

Intercollegiate Dressage Association

Accident Preparedness Plan

This plan must be filled out by all hosting schools and submitted to the regional representative and IDA National secretary two weeks prior to the show and submitted with the prize list to all competing teams. Failure to do so will result in loss of the show being recognized by IDA.

Hosting College: _____
Site of show, GPS Address: _____

Safety Coordinator: Name: _____ Email: _____ Cell: _____

Local Hospital: _____
Address: _____
Directions from show facility: _____

Some areas have different levels of hospitals; list also nearest major trauma center:

Major Trauma Center: _____
Address: _____

A copy of this plan has been sent to all competing teams and the below list:

Show Manager: _____ Email: _____ Cell: _____
Regional Rep.: _____ Email: _____ Cell: _____
National Secretary: Leslie A. Hoover Email: leslie.ann.hoover@gmail.com Cell: 717-405-2921

Medical Personnel:

Will medical personnel be on site? **Yes No**

If yes: what is their level of training? _____

Medical Personnel if on site:

Name: _____ Email: _____ Cell: _____

Location of medical personnel during competition: _____

Crisis Spokesperson(s):

Local spokesperson (show manager or college designee):

Name: _____ Email: _____ Cell: _____

National spokesperson:

IDA President: Ginger Henderson Email: vhenderson@averett.edu Cell: 434-441-6448

Veterinarian on call: Name: _____ Phone: _____

Ambulance will be called by: _____

911 or other _____

Emergency Response Protocol:

Steps in case of accident:

1. Do not move the patient.
2. Safety Coordinator will evaluate situation and ask rider if they need assistance.
3. Have stewards catch the horse.
4. Medical personnel (if on grounds) will evaluate and give status of the rider.
5. Call 911, if necessary.
6. Ring Steward will move gates to let the ambulance through.

After 911 has been notified:

1. Staff member should go to the front of the facilities to await emergency response vehicles and then direct them towards the accident.
2. Clear obstacles from arena and around accident area.
3. Show will be held until emergency is handled and emergency personnel and vehicles have left the grounds.
4. Stewards and show manager will decide if and when show will resume and reschedule rides as needed.
5. At the conclusion of the show: Send copy of accident report according to school regulations and forward a copy to Ginger Henderson at vhenderson@averett.edu. Use accident report currently used by each school to decrease duplication of records.

Functions of Show Manager:

Before competition:

- Complete Emergency preparedness plan and submit to regional representative and national IDA secretary 2 weeks prior to the show.
- Designate a Safety Coordinator – this person may also serve as your emergency personnel but may have no other duties aside from emergency functions.
- Contact college athletics or other appropriate office to check on college requirements for emergency personnel and other regulations for hosting an event.
- Contact local emergency services to notify them of the event (date, time, location, etc.).
- Contact the emergency personnel that will be present for the competition.
- Contact your veterinarian who will be at the show or on call during the event.

Before start of the competition:

- Meet with your Safety Coordinator, Emergency / Medical personnel. Decide if additional emergency equipment is needed, (air care, ambulance etc.) exactly who will call, the phone number and what phone will be used. Usually it is best that your Emergency Medical personnel make this call. They will know exactly what they need. If this call is to be made by someone other than EMS, that designated person MUST have a phone, the numbers to be called, complete directions to the grounds and complete address of the grounds.
- Discuss with Safety coordinator and with EMS personnel and Veterinarian where EMS and Veterinarian (if on grounds) will be located and how they will be notified to respond to an emergency.

- Make sure that all people who might be making Emergency calls know the emergency number to call - usually 911. Give them written information containing the exact address, county etc. of the show grounds. Also if a Veterinarian is on call their contact phone numbers.
- Have a plan to remove a dead horse, equipment needed, tarp, location of storage area. Talk over with your Safety Coordinator and Veterinarian.
- Have a plan to transport an injured horse, and the location of the local Veterinary Hospital. Have detailed directions that can be given to someone transporting an injured horse.
- Talk to your Announcer regarding emergency plans. They may be needed to coordinate response.
- Need to have an idea what you will do in case of a tornado, or bad storm. Where are the safest places to go for shelter, etc.

After the emergency has been handled:

- The Safety coordinator and show manager will begin investigating the emergency, and preparing required report. Important to gather witness names and contact numbers. May become very important long after the competition is over.
- The photographer and videographer need to be contacted. Tapes and photographs of the accident, if available, need to be preserved for the investigation, and not released to news media.
- The show management should contact the Hospital to assist and help with the notification of family.
- The show management should have complete directions and contact numbers for the Hospital, to be given to family and support people and assist them in responding to the Hospital.
- If requested by News Media names should NOT be released. A general statement that an accident has occurred resulting in injury can be made. A statement that the accident is still under investigation would be appropriate.
- In the event of a serious accident or fatality, email or call Ginger Henderson at 434-441-6448, vhenderson@averett.edu