

EMERGENCY PROCEDURES

The Emergency Management Team is:

- Principal;
- Scone & District School Horse Sport Coordinator;
- School Horse Sport Committee;
- Hazard Management Officer; and,
- First Aid Personnel/Officer, Beneficial First Aid
- Vet at the event - Scone Equine Hospital - 65451333

The most likely emergency will be if a student and/or horse falls or injured.

In this instance or in similar circumstances, or when deemed appropriate, the Emergency Management Team will call for assistance from the:

- a) First Aid Personnel (if not already on the spot);
- b) Supervising Teacher;
- c) Team Manager;
- d) parent of the student/s; and,
- e) Vet if required and the horse owner of the horse/s involved.

The First Aid Officer/s will provide first aid ie. initial and immediate administration of treatment in the case of illness/injury.

The Supervising Teacher and parent will be called to attend and to provide support for the student.

The Team Manager will take responsibility for the horse pending the parent/horse owner availability to take responsibility for the horse.

Please note:

- The Ambulance entry/exit access to the Arena, pathway to and from the Ambulance entry/exit access to the Arena, the Arena and area where the injured rider/s is located are to be clear for the Ambulance ie. not to become congested.
- All persons are to:
 - respect the rider(s) and their family's privacy and needs involved in the emergency; and,
 - respond to the directions given by the Emergency Management Team, Age Marshalls, Supervising Teachers and Team Managers.

In the event of a minor incident:

1. The Chief Steward/Principal/Announcer will advise the activity is to cease immediately.
2. Riders will be advised to stop, stay in the Arena, form troop line and follow the Age Marshall's instructions.
3. The injured rider(s) are to be attended by the designated First Aid Personnel.
4. The activity will not re-commence prior to the all-clear from the First Aid Personnel and advice from the Chief Steward/Principal.

For all injuries where the rider is unable to leave the field (with or without assistance):

1. The Chief Steward / Principal / Announcer will advise the activity is to cease.
2. All activities are to be stopped in the Arena and all competitors are to follow the Age Marshall instructions. Age Marshalls will direct riders to the side of Arena.
3. The injured rider(s) to be attended by the designated First Aid Officer/s. The First Aid Officer will raise his/her hand for the paramedic, if appears there is a break of bone or serious injury.
4. Emergency Team members will be summoned, if required.
5. Team Manager and/or horse owner to attend. **Parent/s of student/s involved and Supervising Teacher/s will be called if appropriate.**
6. If required, the Age Marshall will take riders and horses to ride at a walking pace to the Marshalling Area and then have riders dismount and wait for instructions.
7. Activity to re-commence after the all clear from the Chief Steward/Principal.

If it is determined that an ambulance needs to be called:

In the case of an emergency in the Arena:

1. **If air evacuation is required:** 000 is to be called and the ambulance is to be directed to enter the grounds via East Street.
2. All on field activities are to be stopped and riders are to be directed either to the edge of the arena or to the Marshalling Area. **The Principal and Senior Steward will make this decision and arrange for communication to the Age Marshalls.** They are to remain with their horse - this is to ensure that the ambulance attendants can clearly see where the incident is and their path is clear.
3. Hazard Management Officer should be directed to wait at main gate, greet and direct the ambulance onto the riding field.
4. Only delegated officials, the parents/guardians **and/or Supervising Teacher**, and the first aid officer and /or paramedic should remain with the injured rider(s).
5. The Ambulance Officer will assess and provide treatment to the injured rider/s and determine if the injured rider/s needs to be taken to hospital by ambulance or if the air ambulance is required.

If air evacuation is required:

ALL riders will be stood down and are to return to floats.

6. Age Marshalls will advise riders to dismount their horses and lead/walk them to the Horse Loading/Unloading Area. And tie the horse to the horse float.
7. The Announcer will advise parents/horse owners to meet the riders/horses at their Horse Vehicle Float for the parent/horse owner to take responsibility for the horse ie. either supervise and monitor horse behaviour and well being or load the horse into the Horse Vehicle Float.
8. Riders are to remain together as a School Team with the Team Manager and Supervising Teacher either at:
 - the designated school area in the Horse **Loading/Unloading** Area, or,
 - a location at the Supervising Teacher's discretion, with due consideration to duty of care for the riders **and consultation with the Principal and/or Horse Sport Co-ordinator.**
9. Once the emergency is over, the Host Principal on advice of the Willow Tree Horse Sports management team will decide if on-field activities will recommence. Announcements will be made accordingly.
10. WHS Officer and/or Principal to contact the WHS Report and Support Hotline on 1800 811 523.

Horse Sports Evacuation Procedure

The evacuation procedure is only used in cases of extreme danger, such as bomb threat, major gas leak or fire/bushfire. If a person or persons do not leave, this person or persons are risking serious harm.

In an Evacuation situation, everyone is to:

- listen to instructions;
- adhere to the Evacuation procedures and instructions provided by the Emergency Management Team;
- appreciate that it is extremely important to leave the area immediately for their own safety, in line with the Evacuation Procedure and instructions;
- ensure they do not put others at risk; and,
- remain calm.

Evacuation Signal

Commentator will announce to evacuate

Persons will be alerted by the advice of the **Commentator who will announce to evacuate**.

Evacuation Areas In An Emergency

In the case of an emergency where evacuation is required, there are 2 emergency centres/sites. The first emergency site is at the indoor arena main entrance approximately 25 metres from the Pony Club Grounds, 1 minute away, or second emergency site (in a different direction) is at the Bill Rose Sports Complex, approximately 600 metres, 10 minutes away.

In an emergency, if time permits the President of Scone Pony Club will consult with Emergency Services and the Emergency Management Team to decide on the Evacuation Emergency site to be used on this occasion. The Evacuation Emergency site will be communicated to all parties and may vary once further information is received from Emergency Services or conditions change.

Initial Immediate Actions

- All on field activities to stop.
- Unless the evacuation is due to the arrival and departure of air ambulance, the Scone Pony Club President, School Horse Sport Co-ordinator or the Work Health and Safety Officer will contact emergency services and Police.

Riders

Arena - All riders are to form Troop Line **and remain on their horse**. Riders will be escorted to the assembly point outside the main gate by Age Marshalls.

Warm Up Area - Age Marshalls will collect riders not competing at the time and escort them to the assembly point outside the main gate.

Riders are to remain mounted and in their age groups.

It is the responsibility of the Supervising Teacher and Team Managers to go to each Age Group and conduct a head count and check attendance list at the assembly point.

At the Assembly Point or at the earliest opportunity, the Supervising Teacher and/or Team Manager should report any missing students, parents/guardian to, First Aid, Pony Club President, Horse Sport Co-ordinator or Work Health and Safety Officer. A representative from the Emergency Management team will attempt to locate any missing riders/horses, if safe to do so.

In extreme circumstances, if deemed necessary by Emergency Management Team, Age Marshalls will escort mounted riders and Team Managers to the Emergency Centre.

Work Health and Safety Officer or Rachel Roberts, President will contact the **Upper Hunter Shire** Council to advise them of incoming riders and horses.

The Hazard Management Officer and Parking Marshalls will halt vehicle traffic as required, as required to ensure:

- a clear passage for mounted riders, Age Marshalls and Team Managers; and,
- to reduce traffic congestion

Children under the age of 12 are not to be left alone/unattended at any time.

The group will travel as follows:

To Emergency Centre 1 – The other side of the indoor arena and campdraft arena.

To Emergency Centre 2 – Bill Rose Sports Complex, via the Hill Street Gate.

Spectators/Parents/Guardians

Spectators, parents and guardians are to immediately move to the assembly point outside the main gate of the grounds and wait for instruction. A representative from the Emergency Management Team will request those present to advise if there is any spectator/s, parent/s or guardian/s missing.

If the evacuation is to proceed, spectators, parents and guardians will be advised to travel to the assembly point at the designated Emergency Centre and ensure they:

- give way to Age Marshalls, Team Managers and mounted riders etc; and,
- adhere to the Parking Marshall instructions.

The representative from the Emergency Management Team will attempt to locate any missing spectator/s, parent/s or guardians, if safe to do so. At the earliest opportunity, the representative of the Emergency Management Team should report any missing spectator/s, parent/s or guardians to Rachel Roberts President Scone Pony Club, Horse Sport Co-ordinator or Work Health and Safety Officer.

Volunteers

All volunteers, excluding Age Marshalls, Emergency Management Team members and Chief Steward are to immediately move to the Volunteers assembly point outside the main gate of the grounds.

The Canteen Supervisor is to confirm:

- all volunteers have exited the canteen; and,
- the Canteen door is locked with signage on door - Signage ALL CLEAR – EVACUATED.

A representative from the Emergency Management Team will conduct a head count and roll call using the Volunteer Attendance List.

If the evacuation is to proceed, volunteers will be advised to travel to the assembly point at the designated Emergency Centre and ensure they:

- give way to Age Marshalls, Team Managers and mounted riders etc; and,
- adhere to Parking Marshall instructions.

The representative from the Emergency Management Team will identify any missing volunteers and locate any missing volunteers, if safe to do so.

At the earliest opportunity, the representative of the Emergency Management Team should report any missing volunteers to Rachel Roberts, or Horse Sport Co-ordinator or Work Health and Safety Officer.

The following areas will be checked to ensure all persons are leaving and have then left the recreation ground:

Toilets	TBC
First Aid Area/Tent	First Aid Officer
Office	Marion Pratley
Canteen	Canteen Supervisor
Spectator Area	TBC
Quarantine Area	TBC
Announcer area	TBC
Loading/Unloading Zone and Spectator Car Park	Vehicles will be directed by – Parking Marshalls

The representatives of the Emergency Management Team who will be communicating instructions at the assembly points are:

Emergency Management Team Assembly Point	Rachel Roberts, Scone Pony Club President
Assembly Point for Riders Outside the Main Gate	TBC
Assembly Point for Volunteers Outside the Main Gate	TBC

Assembly Point for Spectators, Parents and Guardians Outside the Main Gate	TBC
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The Emergency Management Team communication is to occur through mobile phones.