

# Equine Event

## Serious Incident Response Plan

Version 3, 11 November 2025

### Purpose

This plan details emergency response arrangements for a serious incident occurring at the Geelong Grammar School (GGS) **Equestrian Centre**. The threshold for a serious incident is defined in Appendix 1 of this plan.

### Scope

This plan applies to all equine events conducted within the Equestrian Centre, Geelong Grammar School Corio. This response plan is supplementary to the **Geelong Grammar School (Corio campus) Emergency Management Plan**. Where any conflict exists, the Geelong Grammar School (Corio campus) Emergency Management Plan takes priority.

### Definition of an emergency

An emergency is broadly defined as an event that arises internally or externally from a facility that may adversely affect the safety of people, physical structures or the environment and requires an immediate response.

### Event emergency response team

The **Event Organiser** and **Event Safety Officer** will familiarise themselves on the GGS Emergency Response Thresholds (Appendix 1) prior to the event starting. The table below lists key personal.

| Event Emergency Response Team 2026 |                                                                                                            |                                    |                                                                                                             |
|------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Role                               | Function                                                                                                   | Name                               | Telephone number                                                                                            |
| GGS - Event Organiser              | Overall responsibility for the Event and initial emergency response onsite.                                | GGS Director of Equestrian         |  Provided on site copy |
| GGS - Event Safety Officer         | Overall responsibility for monitoring safety measures and responding to incident reports during the event. | GGS Equestrian Assistant           |  Provided on site copy |
| GGS - Emergency Responders         | GGS staff to assist in the event of an emergency within the Equestrian Centre.                             | As identified at time of emergency | NA                                                                                                          |
| Event Medical First Aid            | Assess situation, monitor patient, call for any further assistance.                                        | Provided on site copy              |  Provided on site copy |
| Veterinary response                | Assess situation, monitor, and support horse, call for any further assistance.                             | Provided on site copy              |  Provided on site copy |
| Event Emergency Ambulance Escort   | Retrieves and guides Ambulance Victoria into venue as required on day of event.                            | Provided on site copy              |  Provided on site copy |

### Support functions to Event Emergency Response Team

|                                           |                                                                                                     |                                                          |                                                                                                             |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| GGS - Chief Warden                        | Takes control of a serious emergency response until the arrival and handover to emergency services. | Vice Principals                                          |  Provided on site copy |
| GGS - OHS & Wellbeing Business Partner    | Non-student related incident.                                                                       | Provided on site copy                                    |  Provided on site copy |
| GGS - Student Safeguarding & Risk Officer | Student related incident.                                                                           | Provided on site copy                                    |  Provided on site copy |
| GGS - Security Manager (interim)          | Any security related incident.                                                                      | Facilities Department                                    |  Provided on site copy |
| GGS - Director of Community Engagement    | To manage any media enquiries.                                                                      | Provided on site copy                                    |  Provided on site copy |
| GGS – Critical Incident Response Team     | To lead and manage a critical incident in accordance with GGS procedure.                            | As detailed in GGS Critical Incident Response Procedure. | NA                                                                                                          |

## Function of Event Emergency Response Team

The Event Emergency Response Team (EERT) are responsible for the preparation and implementation of the emergency response threshold actions, including the following:

- Ensure event staff and volunteers are briefed on any emergency response needs or triggers,
- Identify actions proportionate to the threshold level,
- Confirm and communicate any on ground logistical actions (refer to table below),
- Inform Chief Warden of a serious incident,
- Provide a report to Equestrian Victoria <https://www.vic.equestrian.org.au/>

## Incident threshold plan – Serious fall during the event

| Process and actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Person responsible                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Rider and/or Horse do not immediately stand up after fall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NA                                                                                                          |
| First Aid and/or Veterinary assistance is called for by radio/mobile phone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Event Organiser <u>or</u> Event Safety Officer                                                              |
| Radio/phone report to Event Office advising the ring area is not clear.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Event Safety Officer                                                                                        |
| Stop arena, warm up etc.<br>Identify location of incident and effected areas of competition.<br>Determines from reports whether further EERT is required and dispatches appropriate personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Event Safety Officer in consultation with Marshall and/or Judge                                             |
| <b>Ambulance shall be called for any of the following incidents or any other incident as necessary:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any spinal / neck / back pain regardless of how they fell. <b>Do not move person,</b></li> <li><input type="checkbox"/> Launched from a horse into the air. <b>Do not move person,</b></li> <li><input type="checkbox"/> Horse falling on rider, <b>do not move person,</b></li> <li><input type="checkbox"/> Falling off when the horse is at a gallop. <b>Do not move person,</b> or</li> <li><input type="checkbox"/> Head down fall, regardless of speed, even if it is a slide down. <b>Do not move person.</b></li> </ul> | Event Safety Officer                                                                                        |
| Ambulance to be escorted to relevant area (if called).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Event Emergency Ambulance Escort                                                                            |
| Paramedic attends incident location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Event First Aid Response Team, Contracted Medical Team                                                      |
| Vet(s) attends incident location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Local veterinary contact                                                                                    |
| If Medical and/or Vets advise there will be a prolonged delay, inform Event Office of delay.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Event Safety Officer                                                                                        |
| Event Organiser to attend location of incident.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Event Organiser                                                                                             |
| Depending on the seriousness of the incident, GGS Chief Warden informed.<br>Event Organiser requests for GGS Incident Response Team to be established.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Event Organiser<br>Supported by Event Safety Officer & technical/professional response support at the event |
| If GGS Critical Incident Response Team identify need, support personal to attend to communicate with family and supporters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | GGS Critical Incident Response Team                                                                         |
| Event Organiser to request any commentary to advise of delay of ring, events in the area (no details to be disclosed to public)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Event Organiser                                                                                             |



| <b>Incident Response – Additional considerations checklist:</b>                                                                                                                                                                                                                                       | <b>✓ or x</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Incident scene isolated or spectators asked to leave area.                                                                                                                                                                                                                                            |               |
| Clear arena to provide treatment (when safe to do so). Rider helmet to accompany rider to hospital in ambulance if required.                                                                                                                                                                          |               |
| Call for GGS Incident Response Team to provide support.                                                                                                                                                                                                                                               |               |
| Advise Event Office to announce that there is a hold on competition due to an incident. (details to be confirmed by Event Organiser and GGS Critical Incident Response Commander first).                                                                                                              |               |
| GGs Critical Incident Response Team to: <ul style="list-style-type: none"><li>• offer support to persons effected,</li><li>• identify a GGS representative to liaise with relevant hospital and be direct link with GGS,</li><li>• arrange support for riders' family/team and horse owner.</li></ul> |               |
| Tape off area to keep public away. Photographers asked to refrain from photographing.                                                                                                                                                                                                                 |               |
| Contain area and seek advice on fall/incident from medics and possible delay.                                                                                                                                                                                                                         |               |
| Collate names and contact details of any witnesses.                                                                                                                                                                                                                                                   |               |
| Ask Judges, Marshals and any other officials to meet at Event Office to make a written statement.                                                                                                                                                                                                     |               |
| Area may become an investigation site for WorkSafe Inspector and Police. Site will need to be preserved and not tampered with until site visit confirmed. WorkSafe notification required for any Notifiable Incident.                                                                                 |               |

| <b>Event to resume – Considerations checklist:</b>                                                                        | <b>✓ or x</b> |
|---------------------------------------------------------------------------------------------------------------------------|---------------|
| 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.                                                           |               |

## **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 Organiser and GGS Critical Incident Response Team to advise and direct any on ground actions and all external communications.
- The site must be preserved (Do Not Disturb) until Victoria Police have attended the site and no other mandatory inspections are required such as WorkSafe attendance.

## **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 organising committee that:

No statements, either verbally or in writing, should be made to press/or any third party unless authorised by the School. All media enquires to be directed to GGS Director of Community Engagement.

## **Counselling services**

GGs will coordinate support in accordance with established Critical Incident Recovery Management Procedure.

## Event Contact Details

| Role                                                                                                              | Name                                                                                                         | Contact No.             |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------|
| Event Director                                                                                                    | GGG Director of Equestrian                                                                                   | ☎ Provided on site copy |
| Event Safety Officer                                                                                              | GGG Equestrian Assistant                                                                                     | ☎ Provided on site copy |
| Event Technical Delegate/Chief Steward                                                                            | Provided on site copy                                                                                        | ☎ Provided on site copy |
| Medical Practitioner contact                                                                                      | Provided on site copy                                                                                        | ☎ Provided on site copy |
| First Aid provider                                                                                                | Provided on site copy                                                                                        | ☎ Provided on site copy |
| Horse Ambulances                                                                                                  | Provided on site copy                                                                                        | ☎ Provided on site copy |
| Nearest Veterinary Hospital                                                                                       | Provided on site copy                                                                                        | ☎ Provided on site copy |
| Neatest Vet on call                                                                                               | Provided on site copy                                                                                        | ☎ Provided on site copy |
| Equestrian Victoria CEO                                                                                           | Provided on site copy                                                                                        | ☎ Provided on site copy |
| GGG Counselling Services                                                                                          | Provided on site copy                                                                                        | ☎ Provided on site copy |
| Emergency services, Police, Fire, Ambulance                                                                       | Emergency response only                                                                                      | ☎ 000                   |
| Nearest Police Station                                                                                            | Corio                                                                                                        | ☎ 5273 9555             |
| Nearest Emergency Hospital                                                                                        | University Hospital - Geelong                                                                                | ☎ 4215 0000             |
| State Emergency Service                                                                                           | Flood and storm emergency                                                                                    | ☎ 132 500               |
| Air Ambulance (if applicable)<br>Use <b>Emergency Plus application</b> on mobile phone to provide exact location. | The response of Air Ambulance will be made by Ambulance Victoria call taker OR Ambulance Victoria paramedic. | ☎ NA                    |

## Appendix 1

### Equine Event Emergency Response Thresholds - Rider and/or Horse do not immediately stand up after fall.

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 Emergency Management Plan - Chief Wardens (GGS Vice Principals)

| Threat Level                                | Threat Description                                                                                                                                                                                               | Task                                                                                                                                                                           | Comms Group Action                                                                                                                                                                                                                                                                                                                                                         | Communications method                                                                                                  | Staff Contact Name                                                                                                                       |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Threshold 1<br/>Routine<br/>response</b> | <ul style="list-style-type: none"> <li><b>Low level injury</b><br/>First aid treatment only.</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>Complete incident report.</li> <li>Confirm with Event Safety Officer for any further actions.</li> </ul>                                | <ul style="list-style-type: none"> <li>Event Organiser (or <i>nominated assistant</i>) informed and updated.</li> </ul>                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Event Communications Channel(s).</li> <li>In person at Event Office.</li> </ul> | <ul style="list-style-type: none"> <li>GGS Director of Equestrian</li> </ul>                                                             |
| <b>Threshold 2<br/>Routine<br/>response</b> | <ul style="list-style-type: none"> <li><b>Low level injury</b><br/>First aid treatment, further medical examination possibly required/monitor short term.</li> </ul>                                             | As per Threshold 1 above                                                                                                                                                       | As per Threshold 1 above                                                                                                                                                                                                                                                                                                                                                   | As per Threshold 1 above                                                                                               | <ul style="list-style-type: none"> <li>GGS Director of Equestrian</li> </ul>                                                             |
| <b>Threshold 3<br/>Serious Incident</b>     | <ul style="list-style-type: none"> <li><b>Injury requires non-urgent assistance</b><br/>Ambulance attends or patient attends hospital, patient monitored 24 hrs as inpatient (WorkSafe notification).</li> </ul> | <ul style="list-style-type: none"> <li>Complete incident report.</li> <li>Inform Event Safety Officer &amp; Event Organiser (i.e., if WorkSafe notifiable incident)</li> </ul> | Onsite Events Team manages initial communications actions: <ul style="list-style-type: none"> <li>Event Organiser and Event Safety Officer informed as soon as possible,</li> <li>GGS Chief Warden notified,</li> <li>(if required) GGS OHS &amp; Wellbeing Business Partner <b>and</b> Student Safeguarding and Risk Officer to follow up mandatory reporting.</li> </ul> | Direct phone call / text message                                                                                       | <ul style="list-style-type: none"> <li>GGS Director of Equestrian</li> <li>School Emergency Management Plan (EMP) on standby.</li> </ul> |



| Threat Level                            | Threat Description                                                                                                                                                                          | Task                                                                                                                                                                                                                                                                                                                                               | Comms Group Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Communications method          | Staff Contact Name                                                                                                                                                  |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Threshold 4<br/>Serious Incident</b> | <ul style="list-style-type: none"> <li><b>Injury requires urgent assistance</b><br/>Patient(s) admitted to hospital. (WorkSafe notification, onsite investigation, crime scene).</li> </ul> | <ul style="list-style-type: none"> <li>Complete incident report</li> <li>Inform GGS OHS &amp; Wellbeing Business Partner if person admitted to Hospital.</li> <li>Comms plan to identified stakeholder groups likely affected by the incident established. Regular updates/push notifications maintained by GGS Incident Command Group.</li> </ul> | <p>Onsite Events Team manages initial communications action:</p> <ul style="list-style-type: none"> <li>Call 000 first, enact first response,</li> <li>Initiate Event Emergency Plan (raise alert level),</li> <li>Chief Warden notified, GGS Critical Incident Response team established,</li> <li>Maintain presence at Incident location to receive emergency services and provide communications to GGS Critical Incident Response Team,</li> <li>GGS OHS &amp; Wellbeing Business Partner <b>and</b> Student Safeguarding and Risk Officer notified.</li> </ul> | Direct phone call or in person | <ul style="list-style-type: none"> <li>GGS Director of Equestrian</li> <li>School EMP implemented</li> </ul>                                                        |
| <b>Threshold 5<br/>Serious Incident</b> | <ul style="list-style-type: none"> <li><b>Fatality</b></li> </ul>                                                                                                                           | As per Threshold 4 above                                                                                                                                                                                                                                                                                                                           | As per Threshold 4 above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | As per Threshold 4 above       | <ul style="list-style-type: none"> <li>GGS Director of Equestrian</li> <li>School EMP implemented.</li> <li>Critical Incident Response Team established.</li> </ul> |

**Continuous improvement** - Please direct any comments or suggestions to improve this document to **GGS Director of Equestrian**.