleared to an appropriate distance.
- 5)** **1<sup>st</sup>AID** 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 Event rule 71.

## **7) ACTIONS**

- a) Ambulance/float to be moved from the accident scene ASAP under the direction of **1<sup>st</sup>AID** and **VET**.
- b) Accident scene to be cleared so that competition can continue – at the direction of the **TD/REP/CTM**.
- c) 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.
- d) **CTM** to arrange help to collect any family who may need to be taken to the hospital.
- e) **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) Any reliable witnesses to the accident.

## **9) OPERATIONS CENTRE ACTIONS**

- a) **CTM** to alert Crisis Counsellor.
- b) **SEC** to prepare holding press statement (**1<sup>st</sup>AID** to provide Media Draft A).
- c) **CTM** to obtain written statements from witnesses.
- d) **SEC** to prepare major press statement (**1<sup>st</sup>AID** 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, 1<sup>st</sup>AID, 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) HRCV Insurance Broker will be notified. Completed Incident Report to be sent to HRCV 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>	