

CRISIS MANAGEMENT PROCEDURE

Crisis Management Team (CMT) Name	Tel. No.
Chief Steward	
Safety Officer	
Organiser	
Duty Doctor	
Press Officer	
Family Liaison	
Crowd control at scene	

A. Procedure in the event of a Human fatality

1. Activate C.M. Team
2. Chief Steward to take charge.
3. Chief Steward will liaise with the Duty Doctor and advise the team on “who does what” i.e. family, press, guards, fence stewards, suspend competition
4. Chief Steward to make an announcement on public address system.
5. Inform IPC Administrator (086 8355724).

All radio transmissions must be very carefully considered, bearing in mind that one or two members of the public, in particular the media, may have receivers that monitor ALL the frequencies and may be listening to all that is going on. The suggestion is that unless absolutely necessary, all communication be via mobile phone.

B. Action to be taken at the scene of the accident

1. Screens to be erected around the accident while treatment takes place (organiser or venue owner should have wind-breaker or other type of screen, if none, use vehicles to “circle wagons” around the injured party
2. Fence judges to be escorted to the Secretary’s tent.
Where they will be offered refreshments and give statements.
3. Other witnesses should be sought to give their account of the accident.
4. Official Accident Report Forms to be completed by all witnesses.

C. Team Procedure

Chief Steward will assemble the required parties at the Control Office which is situated at.....after leaving the scene of the accident having met the Duty Doctor there. The Organiser will ensure that Fence Stewards have been brought to secretary’s tent and that they are well cared for and give their statements in privacy.

There will be a need to make a statement to the press, which should be brief, factual and non-committal. See sample Press Statement overleaf.

The Family Liaison member, in conjunction with the secretary, will inform the next of kin, and this may take some time, before any statements are released. The press will ‘push’ for a statement and details, but no indication of the severity of the accident must be given until the Chief Steward gives official authorisation, and this statement has been agreed with the Legal Representative (contact Mary Fitzpatrick 086 8355724 to contact him).

Other points to be taken into account

1. The fence will have to be examined after the accident, and must not be touched/alterd until authorised to do so by the Gardai.
2. There must be a clampdown on any information/statements given by anyone except the

Sample Press Release

The following information should be compiled as quickly as possible. If the suggested format below is used, a perfectly acceptable Press Statement will be produced. Any press representatives should be told to assemble at the Secretary's tent at a specified time, when a press statement will be made:-

“It is with the deepest regret that we announce that(Fore name).....(Surname) died as a result of a fatal accident (or suffered a serious injury) whilst competing atPony Club Horse Trials in.....(County) atam/p.m. on(date).(Fore name). Age.....from..... (town, county) had been a Member of theBranch of The Irish Pony Club for years. (Fore name) horse(horse's name), a.....year old gelding/mare/stallion..... (brief description of incident, e.g. horse stumbled and fell over the rails at fence 15.(Fore Name) was thrown off the horse which in falling itself, struck the rider's head causing fatal injuries). The horse / pony was not injured. The Doctor and Medical Team were at the scene within minutes and (name) was taken to Hospital where she was pronounced dead on arrival. No further details are available at present.” It would be better not to give the causes of death – if you do so you are prejudging both the investigations and the autopsy, we have had incidents where the doctor has advised that death was caused by x and the autopsy has proved that it was caused by y.

Put at the bottom of the statement a name and telephone number for contact / queries, etc.

NOTE: Avoid giving the rider's whole address in order to save the family from press harassment. Just give the nearest town in their address.

- 17. The Press may well ask about the dimensions of the fence at which the accident happened and this information should NOT be divulged. A suggested reply is:-

“All the fences on the course are within the dimensions specified in the rules and no details will be discussed before the Coroner's Inquest.horses had successfully jumped the fence before the accident”.

This is fine provided that the dimensions are not given in the programme. If they are they should be given out and also if this information is requested on site the journalists will simply make their way to the fence themselves and measure it up – (this happened with Simon Long) and they take guesstimates rather than actual measurements – in this instance it would be better to give simple dimensions such as the height and the width.