

# Xenophon Therapeutic Riding Center

## **EMERGENCY PROCEDURES**

### ATTENTIVENESS IS THE BEST WAY TO AVOID ACCIDENTS

If you feel that something is amiss with a student, horse or volunteer, **please stop immediately** and call it to the instructor's attention. No problem is too insignificant to investigate. Our vigilance will ensure a safe program.

**Emergency numbers** and **Directions** to Xenophon are on the clipboard under lesson schedule or inside the door of the office on the left, hanging on the wall. **Phone** is in the blue bucket on the deck rail or in the blue bucket in the tack shed. **Fire Extinguishers** are located inside the office to the right of the door, inside the tack room to the right of the door, inside the hay barn to the right of the door and the She-shed inside the doorway to the left. **The Human First Aid Kit** is inside the toy shed on the lower left. **The Equine First Aid Kit** is inside the tack room to the left. **The Horse Emergency ID Bands** are located in the Equine First Aid Kit.

### **In case of an participant accident (a fall, a seizure, etc.):**

1. All riding stops until further notice is given by the instructor.
2. Side walkers are to stay with their student, the involved Horse handler moves the horse away by backing the horse from the involved student. The horse handler then moves the horse away from the situation.
3. Other Horses and riders are to stay in the location of the halt unless otherwise notified by the instructor.
4. The **Instructor** is in charge of any riding session emergencies. The **Instructor** will provide emergency first aid until another trained staff person or emergency medical person arrives.
5. **Instructor** to send a volunteer to notify Program Director (PD) or Executive Director (ED) and to call 911 if needed.
6. There is to be no excessive talking or noise.
7. The **Second Instructor** is to take over supervision of other students and volunteers in the arena. Depending on circumstances, lessons can be continued in the far end of the arena, or in another arena. Or the students can be dismounted and escorted to parents.
8. The **Instructor** to supervise removal of horse from the accident scene. When removing a horse from an accident scene, back the horse away from the accident. DO NOT lead the horse forward or turn sideways to remove. The horse could become nervous, bolt forward, jump or kick, causing further mishap or injury.
9. A second volunteer is to be sent for the **Human First Aid Kit** if needed.
10. **The Program Director or Executive Director** will supervise the situation and all other persons on site. Also send one volunteer down to the front gate to meet emergency services and escort them to the scene.

**Please record all accidents in the logbook which is in the office.**

### **Fire:**

All riding stops.

**The Program Director or Instructor** directs someone to call 911 and other volunteers to get the fire extinguishers if needed. 911 to be called from the landline in the bucket on the deck rail or from the tack shed. Cell phone to be used only if fire is inside and it is unsafe to access the land line. If calling from a cell phone, use the direct telephone number for the Fire Dept. which is found on the clipboard.

**Instructors** to dismount students and deliver directly to parents.

**Horse handlers are** to keep horses in the arena until all parents, students and volunteers have made their way down to the general meeting point. At the direction of the **Executive Director, Barn manager** the horses will either be moved to the stalls or moved into arenas and untacked until further direction from fire personnel is given. At which point they will be moved to a fire safe location if necessary (upper arena, lower arena or off property). **Then If necessary the Barn Manager** will assign Horse handlers to lead horses off property. Meeting point for horses once off the property to be determined by the Fire Dept. and then direction to the Horse Handlers will be given.

**ED, PD ,VC** to be sure all parents, volunteers, and students are evacuated to the meeting point at the wash

rack. They will oversee evacuation from property. Everyone to meet at Del Rey School for a head count.

#### **Earthquake:**

1. **Instructors** to stop lessons and dismount students. Students exit the arena and instructors deliver students to their parents.
2. **Horse Handlers in the Arena take** horses to the far side of the arena and stay there until all students have exited. Then, apply an emergency ID band, At the direction of the **BM** horses will either be let loose in the arenas or into their stalls. All tack and halters are removed. Meet at the emergency meeting point (wash rack).
3. **Horse Handlers in the Pipe Stall Area** Apply horse ID bands, Remove tack, untie horses, remove halters, secure in stalls and then meet at the emergency meeting point.
4. **ED or PD** is to direct all people out of buildings and to the emergency meeting point at the wash rack. Volunteers, students, parents and staff are to wait there to be sure there are no more tremors and it is deemed safe to return by ED or PD.
5. **Program Director or Executive Director** to determine if it is safe to return to buildings and resume lessons.  
**ALL HORSES BEING LEFT ON THE PROPERTY IN THE EVENT OF AN EMERGENCY SHOULD HAVE EMERGENCY ID BANDS PUT ON. THESE ARE LOCATED IN THE EQUINE FIRST AID KIT.**

#### **Power Line Failure:**

1. **Program Director or Instructor** to send 2 people to call 911 and PG&E.
2. **Instructors** to immediately stop lessons. Students are to be dismounted and escorted from the arena directly to parents.
3. **Horse Handlers in the Arena** to move horses a safe distance from people exiting the arena. When clear, horses are to be released and secured in covered the arena or secured in stalls depending upon the location of the downed line. ED or BM will make decisions on where horses are to be secured. Meet at the emergency meeting point once horses are secured (wash rack). If it is safe to do so, horses should be tagged with Emergency ID Bands.
4. **Horse Handlers in Stall Area** to secure horses in either stalls or covered arena depending on the location of the downed line. **ED or BM** to determine where horses are to be secured. Meet at the emergency meeting point once horses are secured.
5. **Program Director or Executive Director** to direct all people out of buildings and to the emergency meeting point at the wash rack. Based on recommendation from fire department, PD or ED to decide if safe to exit property through parking lot or to shelter in place until Fire Department arrives. If we evacuate we will not return until the Fire Dept and PG&E are on the scene to give the all clear.

#### **Loose Horse:**

1. An **experienced person(s)** will calmly catch the horse and return the horse to the paddock.
2. Under the direction of the ED or PD, side walkers, volunteers, parents and students are to remain still and in one place.
3. One volunteer to be sent to close the lower gate by the street until the horse is secured.

#### **Injury of Horse:**

1. **Instructor** to perform emergency dismount at first sign that horse is not right.
2. **Instructor** assigns one volunteer to escort the student directly to their parent and notify the **BM** to assess the horse. The **BM** will determine if the vet should be called And Assign a second volunteer to go get the horse emergency kit.
3. **Second Instructor** to evaluate the situation and either dismount their student and exit the arena, or exit the arena as a team to move to the lower arena or go on the trail.
4. **Executive Director or Program Director** to direct all persons on the scene and determine if lessons can continue or not.