

## **NHHSET Emergency Response Procedure**

**CODEWORD:** *ART (Active Response Team)*

This is the Emergency Response Procedure for NHHSET meets for the year 2015.

The intent of this procedure is to provide guidelines to the volunteers in the event an accident/incident occurs. It is only a guideline and shall hopefully streamline out reactions and minimize any confusion if an incident classified as an emergency happens.

### **Emergency Response Team for 2015**

These volunteers are the people who must react to an emergency. You must understand that the emergency could be minor or major, so please be aware of what you may be exposed to.

The procedure is developed to assist in:

- Maintaining calm
- Alerting the needed officials
- Order of duties to help expedite a response to emergency
- Evacuations of rings and/or facility
- Arrival of emergency personnel and/or
- The safe evacuation of the injured

ERT 1	Chair of District or State Board
ERT 2	Safety Coordinator
ERT 3	Emergency Response Team Coordinator
ERT 4	All Gate Keepers
ERT 5	Announcer
ERT 6	Parking Attendant

### Emergency Response

In the event of an incident and to minimize any panic among NHHSET members, judges, and spectators, the call word to use will be ART. Therefore, wherever the incident has happened, volunteers shall be notified by radio or other means...As an example...ART at Main Ring 1 or ART at Parking Lot, or ART at Warm Up Ring...Etc. This system would alert the entire team listed about to go into action.

When this code is announced, only the response team needs to react. They may call upon assistants as needed to expedite their duties to handle the incident. The response team needs to react calmly and professionally.

When any incident happens **inside** the ring, and riders in that ring will dismount quickly and quietly leave the ring. **ERT 1** shall immediately be informed of any incident, no matter how small, and needs to get to the scene ASAP to offer assistance then the emergency team has been activated.

**ERT 1** shall be responsible for contacting Fire, Ambulance, Police, and/or Vet.

**ERT 1 and ERT 2** shall interview witnesses and fill out and file any necessary paperwork for NHHSET and/or Police as well as contact facility owners.

**ERT 2** shall be responsible for bringing a tarp, NHHSET incident forms and any other safety materials necessary for a show.

**ERT 3** shall be responsible for tending to any needs of the injured.

**ERT 4** shall open the gate, move spectators away from any exiting riders, and keep the alleyway open for emergency responders and/or provide assistance erecting any protective tarps that may be needed to shield the injured horse or rider from public view.

**ERT 5** shall immediately alert all spectators to move from the scene and will redirect them to another area, such as the other competition ring, the food booth, or anything to catch their attention to protect the privacy of the injured.

**ERT 6** shall immediately clear the driveway and parking lot for any emergency vehicles required to answer the incident and greet and direct emergency vehicles where they are. They should advise vehicles to turn off sirens upon arriving at the show grounds.

Materials needed for emergency response procedure:

- An appointed safety coordinator (ERT 2) trained on the use of NHHSET form and be very familiar with this procedure
- Accident and Incident report forms – found at the end of the rulebook
- Phone numbers for local Police, Fire Department, Ambulance, Service/Hospital, Vet, Farrier (if desired), and Facility owner easily accessible for ERT 1 and ERT 2. Make sure your safety coordinator has notified the local authorities of the show dates in advance
- ERT 3/First Aid responder on site – either volunteer from within or hired by the district for the show
- Enough walkie-talkies for all members of ART
- Tarps for screening off an accident site
- Access up to and into every ring large enough for an emergency vehicle
- A tractor available to tow away an injured animal if necessary (contact facility owners)

**Types of Incidents**

**MOTOR VEHICLE WITH NO BODILY HARM**

This type of incident should be handled by the local police department only. Most everyone has insurance and the professional staff at the Police Department know the information they need.

**ERT 6** should contact the police and this type of incident should only involve **ERT 1, ERT2, and ERT 6.**

### **MINOR BRUISES, BUMPS, FALLS**

The parent of the rider and/or First Aid Responder (**ERT 3**) shall determine what action is necessary. If they wish for an ambulance for transport, then **ERT 1** shall call for the ambulance. **ERT 1** and **ERT 2** will determine if accident/incident paperwork needs to be filled out for the situation.

### **MAJOR HUMAN INJURY**

**ERT 1** is to immediately contact Ambulance Services and Police Department. The entire Emergency Response Team to follow Emergency Procedure listed above.

### **MINOR EQUINE INJURY**

In the event of a minor equine injury, the decision to call in for medical assistance shall be by the rider and/or horse owner and/or coach. **ERT 2** shall contact whomever the rider/owner/coach wants to treat the animal.

### **MAJOR EQUINE INJURY**

In the event that a major equine incident has happened (horse down) then the Emergency Response Team goes into effect. As quickly as possible, the protective screen shall be erected for the privacy of the equine by **ERT 2**. **ERT 1** shall contact the Vet immediately. In the event a tractor is needed, then **ERT 2** shall contact the facility owner for assistance.