



# Critical Incident Response Packet (CIRP): Reporting and Communication 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 respective 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 or EMS professional onsite or medical facility before confirmation of fatality can be released or communicated.

### Notifications and Documentation 24 hours of confirmed incident

- Notify USAT Official onsite/ if USAT Certified Official is not onsite notify USA Triathlon directly
  - Primary USAT Contact: Brad Hildebrandt | 402-578-7039 | [brad.hildebrandt@usatriathlon.org](mailto:brad.hildebrandt@usatriathlon.org)
  - Secondary USAT Contact: Nellie Viner | 720-800-6622 | [nellie.viner@usatriathlon.org](mailto:nellie.viner@usatriathlon.org)
  - Membership Hotline | 719-725-2209
- Submit **USA Triathlon Incident Report** to Brad Hildebrandt ([brad.hildebrandt@usatriathlon.org](mailto:brad.hildebrandt@usatriathlon.org))
- Media and Communication
- Communication Best Practices document will be delivered upon incident notification
  - If additional communication assistance is needed:
    - Request USAT communication assistance from USAT primary or secondary contact
    - Contact information for USA Triathlon Communication Manager provided

### Documentation and Information submitted within 2 weeks post confirmed incident date

#### \*\* Communication of items shift to Nellie Viner

- Witness statements- written or recorded either will be accepted and filed
  - Lifeguards, volunteers, staff, etc. Anyone that was a firsthand witness
- Police Report
- EMS information/report (HIPPA might restrict information from this source but provide what you can)
- Pictures or videos you might have obtained from incident (these will remain confidential)
- Any local or regional news media coverage that can be sent, print or video

### Final Checklist Items

- If contact with USAT primary and secondary contact unsuccessful:
- Leave voicemail, text message or email
- Leave call back information
- Do not speculate on the incident, only provide factual, documented information
- Do not admit fault of any kind, if any doubt, defer to best practices document or USAT communication assistance

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. Follow the [Critical Incident Response Team Flow](#).

**[CLICK HERE TO SUBMIT AN INCIDENT REPORT.](#)**