

## Emergency Procedures

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### **PLEASE FOLLOW THE BELOW GUIDELINES IN CASE OF AN EMERGENCY**

*These are minimum guidelines and an Emergency Action Plan will provide more detail and must be followed, where available.*

### **MEDICAL EMERGENCY**

*If there is an injury to any person (rider, spectator, volunteer, etc.) or a horse it must be reported ASAP to the office/announcer who will immediately call for assigned first responders.*

#### **1. DO NOT MOVE AN INJURED PERSON.**



Protect the person from further injury, especially if a horse is loose. (Form a human wall around person immediately until alternative arrangements are done if required). Have someone stay with the injured person. Clear and secure the area of anyone not directly involved with situation. People with horses should move their horses to a secure location. Spectators should move to a secure area. All people should use their discretion re a loose horse, securing their own safety first.

- #### **2. DO NOT CALL 911 UNTIL ASKED BY THE FIRST RESPONDER AT THE SCENE. AFTER THE CALL REPORT BACK TO THE FIRST RESPONDER AND ADVISE OFFICE/ANNOUNCER THAT THE CALL HAS BEEN MADE.**

#### **REMAIN CALM**

#### **GIVE THE 911 OPERATOR THE FOLLOWING INFORMATION:**

- State your name
  - Give the stable address (including specific directions i.e. 1.5km from exit)
  - State the reason you require an ambulance
  - State that someone will meet the ambulance at the front entrance
  - State to have the ambulance turn off the siren upon entering the site
  - Give the 911 operator a call back number.
3. Have someone wait at the entrance to meet the ambulance.
  4. Have a pathway cleared for ambulance to gain access to the injured person.

### **FIRE**

1. In case of fire call 911 or \_\_\_\_\_. Ensure you explain the situation in full detail and that there are horses in the area.
2. Remain calm and safely evacuate the area.
3. Ensure someone is there to meet the fire trucks and that a path is cleared for them.

