



Emergency Response Plan

Chapter Name: _____
Event: _____
Date: _____

Fill in all areas that are highlighted

Event Emergency Contact Information and Muster Point Locations

Event First Aid Responder

_____ Phone # _____

Emergency Response Coordinator

_____ Phone # _____

Event Organizers

_____ Phone # _____
_____ Phone # _____
_____ Phone # _____
_____ Phone # _____

Event Muster Point for pedestrians

Event Muster Point for drivers with horses

Recommended shelter for this location is

Event Address

GPS Coordinates



Emergency Response Plan

EMERGENCY NUMBERS AND STATEMENT

RCMP, Fire Department, Ambulance

911

Hospital

Poison Control Central

1-800 332-1414

Veterinary Services

(Recommend contacting Vet before event to discuss directions to the event location.)

ACDA Contacts

ACDA President

Phone #

Chapter President

Phone #

GIVE THIS STATEMENT IN AN EMERGENCY:

THIS IS AN EMERGENCY!

MY NAME IS (state name)

THE LOCATION OF THE EMERGENCY IS

AND THE DIRECTIONS ARE:

THE PROBLEM IS (person hurt, injured horse, fire)

WE REQUIRE (ambulance, veterinary, fire equipment etc.)

THE PHONE NUMBER TO CALL BACK ON IS _____

Emergency Response Equipment

Inventory	Description	Location
Fire Extinguisher		
Back Board		
First Aid Kit		
Horse Ambulance		
AED Defibrillator		
Communication Gear		
Alarm Device		

Emergency Response Plan

Emergency Responsibilities and Procedures

This Emergency Response Plan is to help ACDA Event organizational committees prepare for and respond to emergency situations, and to minimize the potential for injury, damage, or loss.

Emergency Response Coordinator – The **Emergency Response Coordinator** on site at the time of any emergency is responsible to evaluate and immediately respond to rectify the situation and/or activate the applicable Emergency Response Procedures.

BEFORE THE EVENT, the key steps are to:

1. **Identify** what emergency situations are likely to occur.
2. **Consider** the emergency needs of event participants and organizers, visitors, and the public.
3. **Define** emergency response procedures to minimize the potential for injury and reduce damage to buildings and equipment.
4. **Designate** people who will take on the required emergency response duties at the event.
5. **Procure** or arrange for the applicable emergency equipment to be available on site at the time of the event.

AT THE EVENT, the key steps are to:

6. **Communicate** the emergency response plan (i.e. discuss the plan with participants, post the plan in a highly visible and central location, and designate muster points)
7. **Implement** an effective incident reporting (alarm) system.

IF AN EMERGENCY OCCURS, the key steps are to:

8. **Evaluate** the situation and determine the appropriate response.
9. **Respond** appropriately to minimize harm to people, animals, and property.

Emergency Response

Carriage Upset – No Runaway

- If a vehicle upsets and the driver is ejected, other drivers in the area should stop their vehicles and monitor the situation.
- Sound the alarm to other drivers, safety officer, event coordinators, and visitors.
- The First Aid Responder will attend to the ejected driver and supply appropriate first aid.
- Do not attempt to assist horse unless safe to do so and you feel comfortable assisting.

Runaway Horse and Vehicle

- If there is a runaway horse/vehicle, advise all drivers to stop their vehicles and monitor the situation.
- Sound the alarm to other drivers, judges, safety officer, event coordinators, and visitors on site.
- Do not attempt to assist the driver of an out of control horse until assistance is requested by the driver and only if safe to do so.

Emergency Response Plan

Emergency Response

Minor Injury

- Injured person shall report injury to Event Coordinators and apply first aid as necessary
- Event Emergency First Aid Responder shall help the injured person by applying first aid. Call an ambulance, if necessary. Complete incident report.

Major Injury

- Event Emergency First Aid Responder shall attend and assess injured person. Call 911. If equine injury, assist owner with medical response to horse.

Severe Allergic Reaction

- Event Emergency First Aid Responder shall call 911. Seek emergency care. If available, inject epinephrine immediately. Do CPR if person stops breathing.

Fire

- Person or persons in area shall sound the alarm.
- Qualified personnel should attempt to extinguish fire with available extinguishers.
- If needed, call for help from available personnel to help extinguish fire.
- Contact Emergency Response Coordinator, Event Coordinators or Safety Officer
- If fire is getting out of control, evacuate to muster point or safe location.

Grass / Forest Fire

- Contact fire department.
- Evacuate all personnel to nearest safe area.

Lightning Storm

- If storm is close, stop event and take shelter. (3 seconds between lightning flash and thunder is one km)
- During electrical storm, event activity should be temporarily stopped until danger has passed.

Severe Wind or Tornado

- In the event of a publicly announced tornado watch, Event Coordinators will notify event participants of danger.
- Event activities can be continued in recognition of short notice stoppage.
- In the event of a publicly announced tornado warning, stop event and take appropriate shelter.

High Winds, Hail

- Secure light objects.
- Suspend event and take cover until high winds and hail stop.

Incident Reporting

All incidents must be reported to the Event Emergency Response Coordinator and Event Coordinators.

Use Insurer's report form, and submit to Insurer as soon as required. All reports must be kept for a minimum of 2 years.