

Emergency Action Plan and Procedures

Despite our best efforts, emergency situations do occur. When they do, **keep calm** and adhere to the following guidelines:

**Life Safety is our first concern.
You should never put your life knowingly at risk!**

TELEPHONE

- Cordless phones are located in the TRS Office. There is a landline in the DERS office. Instructors always carry their cell phones. Emergency phone numbers and information are posted by each phone, by the arena gate, in the feed stall, in the tack room, and inside the lids of the human and equine first aid kits.
- If an emergency occurs, call the emergency numbers listed on the Emergency Cards. That will result in the quickest response time. However, **911** will also work. Be prepared to give the following information:
 - Location of the emergency.
 - What happened.
 - As much information about any victims as possible.
 - How many people need help.
 - What assistance is currently being offered.

Remember: **do not hang up** until instructed to do so by emergency personnel.

PEOPLE RELATED

If an emergency occurs with a mounted client:

- Shout “HALT” to alert your instructor and horse leader. If it is a group lesson, the instructor will have all horse leaders halt their horses.
- Horse leaders halt your horse and stand at an angle in front of the horse to keep it halted. Soothe the horse while the side walkers assist the client.
- **Side walkers always stay with the client. Horse leaders always stay with the horse.**
- Side walkers, try to stabilize the client using the “Full body” hold. If the client slides toward you, try to push him/her back to midline using your forearm on the client’s thigh or, if necessary, at the hip.
- If the client slides away from you, encourage the other side walker to push the client back toward you.

- Even in an emergency, it is always preferable, if at all possible, for the client to remain on the horse until the instructor can assist with the dismount.
- If an emergency dismount becomes necessary, the side walker the client is falling away from needs to remove the stirrup and reins from the rider, while the side walker towards whom the rider is falling needs to remove the stirrup then hug the rider around the trunk and under the arms, pulling the client off and away from the horse.
- If the side walker feels he/she can't bear the full weight of the client, a controlled fall can be initiated taking care to protect the client's and side walker's head and roll with the fall as much as possible. It is important that the side walker breaks the client's fall and does not fall on the client!
- Listen for directions from the instructor.
- Horse leaders then move the horse away from the fallen client to the center of the arena.
- Horse leaders, do not drop the lead rope and run to a fallen client. The situation could become more dangerous if there is a loose horse. HORSE LEADERS MUST ALWAYS KEEP HOLD OF THE LEAD ROPE! If the horse does get loose, shout, "LOOSE HORSE". Side walkers stay with the fallen client. Everyone else should stop moving. Never chase the horse! Move toward the horse in a calm, slow manner until it stops and allows you to pick up the lead rope.
- Do not move a seriously injured person unless he/she is in a threatening situation. If the victim must be moved, move as a unit, always supporting the head and neck. Do not bend or twist the victim. Do not approach victims of electrocution or toxic exposure unless they are clearly away from hazard.
- Instructors and many of our volunteers are trained in CPR and first aid. Enlist their help.
- There is a first aid kit in the feed stall.

***Note:** Completed Emergency Release forms for clients, volunteers, and instructors are in clearly marked binders in locker #44 in the tack room as well as in files in the TRS office.

EQUINE RELATED

- If a horse gets loose outside of the arena, shout, "LOOSE HORSE" and alert any clients or volunteers in the area. Grab a halter if needed and walk calmly and slowly toward the horse. Horse treats are available in the feed stall. Never chase the horse! When he stops, move toward him slowly and pick up the lead rope or put on the halter as needed. Side Walkers never leave their client.
- If a TRS horse is injured in any manner, contact Christine Remy immediately (720-935-7911). If a DERS horse is injured in any manner,

contact Corinne Lettau immediately (612-964-6467). There is an equine first aid kit in the Tack Shed. Use caution. A horse that is hurt may not react in the same ways as when he feels fine. Never put yourself in a dangerous situation. The instructor or Christine Remy will make the decision whether or not to call the vet for TRS owned horses (Challenger, Splash, or Star). Corinne Lettau will make the decision whether or not to call the vet for DERS owned horses.

FIRE

- **When possible**, if clients are mounted in the arena, horse leaders bring horses to the center of the arena and await instructor directions.
- Upon instructor directions, dismount clients and side walkers escort them to the parking lot. Horse leaders take horses to a safe area. Leave halters on horses. Unclip lead ropes and tie to stall or gate if horses are able to be stalled or turned out.
- If clients are in the grooming/tacking area, side walkers escort clients to the parking lot. Horse leaders take horses to a safe area. Leave halters on horses. Unclip lead ropes and tie to stall or gate if horses are able to be stalled or turned out.
- If the stall area is on fire, and you are able/willing to help, follow instructions from TRS or DERS staff. You will remove the horses from the stalls closest to the fire first. Some horses may refuse to leave their stalls. Leave their doors open and go to the next horse. Once the horse is out, close the stall door so the horse cannot return. Leave halters on all horses. Once all people and horses are out of the barn, close all barn doors.
- If the fire is small, attempt to put it out with a fire extinguisher but never jeopardize your personal safety. Fire extinguishers are located in the tack room, in the feed stall, and by the garage door next to Challenger's stall as well as throughout the rest of the facility. There are fire alarms by each garage door and entrance to the arenas. Pull these if you are unable to put out the fire with an extinguisher. Also call the fire department number on the emergency information card.
- Notify others on the property of the fire and its location.
- Never allow the fire to come between you and an exit.
- Notify Corinne Lettau and Christine Remy.

****CALL 303-795-3800 or 911 AS SOON AS FIRE IS DETECTED!**

****CLIENTS AND PARENTS SHOULD LEAVE THE FACILITY IMMEDIATELY IN ORDER TO MAKE ROOM FOR EMERGENCY VEHICLES**

****AFTER ASSISTING AS NEEDED, VOLUNTEERS ARE TO MEET IN THE PARKING LOT FOR A HEAD COUNT. DO NOT LEAVE UNTIL TOLD TO DO SO.**

POWER OUTAGE

- Horse leaders halt horse immediately.
- Instructor will give directions on how to dismount clients and move them from the arena if needed.
- Horse leaders stay with horses in the arena until all clients are safely out of the arena.
- Flashlights are available in locker 47 in the tack room.
- Notify Corinne Lettau or DERS staff.

THUNDERSTORM-LIGHTNING/HAIL

- With instructor assistance, dismount clients. Clients stay with side walkers in the center of the arena, but away from the horses.
- Close barn doors.
- Instructor will determine when it is safe for the clients to remount or be dismissed.
- Horses may be returned to their stalls when the instructor determines it is safe to do so.

TORNADO

- A tornado watch means that conditions are favorable for the development of a tornado in the area. Information related to tornado watches can be received from radio and television broadcasts.
- A tornado warning means that a tornado has been sighted.
- In the event a tornado warning occurs, seek shelter immediately.
- With instructor assistance, dismount clients.
- Side walkers escort clients and their parents/caregivers to the first floor restroom by the DERS office.

- Horse leaders untack horses but leave halters on. If there is time to do so safely, return horses to their stalls. If not, leave horses turned out in arena. Unhook lead ropes and leave on stall doors or on the arena gate. Proceed to the first floor restroom by the DERS office.

ACTIVE SHOOTER

- With instructor assistance, dismount clients.
- Run. Leave horses tacked and in arena.
- Hide.
- Fight as a last resort.
- When in a safe place, call 911.
- When police arrive, put your hands up with fingers spread so that they don't think that you're carrying a gun.

ALL EMERGENCIES, INJURIES, OR ACCIDENTS (NO MATTER HOW SMALL) SHOULD BE REPORTED TO THE INSTRUCTOR PRESENT AT THE TIME AND AN OCCURRENCE REPORT MUST BE COMPLETED OR TO THE PROGRAM DIRECTOR. THERE ARE HUMAN AND EQUINE FIRST AID KITS LOCATED IN THE FEED STALL.