

## SAMPLE ACCIDENT PREPAREDNESS PLANS

### GR1211 Appointment of Officials and Employees.

#### 5. Qualified Medical Personnel.

a. Qualified medical personnel with no other duties and with appropriate medical equipment, as required by their certifying State or EMS Region, must be present during all scheduled performances at all competitions and during all paid scheduled schooling sessions over fences, including one (1) day prior to the start of the competition if applicable, and during all scheduled performances.

(1) Qualified medical personnel is a currently certified or licensed EMT, or Paramedic, or a Physician or Nurse trained in pre-hospital trauma care and currently certified or licensed in their profession. (Exception: Eventing - see EV113.4)

(2) A Physician or Nurse trained in pre-hospital trauma care is a Physician or Nurse who is currently certified in Advanced Trauma Life Support (ATLS), Basic Trauma Life Support (BTLIS), Pre-hospital Trauma Life Support (PHTLS), or who has First Responder or comparable certification. Comparable certification requires review and written approval in advance by the Safety Committee. (Exception: Eventing – see EV113.4)

(3) It is strongly recommended that EMTs and/or Paramedics be used to fill this position. Medical personnel must not exceed the scope of their practice.

(4) Any competitions with four or more rings of Hunters and Jumpers in use at one time must have at least two qualified medical personnel present during all performance sessions.

(5) A fine of \$750 per day will be imposed on Licensed Competitions failing to comply with this rule.

(6) All medical personnel must be readily identifiable and the area where they are available must be designated and readily accessible.

(7) Unless prohibited by Federal, State or local law, this person must furnish the Steward(s) or TD(s) with a copy of his/her report(s), or assist these officials with documenting any findings and treatment for all injuries sustained in competition or on the competition grounds.

b. Competitions using more than three performance areas simultaneously, and all first year A or AA rated competitions, must have at least one additional person who is CPR certified to assist the medical personnel of record for that competition. The additional person may have other duties related to the competition provided they can be immediately available to respond to an emergency. This person must be identified to officials and staff. Dressage arenas do not count as performance areas. If more than six performance areas are used simultaneously there must be at least two additional people who are CPR-certified to assist the medical personnel of record for that competition.

c. An operational telephone and/or other emergency call priority system must be provided by the competition. Management must post in the office and by the telephone and/or the emergency call equipment, emergency telephone numbers plus directions to the competition which could be quickly relayed to the offsite responder.

d. Additionally, during the time period as defined above, an ambulance must be on the competition grounds or on call.

e. All competitions must have in place prior to the start of the competition, an accident preparedness plan and in conjunction with the plan make the necessary arrangements for an ambulance to be on the grounds or on call.

(1) Competition management is responsible for ensuring that all competition officials and competition staff are advised of the accident preparedness plan and that it is distributed accordingly.

(2) Said plan shall be given to the Steward or Technical Delegate prior to the start of the competition.

(3) The Steward or Technical Delegate shall submit a copy of said plan to the Federation along with his/her Steward or Technical Delegate report.

(4) A fine of \$750 per day will be imposed on Licensed Competitions failing to either have an ambulance on the grounds or on call.

#### 6. Safety Coordinator

a. All Licensed Competitions must appoint a Safety Coordinator, who shall oversee the establishment and coordination of medical and veterinary services. This person may have other roles or duties in relation to the competition except:

(1) The Safety Coordinator may not serve as Judge at the competition.

(2) The Safety Coordinator may not compete as a rider, driver, vaulter, longeur, or handler at the competition.

b. Duties of the Safety Coordinator. The Safety Coordinator shall:

(1) Oversee provisions for the safety and welfare of exhibitors, horses and spectators.

(2) Oversee the implementation of the Accident Preparedness Plan (GR1211.5).

(3) Hold a meeting with Competition Management and Medical Personnel to ensure that parties are aware of the requirements of the Accident Preparedness Plan.

(4) Provide Medical Personnel with a map of the competition grounds which includes plans for vehicle access to competition/warm-up areas and stabling.

(5) Have his name and contact information posted along with the required emergency information at the competition. *BOD 1/18/09 Effective 12/1/09*

Please remember that these are sample plans that are offered as guides only to help you to prepare your own emergency plan in accordance with GR1211.5e. Please note that these plans can be amended to suit any breed/discipline competition and are not intended to be applied without considering the specific needs of your competition. We would also recommend that you show your plan to the health care professionals who will be at your competition and/or the local fire department and/or police department to see if they have suggestions regarding your plan as it relates to your specific competition and area. Please contact the Federation directly at (859) 225-6959 with any questions.

We would like to thank Barbara Kohr of Halcyon Farm, Ltd. for allowing us to share this plan.

## **FARM NAME HORSE SHOWS**

### **EMERGENCY RESPONSE PROTOCOL**

Medical Personnel/EMT	Name	Office/Radio/Vehicle
Show Manager	Name	Office and Radio
Safety Coordinator	Name	Office and Radio
Veterinarian	Name of Hospital On Call (XXX) XXX-XXXX	

In the event that there is an emergency the call to 9-1-1 is to be placed from the Horse Show Office using a landline. Preferably the call is to be made by show management or the safety coordinator. Exhibitors are asked to not make 911 calls using their cell phones.

The address of the farm is Street Address, City, State. Do not use the farm name for identification of the location. Use the address to identify the location.

Directions from US Route XX from City Name:

Two miles from City Name on Route XX South turn left on Name of Road. Go 1.6 miles and turn left on Name of Road. Bear right at the Y on Name of Road. Pass Name of Road and the farm's entrance is just after the woods. There is a street number at the entrance. Specific Street Address.

Upon notifying 9-1-1:

1. Member of show staff goes to farm entrance to direct emergency vehicles to accident site.
2. The ring crew is to clear ALL obstacles and make the ring accessible for ambulance necessary personnel only.
3. Steward and Medical Personnel will complete USEF Accident/Injury Report Form and submit to the Federation.
4. The horse show will hold until all emergency vehicles have left and the show staff has resumed their positions.

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We would like to thank Kathy Moffitt of BFK Equestrian Enterprises for allowing us to share this plan.

## **Name of Showground & Name of Horse Park Emergency Plan**

In case of accident:

1. Do not move the patient
2. Call for the EMT; give ring location
3. Catch the horse
4. EMT will evaluate patient and determine status
5. If required, call 911
6. Ring Steward will move fencing for ambulance access
7. Ring Steward and/or other show personnel will keep spectators back
8. Manager and other show personnel will keep road clear so ambulance can get through without hurting anyone else.

Office & Cell Numbers:

**DVHA:** XXX-XXX-XXXX

**HPNJ:** XXX-XXX-XXXX

Show Manager/**DVHA:** XXX-XXX-XXXX

Show Manager/**HPNJ:** XXX-XXX-XXXX

**Directions to DVHA:** From Name of Town: Rt. XXX S, right on Name of Road (mile marker #); showground 3 1/2 miles on left. From Name of Town: I-X to Rt. X N (Exit X—Name of Town). At exit for Rts. XX/XX North, go straight (under Rt. XX) on Rt. XX. In Name of Town, bear left on Rt. XX (at Name of Restaurant). (Do NOT take Rt. XX to Name of Town before you reach Name of Town.) Make left onto Rt. XXX toward Name of Town. Showgrounds 3 miles on the left. Sign at driveway.

**Directions to HPNJ:** I-XXXE to Exit # (Name of Towns), turn left at top of exit ramp towards Name of Town, turn right at stop sign onto Route XXX, go 1.3 mi to dairy farm with silo on left. XX entrance is just beyond.

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We would like to thank Cleon Wingard, USEF Technical Delegate, for allowing us to share this plan.

## **Accident Preparedness Plan**

The purpose of this Accident Preparedness Plan is to prevent accidents if possible, deal with injuries as quickly and efficiently as possible and finally dealing with aftermath of an accident.

This is an outline to help organizers and horse show officials prepare for an emergency. Each competition is different and will require different planning. Feel free to add to and/or to alter this plan to suit your competition's needs. These points are only points to consider and areas you may want to include in your plan. Remember you probably will never need this plan, but if you do, lives may depend on it.

This outline is divided into two parts. First, planning for the emergency itself. Making sure people and animals are as safe as possible and injuries are dealt with in the quickest and most efficient way possible. Second, planning for the investigation, dealing with new media, responding to questions, in general dealing with the emergency after the injured people and/or animals have been taken care of.

### Before Competition

- Contact local Emergency Services, and advise them of the date, and location of your competition.
- Contract your Emergency Medical Services who will be at the show grounds during competition and during schooling over fences.
- Contract with your Veterinarian (if required) who will be at the show grounds during the competition, or on call.
- A day or so before the competition contact your Emergency Medical Services personnel and Veterinarian. Make sure they know the date, location and time they are to be on grounds. This will prevent late arrivals and/or no shows - remember the competition cannot proceed without them.

### Before the Start of Competition

- Meet with your Emergency Medical personnel. Decide if additional emergency equipment is needed, (air care, ambulance etc.) exactly who will call, the phone number and what phone will be used. Usually it is best that your Emergency Medical personnel make this call. They will know exactly what they need. If this call is to be made by someone other than EMS, that designated person MUST have a phone, the numbers to be called, complete directions to the grounds and complete address of the grounds.
- Discuss with your Technical Delegate, or Steward and the EMS personnel where Air Care might land, and have a plan to stop the competition, move ALL horses away from landing area and dismount ALL riders.
- Discuss with your Technical Delegate, or Steward the EMS personnel and Veterinarian, where EMS and the Veterinarian will be located and how they will be notified to respond to an emergency.
- Discuss with your Technical Delegate, or Steward and EMS personnel and Veterinarian the lay out of the show grounds – Routes of ingress and egress, paying particular attention to the need to get an Ambulance or

other equipment into the accident scene the accident scene may not be in the show arena, barn area or warm-up area.

- Make sure that all people who might be making Emergency calls know the emergency number to call - usually 911. Give them written information containing the exact address, county etc. of the show grounds. Also if a Veterinarian is on call their contact phone numbers.
- Make a phone number list of Technical Delegate or Steward, Head Judge or Ground Jury, Office, EMS, Show Organizer, Announcer, Veterinarian and any other numbers that may need to be contacted to manage an emergency. Give this list of phone numbers to each; this will improve communications in case of an emergency.
- Have a plan to remove a dead horse, equipment needed, tarp, location of storage area. Talk over with your Technical Delegate or Steward and Veterinarian.
- Have a plan to transport an injured horse, and the location of the local Veterinary Hospital. Have detailed directions that can be given to someone transporting an injured horse.
- Talk to your Announcer regarding emergency plans. They may be needed to coordinate response.
- Discuss with your Technical Delegate or Steward and EMS the possibility of needing to transport injured people to the Hospital. It is preferred to have transportation provided by the local ambulance service, instead of your on grounds EMS. If your EMS leaves the show grounds to handle transports you will have to stop the competition until they return. Remember the needs of the injured person take precedence over your show. Your EMS may have to transport.
- Need to have an idea what you will do in case of a Tornado, or bad Storm. Where are the safest places to go for shelter etc?

#### In case of an Emergency

- Do not move the patient or horse.
- Call for EMS and/or Veterinarian and Technical Delegate or Steward.
- Secure a loose horse.
- EMS personnel will evaluate the patient and determine status. Call for additional EMS equipment will be made per the emergency plan.
- Ring steward and/or other personnel will open gates, remove obstacles, so EMS will have access to scene.
- Clear the area of the Emergency and keep spectators back and out of the way.
- If an ambulance is called have a designated person respond to the entrance of the show grounds to direct the equipment to the scene of the emergency. Ask the Ambulance driver not to use their lights or sirens, due to the danger of spooking horses.

### After Emergency Has Been Controlled

- The Technical Delegate or Steward will begin investigating the emergency, and preparing required reports. It is very important to gather witness names and contact numbers. This may become very important long after the competition is over.
- The official photographer and videographer need to be contacted. Tapes and photographs of the accident, if available, need to be preserved for the investigation, and not released to news media.
- Need to arrange to have the horse taken care of.
- The show should contact the Hospital to assist and help with the notification of family.
- The show should have complete directions and contact numbers for the Hospital, to be given to family and support people and assist them in responding to the Hospital.
- If requested by News Media names should NOT be released. A general statement that an accident has occurred resulting in injury can be made. A statement that the accident is still under investigation would be appropriate.
- If and when possible resume the competition. Remember the needs of the injured person and/or horse take precedence over the resumption of the competition.
- In the event of a serious accident or fatality, call USEF at (859) 225-6959 or if at night or weekend (859) 312-5186.

The Technical Delegate or Steward will be in charge of the coordinating Emergency management and assisting Emergency Medical Services and/or Veterinarian Service. The Technical Delegate or Steward will be responsible for the investigation, all reports and notifications.