

Canadian Pony Club
Safety Officer
Sample Planning Document

This document is an example of some items that should be considered when developing a checklist and Emergency Action plan. Safety Officer/Organizers need to consider additional items specific to their venue.

Fire Safety

- Fire Extinguishers
 - Locations and condition
- Fire Response
 - Local Fire Department notified as to dates and location of Event
 - Access to buildings maintained and fire lanes clearly marked

Medical

- Local EMS Notified
 - Location
 - Access Routes
 - On- Site Medical
- On site Emergency Medical
 - Emergency Medical Personnel
 - Schedule
- Off Hours Medical Access
 - Numbers posted
 - Description of Location Posted

Site Inspection

- Adequate Parking control
- Congested areas identified and safety controls in place
- Competition areas
 - Appropriate fencing – no rope
 - Footing appropriate and safe
- Spectator areas
 - Minimal or no access to horses, warm-up areas
 - Protection from runaway horses, etc.

Safety Plan

- Emergency Response Plan
 - Emergency Response Plan Developed
 - Crisis Management Team Members
 - Identified
 - Briefed
 - Emergency Equipment secured
 - Tarp, Trailer, Tools, Rope, Etc.
 - Access Routes identified and secured
 - Media Communications Protocol developed
 - Camera
 - Designate Emergency Communication route
- Weather Related
 - Identify when event will be suspended for lightening or severe weather
 - Identify safe locations in event of Severe Weather

Forms

- CPC Incident Report (*available from CPC website*)
- CPC Incident Witness Forms (*available from CPC website*)
- Media Release
 - Injured Rider
 - Injured Horse

SAMPLE CRISIS MANAGEMENT PLAN.

Following are some points to consider in developing a Crisis Management Plan. Depending on the size of the event/activity, some of these positions can be combined.

Crisis Management Team

Safety Officer	John Doe	555-5555 (c)
Chief Official	John Doe	555-5555 (c)
Crisis Secretary	John Doe	555-5555 (c)
Legal Advisor	John Doe	555-5555 (c)
Press Officer	John Doe	555-5555 (c)
Grief Counselor	John Doe	555-5555 (c)
Hospital Liaison (To ride in ambulance)	John Doe	555-5555 (c)

Important Phone Numbers

CPC National Office	John Doe	555-5555 (o)
CPC Insurance Provider	John Doe	555-5555 (o)
R.C.M.P.	John Doe	555-5555 (c)
Conservation Officers	John Doe	555-5555 (c)
Facility Office	John Doe	555-5555 (o)
Veterinarian	John Doe	555-5555 (c)

Crisis Management Procedure – Rider

Initiating the Crisis Management Procedure

1. The Official in Charge will call for the Safety Officer, together with the medical representatives to come to the site. They will be advised of the situation.
2. Local EMS service to be activated
3. The Safety Officer will activate the Crisis Management Team.

It is essential that as far as anyone is concerned that at this stage the accident is not fatal. This means that all radio transmissions must be very considered, remembering that some members of the press and public have receivers that monitor all the radio frequencies. The request is that unless absolutely necessary, all communications are by landline telephone.

Action to be taken at the scene

1. Screens around the accident while treatment is taking place; Tarps can be used as screens.
2. Take rider into ambulance as soon as possible
3. Water/shavings/dust to put on the ground if necessary and approved by investigators
4. Officials and volunteers to be replaced. If there are experienced equestrian people that witnessed the accident, they are to be asked to come to the office post competition to make statements.
5. If the fence or area has been damaged during the accident, a photo shall be taken prior to its repair. Otherwise, a photo shall be taken at the end of the competition.

Action to be taken at the office

The Competition Show office will be used as the administrative office for the Safety Officer. The Crisis Secretary will bring the appropriate entry form and rider information, which will be in the secretary's office. The Crisis Secretary will remain there until the completion of the management of the incident.

The witnesses will be interviewed in the _____ office after the competition.

The _____ Office may be used to assemble family members before leaving for the hospital.

Assisting Relatives

_____ and _____ will make the _____ Office available for family members.

_____ to look after any connections on site, and ensure that everyone that needs to go to the hospital has been transported. A vehicle will be assigned for this purpose.

Dealing with the Press

The **ONLY** line of communication will be through the press officer, and any release, including any interim statements, must be approved by the Official in Charge.

An interim press statement will be prepared and issued fairly swiftly to the effect that “competitor x had an accident at fence number x. Further details will be given when available”.

Other Points to be taken into account

1. Once the day’s competition has been completed, the Safety Officer will brief the Officials/Ground Jury.
2. The Safety Officer will notify the CPC insurance company, Provincial Sport Organization and CPC National Office
3. The Safety Officer will ensure all forms have been completed
4. The fence/area will need to be examined, but must not be altered.
5. Photos of the fence will be taken.
6. Draft statements will be prepared by the Crisis Secretary.
7. The Press Officer will institute a clampdown on any unofficial information.

Crisis Management Procedure – Horse

Initiating the Crisis Management Procedure

1. The Official in Charge will call for the Safety Officer, together with the veterinarian to come to the site. They will be advised of the situation.
2. The Safety Officer will activate the Crisis Management Team.

It is essential that as far as anyone is concerned that at this stage the accident is not fatal. This means that all radio transmissions must be very considered, remembering that some members of the press and public have receivers that monitor all the radio frequencies. The request is that unless absolutely necessary, all communications are by landline telephone.

Action to be taken at the scene

1. Screens around the accident while treatment is taking place.
2. Take horse into ambulance as soon as possible
3. Equipment to find water/shavings/dust to put on the ground if necessary
4. Officials and volunteers to be replaced. If there are experienced equestrian people that witnessed the accident, they will be asked to come to the office post competition to make statements.
5. If the fence or area has been damaged during the accident, a photo shall be taken prior to its repair. Otherwise, a photo shall be taken at the end of the competition.

Action to be taken at the office

The Competition Show office will be used as the administrative office for the Safety Officer. The Crisis Secretary will bring the appropriate entry form and rider information, which will be in the secretary’s office. The Crisis Secretary will remain there until the completion of the management of the incident.

The witnesses will be interviewed in the meeting area of the administrative office after the competition.

The Dressage Office may be used to assemble family members before leaving for the hospital.

Assisting Relatives

_____ and _____ will make the _____ Office available for family and team members.

Dealing with the Press

The **ONLY** line of communication will be through the press officer, and any release, including any interim statements, must be approved by the OC.

An interim press statement will be prepared and issued fairly swiftly to the effect that “competitor x had an accident at fence number x. Further details will be given when available”.

There will be an official announcement together with a question and answer session following the competition. A written statement will be prepared by the Veterinarian for review by the OC, TD, and the President of the Ground Jury. The following will be present when the statement is read:

1. Safety Officer
2. Veterinarian
3. President of Ground Jury
4. Technical Delegate

Other Points to be taken into account

1. Once the day’s competition has been completed, the Safety Officer will brief the Ground Jury.
2. The Safety Officer will notify the CPC insurance company, Provincial Equine association and CPC National Office
3. The fence/area will need to be examined, but must not be altered.
4. Photos of the fence will be taken by_____.
5. Draft statements will be prepared by the Crisis Secretary.
6. The Press Officer will institute a clampdown on any unofficial information.