

# Emergency Action Plans

## Fire

If you are asked to call 911, our address is 545747 Sideroad 4A, Markdale ON, our phone number is : (519) 986-1247

If the fire occurs in the **lesson barn or arena**, the Instructor is always in charge & will:

- Halt lesson
- Assign a bystander to call 911 and to inform the office of fire - bystander to then go immediately to the participant parking area.
- Dismount participant and escort participant and guardian to participant parking lot.
- Assign individual to wait for EMS by the road and ensure there are no obstructions.
- Take head count once in parking lot

Leaders will:

- Take the horse outside, release it in any safe paddock and then go immediately to the participant parking lot.

If the fire is in the **office building**, a staff member will

- Call 911 and proceed to the arena barn and bank barn to inform all parties to proceed with the fire emergency plan as above.
- Staff member will wait for EMS by the road and ensures there are no obstructions.

If the fire occurs in the **bank barn**:

- The first individual to detect fire will call 911 (or have a bystander call) and then will go immediately to the arena barn and then office building to inform parties to proceed with the fire emergency plan as above.
- Staff member or designated individual will wait for EMS at road and ensure there are no obstructions.

Once in the parking lot, no one is to return to the barns or buildings.

## Health Emergency

If you are asked to call 911, our address is 545747 Sideroad 4A, Markdale ON, our phone number is : (519) 986-1247

If emergency occurs **during a lesson**, the Instructor is always in charge and will:

- Halt lesson and secure the area - protect fallen participant and others from further harm (catch loose horse, make sure other horses are moved away from participant, protect participant from elements if outside, do not move participant).
- If gloves or face shield is required (ie. a person is bleeding, has become ill, vomiting, choking or other close contact with face area), retrieve from First Aid Kit or ask bystander to retrieve.
- Assign a bystander to call 911 if necessary and report back.
- Stay with the participant until EMS arrives.

Leaders will:

- Stay with the horse and await further instructions.

Sidewalkers will:

- Stay with the participant and await further instructions.

For all **other emergencies on premises**, staff or volunteer will:

- Use cell phone or have bystander call 911 if deemed necessary.
- Approach the injured party once mask and gloves (if touching) have been applied.
- Have bystander inform the office of the incident and then wait at the road for EMS to arrive ensuring the pathway is clear of obstacles.
- Stay with the injured party until EMS arrives.

## Seizure

If a seizure occurs, the Instructor is always in charge.

Mounted Rider:

- At the onset of a seizure, gently attempt to dismount the participant to an open area . If dismount is not possible, remain as close as possible to the participant, lean them forward on the horse until the seizure ends.
- Once subsided, slowly dismount the participant, lay down in a safe place, and inform their emergency contact person.

Unmounted activities:

- At the onset of a seizure, try to help the individual to lay down gently in a safe open space free of obstacles. Do not restrain. Goal is to keep them from injuring themselves.
- Once subsided, slowly help the participant up and inform their emergency contact person.

## **Storm/Tornado**

If a storm or tornado occurs during a lesson, the instructor is always in charge and will:

- Halt lesson and dismount participants.
- Escort participants, their guardians and sidewalkers to the Bank Barn's storm location.
- Take head count of volunteers and participants.

Leaders will:

- Take horse into a Bank Barn stall fully tacked
- Proceed to Bank Barn's storm location

Office Staff will:

- Make sure all individuals on site are out of buildings and open areas and have made it to the Bank Barn's storm location.