

Emergency Action Plan

"It is recommended that all NLEA sanctioned equine related activities have on site emergency medical services with a minimum of Advanced Life Support (ALS) training, and an NLEA approved Emergency Action Plan in place prior to the activity taking place".

MAKING THE PLAN WORK

The idea of an Emergency Response Plan is to put chaos into order. However, the ultimate success of the plan depends upon the ability of individuals to quickly adapt to the disorganization and bewilderment inherent in any emergency. Hence the plan must be flexible enough to allow individuals to find creative solutions to unpredictable situations.

It is imperative that key players in the Emergency Response Plan spend time discussing its content. In the final analysis, it is the degree of mutual trust and cooperation among venue personnel that will determine the effectiveness of the actions taken in response to an emergency.

IDENTIFYING ROLES AND RESPONSIBILITIES

Important to the Emergency Action Plan is the delegation of responsibilities. In emergency situations co-operative team work based on pre-assigned duties is essential.

1. The Charge Person - Ideally this should be a doctor or nurse or at the least someone with ALS Training or sport injury care training. Responsibilities of the Charge Person include:
 - Select the necessary medical equipment, supplies and medications. Oversee that these items are procured.
 - Responsible for the inventory of the supplies and equipment, both at the commencement and conclusion of the competition.
 - Organize the emergency protocol and procedures.
 - Assessing and dealing with the on-site injury.
 - Determining the need for further medical care.
 - Dispatching a CALL PERSON to summon an ambulance and/or doctor.
 - Assuming responsibility for the well-being of the injured person until medical help arrives
2. The Call Person - Pre-assign someone at prior to activity, to take responsibility for calling medical help if so requested by the Charge Person. The responsibilities of the Call Person include:
 - Knowing the location and access to public telephone at the venue
 - Preparing pre-determined list of local telephone numbers in order to call emergency personnel

- Prepare a pre-arranged list of written instructions for access routes to all activity venues (to be read over the telephone when placing the emergency call – see attached sheet).
3. The Control Person - An individual may be needed to ensure that no one gets in the way of the Charge Person or Emergency Personnel when performing their duties. Assign someone from the team organization to act in the roll during emergency situations.

CALL PERSON’S ACTION LIST

1. Facility’s Location and Phone (please list):

Exact Location: _____

Your cell number: _____

Phone Number on site: _____

2. Type of Emergency:

3. Key People on site (or off site as indicated tel and title) eg. Doctor, Nurse:

4. Ambulance Phone Number:

5. Address of Facility and Location of Access Doors and Gates:

6. Other Local Emergency Numbers:

Fire: _____

Police: _____

Medical Care: _____

Hospital Emergency Department: _____

**NLEA Terra Nova Series
Emergency Action Plan**



7. Equine Care:

Veterinarian Name on Site: _____

Number: _____

Veterinarian Name off Site: _____

Number: _____