

# Nelson and District Riding Club Emergency Response Plan



4635 Blewett Rd. Nelson BC

## Nelson and District Riding Club Emergency Response Plan

The Emergency Response Plan (ERP) clearly defines the processes to be followed in the event of an emergency occurring during a planned Event. This template allows organizers to outline procedures that can be used to address unanticipated emergencies. Event organizers must familiarize themselves with existing site emergency response plans, referencing and/or incorporating these into their plans.

### 1. EVENT DESCRIPTION

<b>Venue Location: Nelson &amp; District Riding Club, 4635 Blewett Road, Nelson BC</b>	
<b>Possible Dates: May-October; December</b>	
<b>Description of activities taking place at venue:</b>	
<ul style="list-style-type: none"> <li>● Riding/diving clinics Expected number of attendee: 10 Adults, 3 children, 10 spectators</li> </ul>	
<ul style="list-style-type: none"> <li>● Horse Show Expected number of attendee: 30 Adults, 15 children, 25 spectators</li> </ul>	
<ul style="list-style-type: none"> <li>● Jump Night Expected number of attendee: 5 Adults, 3 children, 5 spectators</li> </ul>	
<ul style="list-style-type: none"> <li>● Private Lessons Expected number of attendee: 3 Adults, 1 children, 2 spectators per lesson</li> </ul>	
<ul style="list-style-type: none"> <li>● Pony Club Events Expected number of attendee: 10 Adults, 28 children, 10 spectators</li> </ul>	
<ul style="list-style-type: none"> <li>● Obstacle Challenge and BBQ Expected number of attendee: 50 Adults, 30 children, 15 spectators</li> </ul>	
<ul style="list-style-type: none"> <li>● Country Christmas Expected number of attendee: 150 Adults, 200 children,</li> </ul>	
<ul style="list-style-type: none"> <li>● Roping Night Expected number of attendee: 5 Adults, 3 children, 5 spectators</li> </ul>	

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## 2. HAZARD IDENTIFICATION AND MITIGATION

### **Hazard or Risk Identified: Medical Emergency**

#### **Plans to Mitigate:**

- Ensure safety is a priority with participants, spectators and horses
- Organizers have Emergency kit accessible and stocked
- Organizers/Members are aware/familiar with the Emergency Response Plan
- Organizers identify a First Aid responder
- Organizers/coaches have charged cell phones
- Emergency numbers/address posted at barn, concession and bulletin board
- Roadway is kept clear at all times for access of emergency vehicles

### **Hazard or Risk Identified: Lost Person**

#### **Plans to Mitigate:**

- Organizers/Members are aware of a search protocol should a child, senior or at risk person go missing
- Service reminders during event of participant only areas and that children need to be supervised at all times.

### **Hazard or Risk Identified: Fire**

- Fire extinguishers charged and serviceable
- Hoses attached to outside taps in each area of the grounds (barn, campsites, concession, main arena, dressage arena)
- Access for emergency vehicles
- Recent clearing of fuel in forest by Teck
- Monitoring of fire/forest fire danger by NDRC executive and event organizers, with the option of canceling if risk is too high
- Regular maintenance of grounds and buildings

### **Hazard or Risk Identified: Thunderstorms/Lightning; Extreme Heat**

- Signs posted at barn, concession, bulletin board "NO Place Outside Is Safe When Thunderstorms Are in the Area! When Thunder Roars, Go Indoors! Half an Hour Since Thunder Roars, Now It's Safe to Go Outdoors!"
- Monitor weather prior to and during an event through Environment Canada – [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca), or through the following apps: The Weather Network; Weather Bug; Accu Weather; The Weather Channel; MyRadar; Skytracker; Yahoo! Weather; Raindar Pro Weather

### **Hazard or Risk Identified: Dead Horse**

- Plans in place for removal of deceased horse in a sensitive and efficient manner

*\*Teck is immediately notified of any condition on the Licensed Area that constitutes a potential hazard to health or safety of any person or to any property or improvements on the licensed area, including but not limited to, the presence of danger trees on or near the Licensed Area.*

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### 3. ROLES AND RESPONSIBILITIES

It is important that roles and responsibilities are outlined during an emergency. Contact information will be provided for all key personnel. In the event of an emergency, key personnel may be required to act as a liaison with emergency responders. All key personnel should be knowledgeable of:

- The general information contained within this document;
- Other key personnel, their roles, responsibilities and contact info;
- Muster point or shelter in-place location
- Emergency exit location
- First Aid and other emergency equipment location (fire extinguishers, water hoses) An emergency drill walk-through by event organizers will ensure that key personnel and volunteers are aware of any evacuation procedures in place.

#### 3.1 Chief Warden/Primary Decision maker/Coordinator (Normally Event Organizer)

Full Name:
Contact number during event:

#### Responsibilities:

- Evaluate the need for evacuation as required
- Initiate evacuation as required • Contact Emergency Services (Police, Fire, Ambulance) – 911 (as required)
- Account for all volunteers, participants, and spectators in a designated event muster point/assembly area (Main Arena)
- Liaise with Area Wardens/Emergency Planning Committee members and Emergency Services
- Evaluate in conjunction with Emergency Services, if area/building is safe prior to re-entry
- Document the emergency situation inclusive of actions taken and outcomes

#### 3.2 Area Wardens (Normally Members of Emergency Planning Team)

Full Name:	Full Name:
Contact number during Event:	Contact number during event:
Full Name:	Full Name:
Contact number during event:	Contact number during event:

- Receive directions from the Chief Warden
- Ensure that all volunteers, participants, and spectators have been alerted
- Clear all areas as required

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## 3.3 First Aiders Responsibilities

Full Name:
Contact number during event:
Full Name:
Contact number during event:

- Collect First Aid kit/supplies and proceed to assembly area
- Administer first aid as required

## 3.4 All Volunteers, Area Wardens/Emergency Plan Members Responsibilities:

- Carry out tasks as instructed by the Chief Warden
- Proceed to assembly area advising all patrons to do the same
- Report their presence to the Chief Warden or Area Wardens at the muster point/assembly area
- Not to leave assembly area unless advised by Chief Warden or Emergency Services Personnel

## 4. EMERGENCY RESPONSE PROCEDURES

Procedures are developed from the hazards identified in Section 2 and put in place to help event organizers anticipate and respond to potential emergencies. The outlined procedures for first aid treatment, requesting of emergency services (police, fire, and ambulance), lost child, monitoring of inclement weather, evacuation of an area.

### 4.1 Evacuation

Evacuation may be required in specific emergency situations such as:

- Fire/Forest Fire/ Explosion • Medical Emergency
- Extreme Weather

The Chief Warden will take the following into consideration when determining if and when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available

Generic process of evacuation:

- ❖ Reason for evacuation is realized
- ❖ Appropriate personnel assess situation
- ❖ Notification given to volunteers, participants, spectators to evacuate to muster point
- ❖ Area wardens/personnel render assistance as required under the direction of the Chief Warden
- ❖ Emergency Services notified of the emergency – call 911

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- ❖ Personnel ensure venue is vacated including outhouses, bleachers, picnic area, campsites, stalls
- ❖ Await Emergency Services Assessment

### 4.2 Fire and Explosion

Should you discover smoke or fire:

- Assess the situation and potential for evacuation
- Remove anyone in immediate vicinity if it is safe to do so
- Call 911 (emergency Services) • If trained – attempt to extinguish fire with appropriate fire extinguisher
- Notify the Chief Warden
- The Chief Warden will assess the situation and commence evacuation if deemed necessary
- Notify all volunteers, participants and spectators to leave the venue calmly and proceed to muster point
- Identify injured persons (if present)
- Personnel to ensure that all volunteers, participants and spectators are moved to muster point
- Await arrival of Emergency Services and await further instruction
- Only re-enter the area/building when advised by Emergency Services or Chief Warden that it is safe to do so.

#### 4.2.1 Location of Fire Extinguishers

#1 Fire Extinguisher in Concession

#2 Fire Extinguisher at front of barn/stall by the electrical box

#### 4.2.2 Location of Muster Point

Main Arena - Emergency Muster Point

### 4.3 Medical Emergency

Should a medical emergency occur:

- The first person on the scene should assess the situation and if they do not have first aid training, immediately notify the Chief Warden and/or First Aid trained personnel
- Call Emergency Services – 911 and request an ambulance
- Administer First Aid, as trained • Organize personnel to meet the ambulance outside the venue and take them to the medical emergency location
- Remain with the injured person until Emergency Services personnel arrive
- Assist Emergency Services Personnel as required
- Complete an Incident Report form as soon as possible after the event

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### 4.4 Death Of Horse

- Chief Warden to assess the scene and decide what equipment and resources are needed to move the horse (tractor, truck, trailer). Call the vet. Allow the individuals who own, ride or care for the horse to say their final goodbyes prior to removal.
- Tractor should be used to lift a horse onto a trailer or truck for removal – rather than being pulled out of the area. NDRC and an additional tractor made be needed depending on the size of the horse

If it is impossible to clear spectators, construct a portable screen with tarp and poles, volunteers may be needed to hold poles and/or screen.

- Personally offer condolences to owner/rider #1 Fire Extinguisher in Concession #2 Fire Extinguisher at front of barn/stall by electrical box Main Arena – Emergency Muster Point

### 4.5 Missing Or Lost Person

Should Child or Adult be found and is lost or confused:

- Child or Adult should be escorted to the organizer's table/show office
- Parent/guardian should be found and asked to report to organizer's table/show office
- Announcer may call parent/guardian to organizer's table/show office Should the Child or Adult be reported missing:
  - Person reporting the incident should remain in the show office and details about the child/adult should be taken (see below) • Remain in the area that the child/adult was last seen.
  - It is important that the team begin to look for the child/adult but in the case of a child, never use a child's name and description over loudspeakers or general radio channels. In the case of missing adult/senior it is possible to use the public address system.
  - Chief Warden assesses situation and Emergency Services (Police) may be called
  - Basic search on grounds and perimeter implemented, while awaiting arrival of Emergency Services.
  - Follow instructions given by the Emergency Services Response team, provide assistance as required.
  - If there is a photo, distribute to those searching by text or email

### Description

Name:	Age:	Gender & Height:
Hair Colour:	Eye Colour:	Distinguishing Features:
Last Seen (time and place		
Clothes:		

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Person reporting and relationship:		
Miscellaneous notes:		

### 5. EMERGENCY PLANNING COMMITTEE

The Emergency Planning Committee will develop the Event Emergency Response Plan and evaluate emergency response procedures to emergency situations. The Emergency Response Plan will be updated and revised, as required. The Emergency Planning Committee consists of the following members: Full name: Kathy Speirs Contact number: 250 354 4170 Full name: Connie Marrello Contact number: 250 352 6423 Full name: Kailee Woodbeck Contact number: 250 304 4489 Full name: Yvette Shukin Contact number: 250 505 6346 Full name: Sasha Stout Contact number: 250 352 9440 Full name: Contact number:

### 6. LIST OF EMERGENCY CONTROL PERSONNEL FOR EVENT

The following is a list of those personnel and/or volunteers at the event, who will be required to take actions in the case of an emergency. Full name: Contact number: Full name: Contact number: Full name: Contact number: Full name: Contact number: Full name: Contact number: Full name: Contact number:



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**PHYSICAL ADDRESS: 4635 Blewett Rd., Nelson BC**

**CRITICAL CONTACT LIST**

<b>POLICE</b>	911 Non-emergency 250-352-2156
<b>FIRE</b>	911 Non-emergency 250-354-1004
<b>HOSPITAL</b>	911 Ambulance 250-352-2112
<b>EMERGENCY OPERATIONS CENTRE</b>	250-352-1539 <a href="http://www.emergencyinfo.bc.gov.ca">www.emergencyinfo.bc.gov.ca</a>
<b>FORTIS</b>	Power lines/electric 1-866-436-4847 or 911
<b>YRB</b>	250-352-3242 DriveBC- road closures
<b>VETERINARIAN</b>	Salmo Vet Services 1-833-725-6687
<b>TECK</b>	Michelle McLachlan Direct Phone: 250-364-4124 eMail: <a href="mailto:Michelle.McLachlan@teck.com">Michelle.McLachlan@teck.com</a>

**NDRC EXECUTIVE**

**NDRC DIRECTORS**

President: Trina Walsh 250-777-3767	Connie Marrello 250-352-6523
Vice President: Dan Blanchard 250-551-3336	Yvonne Kiwior 250-505-4825
Secretary: Krystine Wright 250-551-516	Judine Maki
Treasure: Lisa Parfinuik 250-777-7517	Pam Malekaw 250-608-0735
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