



## *Critical Incident Response Checklist*

### **USA TRIATHLON CERTIFIED OFFICIALS AND RACE DIRECTORS (SANCTIONED EVENTS)**

Should a fatality or life-threatening incident occur at a USA Triathlon (USAT) sanctioned event, the below reporting checklist will assist you to navigate the reporting process.

#### **When to initiate Critical Incident Response reporting process**

Race Director is informed by event staff or medical personnel that a life-threatening incident or fatality incident has occurred. In the event of a fatality, confirmation of a fatality needs to be obtained from a physician, licensed paramedic, EMS professional onsite or medical facility before confirmation of fatality can be released or communicated.

#### **Notifications and Documentation within 24 hours of confirmed incident**

1. Notify USAT Official onsite/ notify USA Triathlon directly (if USAT Certified Official is not onsite):
  - a. Primary USAT Contact: Brad Hildebrandt | 402-578-7039 |
  - b. Secondary USAT Contact: Kathryn Murtagh | 917-747-8574 |
  - c. Membership Hotline: 719-725-2209
2. Submit an Incident Report Form at the [USA Triathlon Incident Report Portal](#)
3. USA Triathlon can provide Media and Communication assistance to race directors, please see our Crisis Communication Best Practices guide.
4. For further assistance, please ask the USAT primary or secondary contact for USAT's Communication Manager's contact details

#### **Documentation and Information to be submitted within 2 weeks of confirmed incident date**

**\*\* Communication of items shifts to USA Triathlon Insurance team - [insurance@usatriathlon.org](mailto:insurance@usatriathlon.org)**

1. Witness statements (written or recorded): anyone that was a firsthand witness
  - a. E.g., Lifeguards, volunteers, staff, spectators, etc.
2. Police Report(s)
3. EMS information/report
  - a. HIPPA might restrict information from this source but provide what you can
  - b. Pictures or videos you might have obtained from incident (these will remain confidential)
4. Any local or regional news media coverage that can be sent, print or video or social media
5. Provide all information as timely as possible



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### Final Items

1. If your attempts to contact to USAT primary and secondary contacts were unsuccessful:
  - a. Leave voicemail, text message or send email
  - b. Leave call back information
  - c. Do not speculate on the incident, only provide factual, documented information
  - d. Do not admit fault of any kind, if you are unsure how best to communicate, please refer to the Crisis Communication Best Practices guide or seek further assistance from USA Triathlon

USA Triathlon is here to assist you during the entire process and will make every effort to guide your team throughout all aspects of this trying event.

[USA Triathlon Incident Report Portal](#)