



# Phoenix Equestrian Warriors Rescue, Rehab and Restore

Phoenix Equestrian  
Warriors, Rescue,  
Rehab and Restore

Safety Plan

# Table of Contents

<b>Site Safety and Security</b> .....	3
Unusual Incidents.....	4
Emergency Contact Personnel.....	6
Building and Personal Safety Guidelines .....	7
Maps.....	8
Principles for Service/Business Interruptions during Emergencies .....	9
<b>Emergency Evacuation Plan</b> .....	10
Introduction.....	10
Fire Reporting Procedures.....	11
Personnel Responsibilities.....	12
Fire Drill Policy.....	13
Role Call during a Fire Drill.....	14
Natural Disasters.....	15
Downed Power Line Protocol.....	16

## **PEWRRR Safety Plan**

PEWRRR is an wonderful place where people of all abilities can enjoy outdoor recreation. Due to the nature of the facilities themselves, and the services provided at them, it is important to have a plan in practice for employees and volunteers (hereafter referred to as personnel or team members) to follow in the event of an emergency. Examples of emergencies which may be encountered on the properties may include: fire, severe storms, or equine-related injuries.

In order to maximize response and limit loss of life and property, it is necessary that all personnel should familiarize themselves with the PEWRRR safety plan and procedures. It is also recommended that personnel regularly participate in drills to practice these procedures.

## **Unusual Incidents at the PEWRRR Facilities**

At the Farm, we may encounter unusual situations and individuals in crises. It is important to remain calm, and make appropriate choices for the safety and well being of ourselves, our colleagues, consumers, and animals. During an unusual situation, a minute-by-minute assessment should be done to gauge changes in an individual's mood, and the necessity for a higher level of support. Our first priority during an unusual incident should be the safety of the consumers, personnel, and animals in the vicinity.

The following guidelines should be followed when there is a perceived threat of violence:

1. Call 911
2. Use PEWRRR Crisis Response Protocol:

### **PEWRRR Crisis Response Protocol**

During unusual situations, we may need the presence or assistance of another team member while interacting with a consumer or visitor.

If possible, notify Emergency Personnel of the situation.

Due to the properties layout's and open access, it is important that visitors and volunteers sign in and that volunteers wear their name badges to identify themselves as personnel.

During an unusual situation, you may need to remove animals from the vicinity or ask other personnel to help remove animals to create a safe environment.

If you observe or overhear a heated exchange, ask your team member if they have a moment to talk. Pull them aside or outside of the room and check to see if they are OK and that the situation is under control.

If needed, re-enter the conversation with your team member. Introduce yourself and assist in de-escalating the situation.

If you observe an attack on a person or animal anywhere on the farm call 911 immediately. If you observe a weapon and do not have time to call 911, yell “fire” to evacuate the buildings or area.

**The following guidelines should be followed for situations where there is no perceived threat of physical violence:**

Maintain a safe, supportive, and nurturing environment for consumers and visitors to feel safe.

Do not attempt to counsel any individual.

Seek additional or Emergency Personnel for support.

If possible, let team members know specifics about the situation when contacting them.

It may be necessary to contact 911 for additional assistance.

Emergency Personnel may select a team member to pay attention for the arrival of contacted services: e.g. the police, ambulance, etc. The designated team member will direct them to the individual or location. The other team members must keep the area clear of consumers, animals, and obstructions to the passage of emergency response teams.

After the situation is resolved, all parties need to document by way of a written statement their observations, actions taken and to provide recommendations for improvement in procedure.

It is recommended that we have drills involving team members to practice these procedures.

## **Emergency Personnel**

In the event of an emergency or unusual situation, it will be necessary to notify Emergency Personnel as soon as possible. Due to the large areas of the facilities, it may be necessary to use a cell phone to contact Emergency Personnel and they will need to be reached via cell phone. The following list of Emergency Personnel contacts should be added to each staff member's phone.

Dawn Conley-Morelli	315-766-6729	Program/ Equine Director
Ryan Conley	315-766-6195	Barn Manager
Emily Nestor	315-396-1751	Equine Trainer

## **Other Emergency Contacts**

It may be necessary to contact local police, a vet or farrier for emergency services at the farm. Be prepared to describe the emergency and where it is occurring. Remind emergency responders (EMT's, police, etc.) to turn off sirens at the end of the driveway. If you are asked to call for emergency services, use the Emergency Contact sheets located near the phones in the following location:

1. Farm office, tack room phone.

## **Building and Personal Safety Guidelines for PEWRRR**

1. One (1) AED Machine – The AED machine is located on top of the refrigerator in the Main Barn Office.
2. Two (2) First Aid-Kits – First-aid kits can be found in the following locations:
  - 2.1. The main barn office
  - 2.2. The main barn bathroom
3. Two (2) Fire Extinguishers, Class 2A (acceptable for extinguishing ordinary combustibles such as wood, cloth and paper) are located in the following places:
  - 3.1. The main barn
  - 3.2. The riding arena
4. Two (2) Fire Extinguishers, Class 1BC (acceptable for extinguishing flammable liquids and electrical equipment) are located in the following places:
  - 4.1. The main barn
  - 4.2. The riding arena
5. Emergency Exits – are located at the front and back of each building.

Images for Training Facility to be imported here

## **Service Interruptions during Emergencies**

- It is the decision of the Barn Manager to close Farm services. The Barn Manager will inform the Executive Director of PEWRRR.
- If services are closed, consumers may be offered the chance to reschedule at the Barn Manager's discretion.
- The Barn Manager is responsible for informing staff of the closing of services by phone, or delegating another staff member to do so.
- The Volunteer Coordinator is responsible for informing volunteers of the closing of services by phone, or delegating another staff member to do so.
- The Director of Development and Public Relations or the Executive Director may inform the public of service closings at the PEWRRR
- Facilities.  
Many consumers and volunteers do not have their own transportation. Emergency Personnel will remain at the Farm until
- all consumers, volunteers and visitors have evacuated or left.  
Emergency Personnel will provide or arrange care for PEWRRR animals during an emergency.

# **Emergency Evacuation Plan**

## **Introduction**

During certain emergency conditions, it may be necessary to evacuate a building. Due to the high number of consumers or visitors that may be present at the Farm on any given day, it is important for personnel to know what to do in an emergency so they can assist others in evacuating safely. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable during a real emergency.

# Fire Reporting Procedures

## If you discover a fire or smoke in a Facilities building:

The following **CAPE** procedure shall be followed when someone discovers a fire in a building, regardless of how large the fire is:

**C – Close door to Contain fire.** This will confine the fire to a smaller area.

**A – Alert people in the Area.** The farm does not have fire pull stations, alert people in your area using your voice or sign language if appropriate.

**P – Phone the fire department from a safe location .** The : Fulton Fire Department can be reached by dialing 911. You or someone you designate must make the telephone call from a safe location as quickly as possible. Once you have given the dispatcher the information, wait until the dispatcher hangs up before you hang up because the dispatcher may need more information. Request that emergency responders turn off sirens at the end of the driveway in order to avoid frightening animals.

**E - Extinguish or Evacuate.**

If the fire is small and you have been trained to use the fire extinguisher, you may attempt to put the fire out.

If you have not been trained to use the fire extinguisher or the fire is too large to extinguish, **EVACUATE** the building, keeping in mind your personnel responsibilities (see next page).

# Personnel Responsibilities

- Stay calm.
- Alert others in your area to the fire.
- Notify others on your way out that this is a real fire but do not stop to force their evacuation. Provide assistance to consumers and visitors that need it.
- Know the locations and operations of fire extinguishers.
- Know how to report an emergency (911). Report to the 911 Operator the type of emergency and the location in the building or on the grounds.
- If you have knowledge of the fire, such as location, size, cause, or you are aware of a person trapped, immediately notify the fire department with this information.
- Know the locations of all exits (front and back entrances to buildings).
- Close but DO NOT lock doors as you leave a building.
- It is the responsibility of the Barn Manager, Camp Director, Volunteer Coordinator or other senior staff member on duty to bring sign-in sheets with them upon exiting the buildings being evacuated.
- Go to the emergency assembly point. Located at the smaller building at the entrance.
- If possible, Emergency Personnel will remove equines from the building and locate them to Paddock 1, or another safe, confined location.
- Do no re-enter the building until you have been notified to do so by the police or fire department.

## **Fire Drill Policy**

- Fire drills should be conducted at least three times per year at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire.
- Review of the Fire Evacuation Plan to all staff will be conducted once a year at Farm staff meetings.
- Review of the Fire Evacuation Plan to all volunteers will be conducted for all new volunteers and once a year at mandatory volunteer trainings.
- Fire drills will be scheduled by the Barn Manager.
- Fire drills will involve **all** occupants.
- Emphasis should be placed upon safety during the evacuation.
- After each drill, a personnel debriefing should be conducted to evaluate the Fire Evacuation Plan.

## **Fire Safety Plan**

- Unless advised otherwise by the Fire Department, all personnel will exit the building immediately upon alarm or drill.
- If, upon exiting, it is necessary to open a door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and frame to make sure that fire is not on the other side. If it feels hot, use your secondary escape route. Even if the door feels cool, open it carefully. Brace your shoulder against the door and open it slowly. If heat and smoke come in, slam the door and make sure it is securely closed. Use your alternate escape route.
- If you escape through smoke, crawl low underneath it and keep your mouth covered. The smoke contains toxic gases which can disorient or overcome you.
- Personnel will assist consumers and visitors to the nearest exit and to the emergency assembly point.
- Emergency Personnel will ensure the prompt evacuation of the building by all consumers, volunteers and staff. They will check to make sure the building is evacuated completely. They will call for the Fire Department if no one has done so. They will assess whether it is possible to evacuate animals.

## **Roll Call**

- Emergency Personnel will designate a person(s) to conduct a “roll call” of all personnel after evacuation.
- The Barn Manager, Director, or Volunteer Coordinator will be responsible for bringing sign-in sheets out of the building.
- The roll-caller will account for all personnel, using the sign-in sheets to help.
- If someone is unaccounted for, the role-caller will notify Emergency Personnel.
- Emergency Personnel will notify the Fire Department that personnel is unaccounted for.

# Other Natural Disasters

**Snow Emergencies:** When Onondaga, Cayuga and/or Oswego County declares a snow emergency, supervisors Dawn Conley-Morelli or Ryan Conley will determine whether or not the Facilities will shut down. If you are not able to travel safely to your destination, you will remain at the Facilities until the emergency ends. Equines will be brought into the barn from the fields so that we can continue to provide care for them. Dawn will determine a caretaking schedule for all PEWRRR animals for the duration of the snow emergency.

**Storms:** (Thunderstorms and High Winds): Get indoors. Keep away from windows or doors during periods of high winds, lightning, hail or any combination of these events. If possible, equines/animals will be brought in from the fields in advance of these events. It is possible that severe storms or high winds may cause a power line to come down, causing potential for fire or electrocution. Know the PEWRRR protocol for downed power lines (see page 14).

**Tornado:** When a tornado watch is issued for Onondaga, Cayuga and/or Oswego County, activities will proceed as normal. Staff will stay alert for any changes or weather updates. If possible, equines will be moved to their indoor concrete stalls, opposite the indoor riding arenas. When a tornado warning is issued, all personnel should immediately seek shelter in the interior of the main barn (in the breezeway aisle, the open concrete stalls or under the stairwell).

**Earthquake:** Earthquakes are extremely rare. Go to an open space, away from tall structures, trees or other things that may strike you if they fall. Avoid going into paddocks with horses in them, as frightened animals may become dangerous.

## PEWRRR Downed Power Line Protocol

After a storm, be aware that there may be downed power lines at the facilities. You may see a downed line, or smell smoke from one. If you see a power line on the ground, don't assume that it is not energized or that it is insulated. Stay at least 10 feet away from the wire and secure the area by keeping other personnel and consumers away. If you discover a low or fallen line, do the following:

- Consider all wires **ENERGIZED** and dangerous. Even lines that are de-energized could become energized at any time. Observe the minimum approach distance of 10 feet. A live wire touching the ground can cause electricity to travel through the ground, radiating outward from the contact point. **STAY CLEAR!**
- Once the site is secure, call for emergency services. Call National Grid's emergency hotline at: 1-800-867-5222. This number is located on the emergency contact sheet near the phones.
- **DO NOT** attempt to remove a tree limb or other object from a power line. Electricity can travel through limbs, especially when they are wet. When cleaning up after the storm, make absolutely sure that no power lines are near before cutting or trimming damaged trees and removing debris from the property.
- If a broken power line should fall on your vehicle, stay inside the vehicle. Use your cell phone to call for help. The vehicle can become energized; you are safer remaining inside until help arrives. Metal objects like fences and guardrails can also become energized if a downed power line contacts them. Warn others not to approach or touch the vehicle, and have them call for help.
- If you **MUST** get out of the vehicle because of fire or other life-threatening hazards, jump clear of the vehicle so that you do not touch any part of it and the ground at the same time. Jump as far as possible away from the vehicle with both feet landing on the ground at the same time. Once you clear the vehicle, shuffle away, with both feet on the ground, or hop away, with both feet landing on the ground at the same time. Do not run away from the vehicle as the electricity forms rings of different voltages. Running may cause your legs to "bridge" current from a higher ring to a lower voltage ring. This could result in a shock. Get a safe distance away.
- If someone makes contact with a downed power line, don't try to rescue them because you risk becoming a victim yourself. Call 911 for help.