

PCT ODE CRISIS MANAGEMENT PROCEDURE

Purpose

To be activated in the event of a rider or horse fatality, or a serious rider injury once the competition has commenced. The purpose is to standardize the management of crisis situations ensuring best possible outcomes for all involved.

Clubs must complete the information below, prior to the event:

Crisis Management Team (CMT)

	Name	Contact
Crisis Team Manager (CTM)		
Technical Delegate		
Press Officer		
Secretary		
Vet		
Runner		
2 nd Runner		

The CMT is activated by the TD.

CMT convenes at the secretary's tent/cabin.

Procedure for major horse injury or death

1. Cross country Jump judge/ Show jump judge/Dressage judge calls in crisis over radio.
2. Cross Country controller/ Jump judge/Dressage Judge stops all other competitors and removes them from situation.
3. TD to alert and activate CMT.
4. CTM ensures crash crew attends scene with screens to place around accident site.
5. Secretary to phone vet who will attend scene with horse ambulance located at central location.
6. Ambulance alerted via radio call by cross country controller to attend rider at the scene (even if no visible injury).
7. Horse removed from scene as soon as practical.
8. Crash crew ensure safety of area to recommence competition.
9. Appropriate witnesses such as jump judges taken to secretary's tent to give independent statements.
10. CTM to organise replacement judges with assistance of other CMT members.
11. TD recommences the competition.

Procedure for major rider injury or death

1. Cross country Jump judge/ Show jump judge/Dressage judge calls in crisis over radio.
2. Cross Country controller/ Jump judge/Dressage Judge stops all other competitors and removes them from situation. Initiates first aid as able.
3. Ambulance head to scene as soon as radio call comes through.
4. TD to alert and activate CMT.
5. Crash crew attends scene with screening material to screen off accident site.
6. Witnesses taken to secretary's tent for individual statements and supported until police arrival if necessary.
7. Secretary to collect rider's information and phone National PCT office ASAP and inform an incident has happened.
8. Secretary to phone PCT Insurer ASAP (in case of rider death, this must occur within 2 hours)
9. Ambulance to update CTM when appropriate.
10. If rider is transferred to hospital national office updated by secretary and press release by CTM to the effect of "rider x had a fall at fence number x and has been taken to hospital". Secretary to then liaise with the hospital as needed.
11. If rider is pronounced deceased at the scene by ambulance ensure police have been called and do not make any further changes to the scene. For example crash crew are not to try fixing the fence if damaged at this stage until police give authority. Photos to be taken of the fence by a crash crew member. Ensure no statements are made.
12. Family if present to be attended to by one of the runners, and may be used to escort the family to the hospital if necessary.
13. Witnesses to be held for police statements and to be attended to by second runner. Gather at secretary's office.

It is important that only the CTM talks to the media and no other information other than facts are passed on.

In the case of either incident occurring a thorough debriefing needs to be held by the CTM for all committee members, crash crew and relevant volunteers.

Other points to be taken into account

- Secretary to contact PCT as soon as possible.
- TD to notify PCT as soon as possible.
- Pony Club Tasmania to assist with statement to the public.
- CMT to complete FORM A.

FORM A- Information to be established and completed by Crisis Management Team

1. Rider or public fatality/serious injury

Mr/Mrs/Miss/Ms First Name _____ Surname _____

Age _____ Nationality _____

From Where _____

Based Where _____

Married YES / NO Children YES / NO If yes, how many _____

2. Horse

Name _____ Age _____ gelding / mare

Owner _____

3. Additional information

Vet attending _____

Ambulance attending _____

Fence Judge(s) _____

4. Nature of incident

Time occurred _____

Fence number or area (e.g. grandstand) _____

Facts of what happened (not hearsay) _____

5. Injuries

Rider _____

Horse _____

Member of public _____

6. How is the incident being handled?

Hospital name _____

7. Have witness statements been taken? YES / NO

8. How many horses had cleared the fence prior to the incident? _____

Had this rider cleared the fence earlier on another horse? YES / NO

How many completed the course? _____

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

9. Other consequences- NB NOT for media publication

Cause _____

Whose fault _____

Any breach of safety _____

Check whether the rider has won any prizes on another horse- it could prevent embarrassment at the prizegiving.

Prognosis

If injuries, what is the result? _____