EQUINE EVENT RISK MANAGEMENT PLAN

SERIOUS INCIDENT THRESHOLD RESPONSE GGS

Introduction

The event of a serious incident response threshold (GGS ERT thresholds 3-6, see appendix 1), the following emergency response plan and checklist (see appendix 2-4) is to ensure and support a timely response by Event Staff and the Event Organizer. In all instances at threshold three and above the GGS Emergency Response number should be notified. This will ensure that in the instance where an incident is escalating that an appropriate response team can be established as soon as possible.

A serious incident can lead to shock or confusion at the point of the incident. It is vital that the Event Organizer and the Event Safety Officer ensure the following plan and checks are enacted first. This will ensure that responses are proportionate to the level of threat posed by the incident and not potentially reactive by those who have witnessed the incident. Remaining calm, focused, and ensuring clear open and confirmed communication detail is essential to an effective response.

The Event Team should be briefed on the expected response to incident thresholds as detailed in this document and in line with the GGS Emergency Response Thresholds.

Setting Up an Event Emergency Response Team

The Event Organizer will be briefed on the GGS Emergency Response Thresholds prior to the event starting. The following list should be referred to for communication contacts.

Event Emergency Response Team 2021

Role	Function	Name	Telephone number
GGS Emergency Response Officer	Support Incident Response – confirm threshold of incident, initiates GGS Emergency Response team.	Paul Horton Ross McKenzie Michael Anderson	
Event Organizer	Overall responsibility for the Event and initial emergency response onsite.	Marina Oman	
Event Safety Officer	Overall responsibility for monitoring safety measures and responding to incident reports during the event	Emily Scarlett	
Event Medical First Aid Officers	Assess situation, monitor patient, call for any further assistance	As appointed through Event Organizer	
Manager of Veterinary Response	Local Contact		
Event Emergency Ambulance Escort	Retrieves and Guides additional Ambulance Victoria into venue as required on day of event.		

FUNCTION OF Emergency Response Team.

The role of the Emergency Response Team, both at GGS and roles present at the event are to ensure preparation and implementation of the Emergency Response threshold actions. Steps include:

a) Ensure Event Staff and volunteers are briefed on any Emergency Response needs or triggers.
b) Identify actions proportionate to the threshold level.
c) Confirm and communicate any on ground logistical actions (refer table below)
d) Ensure and support needs for post incident people support
e) Convene a GGS Incident Response Group to support response
f) Manage media communication and press releases (GGS Incident Response Group)
g) Provide a report to Equestrian Victoria

Incident Threshold Plan – Serious fall during the event.

Process and actions	Person responsible
Rider or the Horse do not immediately stand up after fall- Medical and/or Veterinary assistance is called for by radio/mobile phone	Event Organizer Event Safety Officer First Aid Officer
Radio/phone report to Event office advising the ring area is not clear	Event Safety Officer Event Marshal
Stop arena, warm up etc. Identifies location of accident and effected areas of competition. Determines from reports whether further ERT is required and dispatches appropriate personnel.	Event Safety Officer Event Marshall First Aid Officer
Paramedic directly attend the accident location	Event First Aid Response Team Contracted Medical Team
Vets attend the accident location	Vet may not be present. Local veterinary contact
Mobile First aid/ambulance to be escorted to relevant area	Event Emergency Ambulance Escort
If Medical and/or Vets report, there will be a prolonged delay. Advise Event office of prolonged delay	Event Safety Officer
Event Organizer to attend location of incident	Event Organizer
Depending on the seriousness of the accident GGS Emergency Response Officer informed Event Organizer activates request for GGS Incident Response Team to be established	Event Organizer Supported by Event Safety Officer & technical/professional response support at the event.
(if GGS Incident Response Team identify need) Support person to attend to communicate with family and supporters	GGS Incident Response Team School & Family Liaison.
Event Organizer to request any commentary to advise of delay of ring, events in the area (no details to be disclosed too public)	Event Organizer (or as directed by Event Organizer).

Incident Response – additional considerations checklist:

Accident isolated or screened	
Clear arena to provide treatment (when safe to do so). Riders helmet to accompany rider to hospital in ambulance if required	
Tape off area to keep public away including photographers to be asked to refrain from photographing	
Area may become an investigation site for Work Safe Vic Officer and or Police. Site will need to be preserved and not tampered with until site visit confirmed. Work Safe notification considered.	
Contain area and seek advice on fall/incident from medics and possible delay	
Collate names and contact details of any witnesses	
Ask Judges, marshals present etc. to come to Event Office to make a written statement	
Call for GGS Incident Response Team School & Family Liaison to offer support to persons effected	

EVENT to RESUME – Considerations checklist:

Determine if sufficient people resource available to reallocate to other roles and still practicable to safely run event	
Arrange for replacement of judges/other volunteers as required	
GGS Incident Response School & Family Liaison to offer support to persons effected GGS Incident Response Group (IRG) representative to liaise with relevant hospital to be direct link with IRG Arrange support for riders' family/team and horse owner	
Advise office to announce that there is a hold on competition due to an accident. (details to be confirmed by Event Organizer and GGS Incident Response Commander first).	

Fatality Response.

In the case of a human fatality (competitor or personnel) occurring during any phase of the competition. The event will be cancelled. The Event Organizer and GGS Incident Response Group to advise and direct on ground actions and all external communications.

The site must be preserved until Victoria Police have visited the site an no other mandatory inspections are required of the site (ie Work Safe).

Reporting process.

A GGS investigative report will be established based on information, documentation and any statements taken at the time of the incident at the event. This will include a review of the incident response; event risk assessments and any other plans adopted at the time of the incident at the event due to changing conditions. Geelong Grammar School will provide a report to Equestrian Victoria.

MEDIA COMMUNICATION:

A directive will be given to ALL officials and members of the OC that:

No statements, either verbally or in writing, should be made to press/or any third party unless authorized by the Event Organizer and the GGS Incident Response Commander.

Event Contact Details

KEY PERSONNEL TO ASSIST WITH LOGISTICS

Role	Name	Contact No.
Event Director	Marina Oman	
Event Safety Officer	Emily Scarlett	
Event Technical Delegate	As appointed through Event Organizer.	
Medical Practitioner contact		
First Aid Supplier		
Horse Ambulances	Float Taxi – Horse Transport	
Nearest Police Station	Werribee Police Station	
Nearest Veterinary Hospital	U-Vet Werribee Animal Hospital	
Nearest Emergency Hospital	Werribee Mercy Hospital	
GGS Counselling Services		

Appendix 1:

Equine Event Emergency Response Thresholds
Note: all response level tasks assume first response/first aid has been managed as and where required, prior to following the threshold level tasks and Comms actions for that level noted below.
*School EMP: Michael Anderson ; Paul Horton; Ross Mackenzie

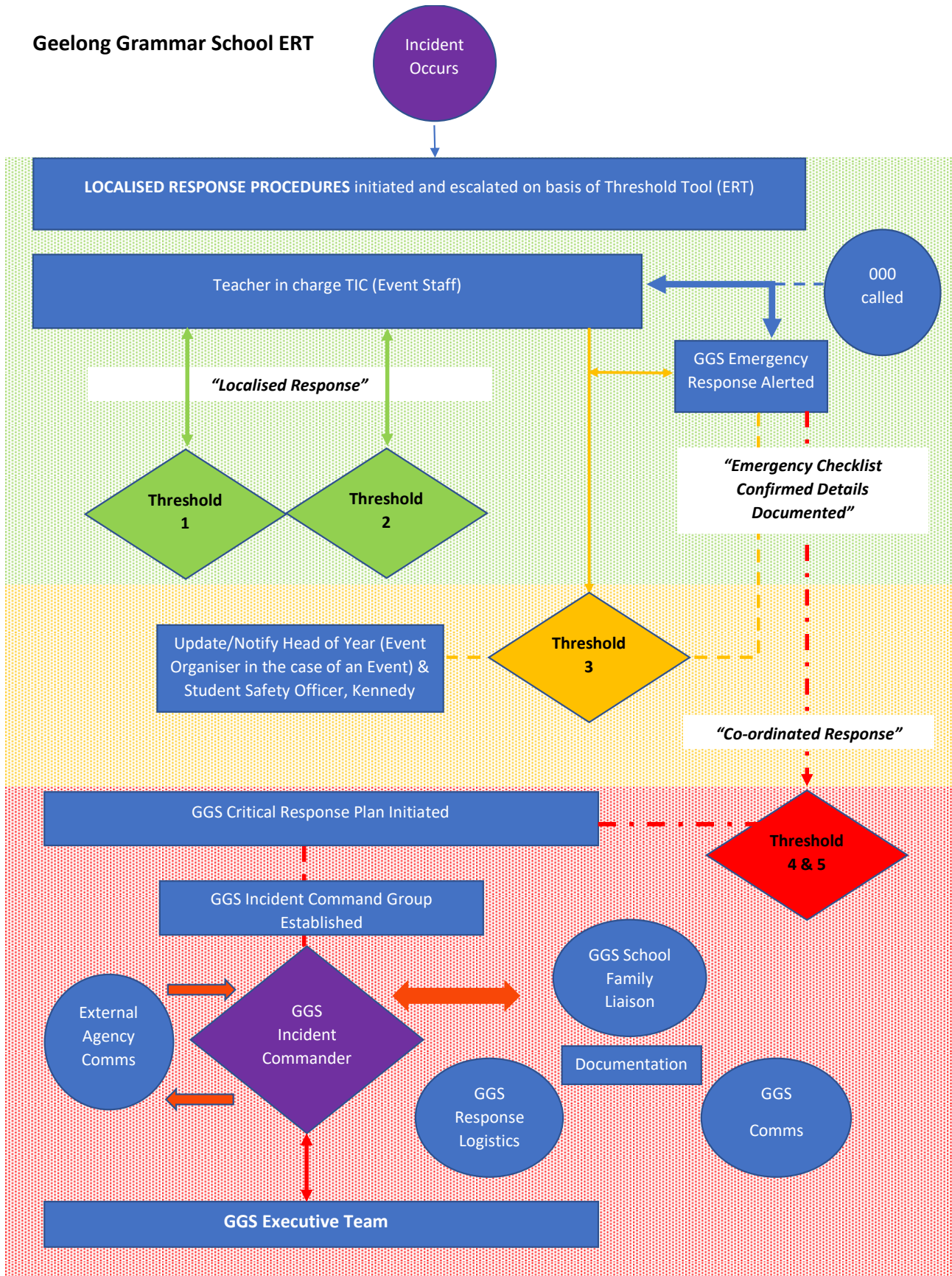| Threat Level	Threat Description	Task	Comms Group Action	Comms Tool	Staff Contact Name
Threshold 1 "routine response"	• Low level injury (first aid treatment only); • Event Operational issue (i.e machinery break – event plans effected temporarily) • Low level security breach (alarm triggered, suspicious activity at event site) • Temp Comms/IT system outage at event.	• complete incident report • arrange operational inspection/fix • Confirm with Event Safety Officer security breach/report fixed or reviewed for any further actions. • Event Comms event staff system outage and when system expected back online.	• Event Organiser (*or nominated assistant*) informed and updated • Onsite maintenance, security, IT admin manage comms updates onsite/local response	• Event Comms Channel(s) • In person at Event Office.	Marina Oman Contact:
Threshold 2 "routine response"	• Low level injury (first aid treatment, further medical examination possibly required/monitor short term) • Operational issue - plans need to be modified; additional unplanned resources required • Security breach (alarm system not able to be reset without additional works, suspicious activity noted by multiple people) • Comms/IT system outage -additional works to maintain other IT systems (impact contained) – though event plans modified				Marina Oman Contact:

| Threshold 3 "response elevated – notification and readiness to respond maybe required" | • Injury requires non urgent assistance (ambulance attends or patient attends hospital), patient monitored 24hrs as inpatient (Workcover/RTW, WorkSafe report)

• Fire Alarm response – temp controlled evac at event.

• Operational issue (system/machinery break – work plans effected)- outage multiple days – operational plans need to be modified; additional unplanned resources required. Impact to site safety may require potential urgent work post investigation/inspection. Third party agency needs notifying ie gas/electrics/water

• Security breach, safety alert systems down 24hrs+, 3rd party involved ie police/fire, site theft

• Comms/IT system outage 1-3 days, additional urgent (known) impact not yet contained until further work/diagnostics. Event plans disrupted and temporarily stalled. | • complete incident report

• Inform Event Safety Officer & Event Organiser (i.e., if work safe trigger for reporting)

• arrange timely operational inspection/fix

• Confirm security breach fixed/investigation initiated

• Comms to Event Staff of event disruption and interim plans and when event will resume (maintain/push updates) | Onsite Events Team manage initial comms actions:

• Event Organiser and Event Safety Officer informed as soon as feasible

• School EMP Officer notified (ER TEAMs message- to @'*person name being notified*')

• (if required) GGS WHS Officer to follow up mandatory report needs *(action managed by School EMP Officer)* | Direct Phone/Text

ER TEAMs portal notification | Event Safety Officer

Contact:

School EMP on standby:

Michael Anderson
Paul Horton

Ross Mackenzie |

| Threshold 4 | • Injury requires urgent assistance – 000; patient(s) admitted to hospital. (Workcover/RTW, WorkSafe onsite investigation, crime scene)

• Partial site lockdown/evac

• Operational urgent issue significant impact to event plans effected. Impact to site safety compromised urgent work post investigation/inspection. Third party agency needs notifying ie gas/electrics/water

• Security breach, safety alert systems down 24hrs+, 3rd party involved ie initial police/fire response.

• Event Comms/IT system outage additional urgent (unknown) impact not yet contained until further work/diagnostics – Event Plans suspended. | • complete incident report

• Inform GGS Risk & Compliance (i.e. if work safe trigger for reporting.

• arrange urgent operational inspection/fix

• Confirm security breach fixed/investigation initiated

• Comms plan to identified stakeholder groups likely affected by the incident established. Regular updates/push notifications maintained by GGS Incident Command Group | Onsite Events Team manage initial comms action:

• If 000 needed, call 000 first, enact first response.

• Initiate Event Emergency Plan (raise alert level)

• Maintain presence at Incident location to receive emergency services and provide comms to GGS Incident Command Group | Direct Phone/Text

ER TEAMs portal notification | Event Safety Officer

Contact:

School EMP on standby:

Michael Anderson

Paul Horton

Ross Mackenzie |
| Threshold 5 | • Fatality

• Full site Evac/ Lockdown

• Significant Security Threat (life threatening) to Person(s) at Event

• Event Continuity at threat (uncontrolled impact) | *As per Threshold 4 above* | *As per Threshold 4 above* | | *As per Threshold 4 above* |

Appendix 2 Thresholds Comms Response Plan:

Geelong Grammar School ERT

Incident Occurs

LOCALISED RESPONSE PROCEDURES initiated and escalated on basis of Threshold Tool (ERT)

Teacher in charge TIC (Event Staff)

000 called

GGS Emergency Response Alerted

"Localised Response"

"Emergency Checklist Confirmed Details Documented"

Threshold 1

Threshold 2

Update/Notify Head of Year (Event Organiser in the case of an Event) & Student Safety Officer, Kennedy

Threshold 3

"Co-ordinated Response"

GGS Critical Response Plan Initiated

Threshold 4 & 5

GGS Incident Command Group Established

External Agency Comms

GGS Incident Commander

GGS School Family Liaison

Documentation

GGS Response Logistics

GGS Comms

GGS Executive Team

Appendix 3 ERT Checklist: - **3 Steps**

STEP 1: INITIATE APPROPRIATE RESPONSE

TASK	COMPLETED
1. **Initial Management**: BLS/First Aid – Interview/Hasty Search	Y/N
2. **Secondary Management**: rest of Group and School Staff Safety/Security	Y/N
3. **Documented Current Known Information**	Y/N

INCIDENT DETAILS – Time of first response call: _____/ Person Calling: _____

Type of Incident: Injury – Illness – Missing Person/Group – Fatality – Other: _____

Patient Name(s): _____

M / F / Group   Student / Staff   Location: _____

Teacher/Person in Charge: _____   No of Staff_____   No. of Students: _____

Brief Description of Incident:
_____

_____
_____
_____
_____
_____

Specific location of student(s) involved, if known (Lat/Long/Grid Ref):_____

Current condition and location of rest of group: _____

Vital signs of student(s)/staff involved						
Patient Place name in the box, use additional sheets if multiple patients being tendered to	1	2	3	4	5	6
Time						
LOC						
HR (Rhythm/Quality)						
RR (Rhythm/Quality)						
SCTM						
History (SAMPLE/OPQRTS)						

If missing student(s) or group; confirm hasty search result, time and Point Last Seen (PLS), Last Known Point (LKP), resources known with missing persons?

_____
_____

Current Resources at the incident (communication charge, shelter, other groups in area, etc.):_____
_____
_____

Nature of Assistance/Resources needed:

_____
_____

Current/ Forecast Environmental Conditions:

_____
_____

STEP 2: COMMUNICATION

TASK	COMPLETED
1. **Contact (as appropriate): 000, School Emergency Response**	Y/N

DOCUMENT PLAN OF ACTIONS– Ensure agreement and clarity regarding the next steps to be taken

_____
_____
_____
_____
_____
_____
_____

SET NEXT COMMUNICATION

Time: _____ Means: _____ Name: _____ Phone Number: _____

Time: _____ Means: _____ Name: _____ Phone Number: _____

Time: _____ Means: _____ Name: _____ Phone Number: _____

STEP 3: CONTINUING CARE

TASK	COMPLETED
1. Provide Ongoing Care as per Plan	Y/N
2. Update and Finalize Incident Reporting Form	Y/N

CRITICAL INCIDENT RESPONSE PROTOCOL

TRIGGER: THRESHOLDS FOUR & FIVE

CRITICAL INCIDENT OCCURS

- GGS considers this to be a:
    - Fatality
    - Serious Injury or Illness (threat to life or limb)
    - Missing person(s)/ Group (not able to be located within 1 hour) or;
    - Other serious event, as judged by Risk Management – security threat, weather/natural threat (fire, earthquake, storm), catastrophic event.

1.   LOCALISED RESPONSE PROCEDURES INITIATED

a.   First Aid/First Response as required
b.   Field Crisis Response checklist followed (Teachers Emergency Response Pack, RA)
c.   Immediate safety care needs established for rest of student group/staff
d.   Contact 000 if time critical
e.   Notify GGS Emergency Response Number of Incident

2.   GGS EMERGENCY RESPONSE NOTIFIED OF INCIDENT

a.   **Emergency Response Checklist** confirmed and documented
b.   Establish contact with outside authorities, if required and not already established
c.   Initiate Critical Incident Call Protocol

3.   GGS EMERGENCY RESPONSE CONTACT INITIATES CRITICAL RESPONSE PLAN

a.   Key personnel notified and Response Group established
b.   Incident Command Group (ICG) roles established

4.   INCIDENT COMMAND GROUP INITIATED

a.   Appoint Incident Commander (Leader), Director, Senior Staff.
b.   Establish Response Group and confirm comms access/base for incident management
c.   Follow pre-established task lists per the Incident Command Folder (TEAMS)
d.   IC assign duties as necessary to Incident Command Group Roles
e.   Revise leadership as circumstances dictate.

5.   ICS FUNCTIONS

Note: Depending on the circumstances (i.e., time of day, weekend), it may be necessary for incident response staff to assume several roles until a full response can be established.

INCIDENT COMMANDER (IC)

This person is responsible for overseeing the incident response. They can lead one of the primary teams, but their job is to maintain a big picture viewpoint of the incident. The IC should ensure that regular meetings between the primary teams are occurring and key information is being documented and communicated effectively to support response.

Who: Director, Senior Staff Member (see predetermined list of IC - Critical Incident Call Guide)

DOCUMENTATION

This person is responsible for gathering and logging all incoming information and reports from ICS Teams. They will support the IC directly and ensure that any administration support needs for each of the four key Incident Response Roles are being maintained.

Who: Administrative Staff member.

LOCAL OPERATOR (LO)

This person is responsible for maintaining single point of contact with the staff members responding at the site of the incident/location. All questions/messages from other ICS Teams are delivered to this person for communicating to the localized response.

Who: *(confirmed or appointed by the Incident Commander)* Senior Staff Member, Teacher in the field

RESPONSE LOGISTICS (RL) (*if situation dictates, IC to confirm/establish needs*)

This person is responsible for supporting/arranging any additional field logistic needs. Role will establish incident location details/maps/google views as requested by the IC and manage any tasks as directed to aid group/staff evacuation.

Who: Senior Program Staff, Location Compliance or Operations Staff

SCHOOL/ FAMILY & RELATIONS (Liaison)

This person is responsible for liaising with any client, family members involved with the incident or injured parties. All communications from the school/family/client are to come directly to this person. They are to be ready to maintain long term relations until the incident is closed by the IC.

Who: Heads of School/Campus

COMMUNICATIONS (Comms)

This role is responsible for the internal and external communication needs, including formulating and releasing information to news media. They will liaise closely with the School/ Family/ Client Relations Team Leader. They will provide direct support for any media interviews and ensure any communication to media is vetted and confirmed by the IC

Who: GGS Executive Officer (in conjunction with IC)

Appendix 5 – Heat Threshold Assessment Tool.				
Threshold Threat: **Heat Exposure**	Threshold 1	Threshold 2	Threshold 3	Threshold 4	Threshold 5
	Low-Moderate (Heat Monitor)		High – Very High	Severe Extreme Heat Watch (ADT >28 for 3+ days)	Extreme Heat Watch (ADT > 32 for 3+ days)
ADT (Average Daily Temp.)	0-28 average		28-32 average	28-32 (3+ days) average	32+ (3+days) average
Single Day Heat Threshold	32-34		34+	36+	38+
	Excursions/Events and operational plans should address potential for limited travel times, water access and vehicle access for student/staff/Others transport needs. TIC Monitor for potential heatwave risk: • BOM Heatwave Service (begin Nov for summer season) • Consider twice daily checks on updates to BOM forecasts. • Look at BOM predicted temps for 48-72 hr Continue to monitor participants for: • Advised Water intake (2/3 ltr per person per day) • Wear lightweight clothing • Use sunscreen, hats and shade where possible.		Excursions/ Events and operational plans can proceed. Consideration should be given to: • Terrain type to be covered. • Fitness levels and pre-existing conditions. • Access to water and shaded rest spots/provision. Refer to Heat Index for effects of humidity on Average Daily Temps	Excursions and operation plans should ensure communication twice daily. Travel plans should consider: Travelling at the cooler parts of the day (earlier starts and finishes) Periods of travel/activity should incorporate regular breaks, no more than 45 min. All breaks should be taken in the shade. Refer to the Heat Index. Where max average will exceed 38 degrees for a given 24hr period – identified the day prior – the TIC or Operations worker will need to confirm a plan with the HoC or HoOPs. (if part of an event the Event Organiser)	Excursions/Events and Operational plans should confirm with the HoC and/or HoOPS (if part of an event the Event Organiser) any needs for: Relocation – to shaded or controlled environment Modified plans in situ with additional measures to minimise risks of exhaustion further. Confirmed additional scheduled communications to review actions/plan updates.
http://www.bom.gov.au/australia/heatwave/ http://www.bom.gov.au/australia/heatwave/knowledge-centre/ https://www.health.vic.gov.au/environmental-health/extreme-heat-and-heatwaves				
AVERAGE DAILY TEMPERATURE (ADT): The ADT is the average of the minimum overnight and maximum daily temperature.				
HEAT INDEX: The Heat Index is the 'apparent' temperature calculated with the actual temperature and relative humidity (see chart below).				

temperature (°C)

Relative Humidity (%)	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
40	27	28	29	30	31	32	34	35	37	39	41	43	46	48	51	54	57
45	27	28	29	30	32	33	35	37	39	41	43	46	49	51	54	57	
50	27	28	30	31	33	34	36	38	41	43	46	49	52	55	58		
55	28	29	30	32	34	36	38	40	43	46	48	52	55	59			
60	28	29	31	33	35	37	40	42	45	48	51	55	59				
65	28	30	32	34	36	39	41	44	48	51	55	59					
70	29	31	33	35	38	40	43	47	50	54	58						
75	29	31	34	36	39	42	46	49	53	58							
80	30	32	35	38	41	44	48	52	57								
85	30	33	36	39	43	47	51	55									
90	31	34	37	41	45	49	54										
95	31	35	38	42	47	51	57										
100	32	36	40	44	49	54											

Legend:
- Caution
- Extreme Caution
- Danger
- Extreme Danger

Heat Index: Prolonged periods of high temperatures along with high humidity are identified as the key factors present where the likelihood of a health-related incident may occur. It is important to account for humidity levels when considering the average temperature. This can be achieved by identifying the average temperature (ADT) for a 24hr period (average of max high and minimum low) on the chart above and accounting for relative humidity levels as provided by the Bureau of Meteorology for that day. This will then define your final average temperature for that day.