



Mobility to the spirit
within!

EMERGENCY ACTION PLAN



Volunteer training sessions and drills are conducted at least during once each session:

- A. Awareness of phone location
- B. Knowledge of location of posted phone numbers
- C. Familiarity of posted direction to Heads Up!, on cabinet door.
- D. Location and contents of first aid kit, in cabinet with red cross, contents checked a minimum of twice yearly.
- E. Location and contents of rider files and volunteer notebook, in office
- F. Knowledge of emergency procedures.
- G. Knowledge of evacuation procedures and designated meeting area.

Instructor is aware of and maintains the following:

- A. Riders and volunteers abilities and limitations
- B. Proper, safe and suitable equipment is used
- C. Suitability and reliability of horses
- D. Gates to arena are closed and secured during riding session
- E. Safety checks conducted prior to each day of riding.
- F. Facility remains free of hazards

EMERGENCY PROCEDURES

1. Instructor is in charge of any riding emergencies.
2. Instructor will designate individual to supervise the uninjured.
3. If emergency indicates the removal of the rider from the horse, it will be conducted in the following order of assistance availability:
 - a. Inside sidewalker
 - b. Outside sidewalker
 - c. Instructor
 - d. When outside the arena, instructor will designate sidewalker in charge of emergency dismount prior to leaving the building.
4. If an emergency occurs in the arena or adjoining stable area, all riding will be halted immediately, resuming only when instructor indicates riding should resume.
5. No additional people are allowed into the arena, unless requested by the riding instructor.
6. Noise and distractions are to be kept to a minimum.
7. The leader or designated assistant, under the direction of the instructor, backs the horse away from the accident to prevent further mishaps.
8. A report must be completed for all incidents requiring first aid and brought to the attention of the program director.

If the incident is serious:

9. Everyone should remain calm until further help arrives.
10. Instructor delegates a volunteer to retrieve the individual's file to determine consent directions
11. Instructor delegates someone to notify emergency personnel by dialing 911
12. Instructor delegates individual to man vehicle gate.
13. Instructor delegates individual to man arena gate.
14. Instructor delegates someone to retrieve the first aid kit
15. Once the area is secure, the individual possessing the greatest medical expertise, becomes in charge of the individual's immediate medical care because neck or head injury may occur
16. The instructor designates an individual to go to the end of the driveway to aid in the detection of the site by emergency personnel/vehicles
17. Lead instructor and executive director are notified and incident report is completed before leaving Heads Up! that day.
18. Executive director notifies insurance company when necessary.



SOUTHERN STATES

