**Event Investigation Team Checklist**

**Event Name:**

**Event Dates:**

**Grab Pack Checklist (Head of SIMT to Distribute):**

* Notebook
* IRP Plan (for Investigators, TDs to receive before event during briefing, Medical)
* Venue Map with Emergency Exits/Assembly Points (Whole Team and Medical)
* Risk Management Information (with Emergency Contact Details)
* Walkie Talkie/Radio
* Hi-Vis Vest
* Information about How to Write a Witness Statement & Witness Statement Document
* Investigator Forms for Each Investigator
* Pens

\*Noted that the State Ambulance Organisation will have also been notified of the event at least 2 weeks prior to the event.

**Daily Checklist for Risk Coordinator or Head of SIMT:**

* Phase or Discipline Coordinators – Daily Hazards Checklist for Completion
* Investigators - Investigator Grab Pack (from the Event Secretary)
* Risk Coordinator/SIMT – Daily Hazard Review
* Risk Coordinator/SIMT: Medical – Daily Briefing Provided

**Incident Response Checklist**

* TD/Coordinator – Advise Officials to Stop the Event
* TD/Coordinator - Contact the Medical Team (Radio Channel TBC)
* Discipline Coordinator – Contact Athlete Liaison Officers
* Eventing TD - Complete an Eventing Fall Register (if req.)
* Eventing TD - Complete an Eventing Fall Report Form (with Fence Judge) (if req.)
* Fence Judge (if appl.) – Complete a Fall Report Form (with TD)
* Athlete Liaison Officer – Collect Emergency Contact Information from OC Secretary
* Investigator #1 – Collection of Horse and Rider Details
* Investigator #1 – Provide Medical Team with Hospital Details
* Investigator #1 – Take a Video of the Accident Location
* Investigator #2 – Collect Information about the Incident (Medical Team to Complete Incident Report Form)
a. Injuries and nature of incident
b. Written and verbal witness statements, including those from officials.
* Investigator #3 – Provide Details about the Class/Test
* Investigator #3 – Photos of Fences, Hazards, Arena, and Measurements
* Investigator #3 - Photos of Tack and Horse
* Head of SIMT – Collect any Concussion Advice Forms
* Head of SIMT – Collect any EA Incident Response Forms 08 from Medical (if not completed online)
* Head of SIMT – Review and Implement the SIMP/IRP
* Medical Team – Pre-Event Checklist 06 (at the beginning of the year)
* Medical Team – Pre-Event Form 07 (1 week prior to event)
* Medical Team - EA Incident Response Form 08 (if req.)
* Medical Team – Concussion Advise Forms (if req.)

\*Health and Medical Information to be received during the entry process as a health and safety consideration and child safety requirement eg. Allergies and any medical information that may need to be disclosed to Medical Team.

**Post Event: Event Office**

Incident Report Forms to the Event Office/State Branch
Form 08
Concussion Forms
Confirmation of any Event Debrief Requirements

 **--------------------------------------------------------------------------------------------------------------------------
*For Office Use***
**Have the above all been completed?**

*(Risk Coordinator &/or Event Athlete Liaison)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Date)

*(Head of SIMT)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Date)