



**EQUESTRIAN  
CANADA  
ÉQUESTRE**



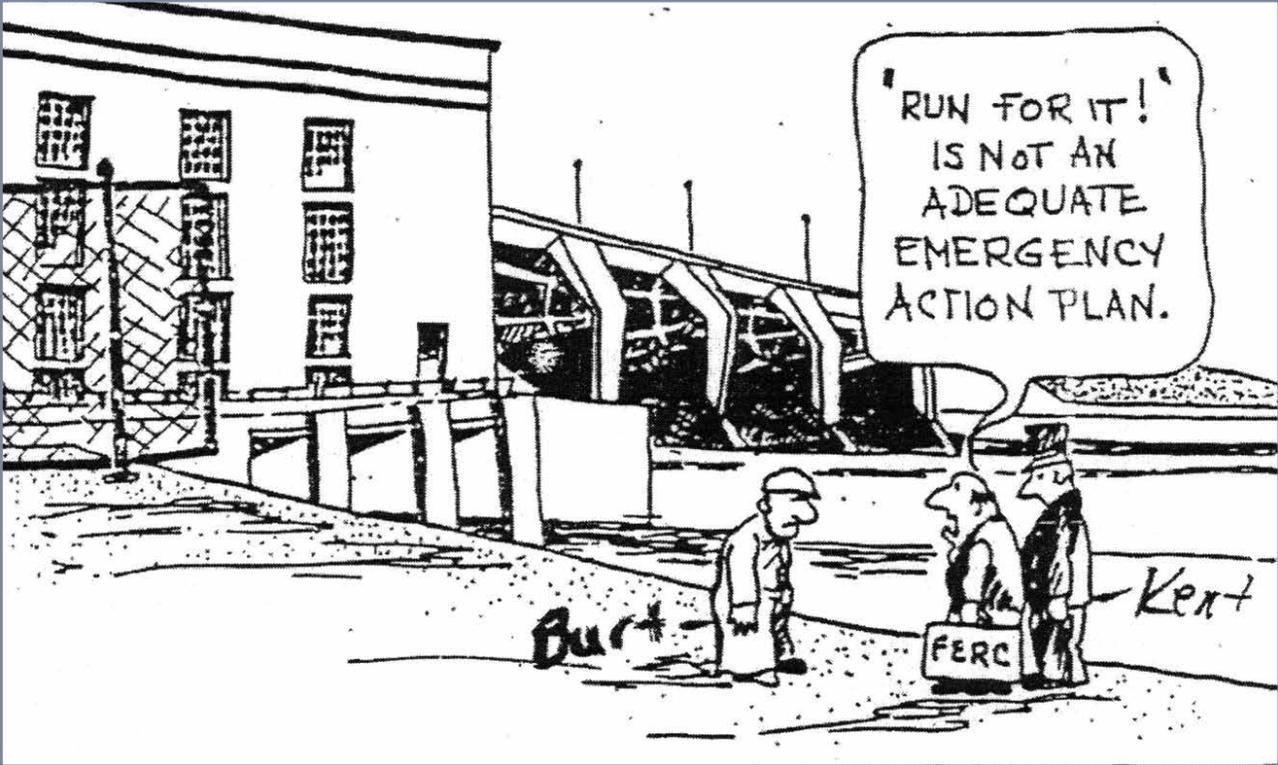
# **EQUESTRIAN CANADA EMERGENCY PLANNING AND ACTION PLANS**

**A GUIDE FOR COMPETITION ORGANIZERS  
11/24/2016**

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# EMERGENCY PLANNING

## I INTRODUCTION

Emergency planning is required of all event organizers, no matter the level of competition. It involves five stages:

1. identification of potential risk (in and out of our controls),
2. prevention of risk,
3. the response or solution,
4. mitigation of the problem, and
5. finally recovery or back to play.

The purpose of this guide is to provide all Canadian competition organizers and officials with a consistent base plan and guidelines including specific mandatory responses in cases such as lightning or a catastrophic accident to horse or human.

Each competition, event and discipline has its own identity and specific needs. This is recognized and appreciated and the expectation of Equestrian Canada is that each competition will have its own unique **emergency action plan** appropriate to its own needs but incorporating those mandatory requirements. It is an Equestrian Canada rule that every competition has an emergency action plan.

This guide is designed to be dynamic and will be updated continually as standards and needs change. It will be supported by fact sheets, educational tools such as webinars and in the training of officials, organizers and other stakeholders. Inside you will find checklists, sample emergency action plans and templates instructions on safety equipment such as “How to Build Portable Screens” amongst others.

# 2

One recommendation in the creation of your plan is to use a simple matrix to determine the severity of your risks and therefore the complexity of your plan. For example, a loose horse is a common issue at many competitions. However its seriousness changes from being within a closed arena to open woods and mountains. Your plan must be appropriate to your reality taking into consideration the worst scenario you can reasonably imagine.

In the identified issue/risk of a loose horse, the plan for the yellow or low risk is simple and may only involve two steps:

- check the rider for injury (medic), and
- catch the horse.

The plan for the red zone risk will be much more complex. This type of approach to planning will provide context and keep the plan in proportion to your reality.

The list of possible emergencies which might require a specific **emergency action plan** is as big as your imagination. However all competitions **must have a plan for the following:**

- fire,
- sick or injured horse or human,
- the death of horse or human, and
- severe weather such as storms or extreme heat.

In addition, it is recommended that all events have a protocol for lost children or possibly lost seniors. A sample plan is included on page 20.

## PREVENTION

So far we have stressed the importance of the plan once an emergency or crisis is identified. It is the responsibility of the competition organizer along with the officials to attempt to prevent as many risks as possible. It is in this part of the planning that checklists of needed safety equipment (such as fire extinguishers) are identified, secured and in the appropriate place. Please use the checklists at the end of the document to assist in your preparation to prevent those accidents and problems that are within your control.



# CREATING THE TEAM

Emergency preparedness requires that in the event of an emergency or crisis there is not only an action plan, but also a plan on who will make the decisions and team to enact the plan. A well written plan kept in the drawer is useless. The plan must be provided to the team and it should be read, trained, and rehearsed.



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## THE EMERGENCY TEAM

It is essential that in the event of an emergency or crisis at a competition or event that there is clear decision making protocol and that all members of the organizing committee's emergency team are aware of their responsibilities and the emergency action plan.

Below are two common protocols — both of which are acceptable. It is the communication and coordination of the plan that is most important. In the event that Option A is used, it is still expected that consultation with the steward/technical delegate takes place.

**The Decision Makers** — in either model each crisis will have one member identified as **CONTROL who will coordinate the Action Plan**

- | **OPTION A** — management decision
  - designated member of the organizing committee/officials responsible
- | **OPTION B** — ad hoc committee decision (minimum three people)
  - member from the organizing committee,
  - an official at the competition, and
  - an additional official or member of OC.



### WHO NEEDS TO KNOW — IT'S WAR — AND ARE THEY WILLING, ABLE AND READY TO ACT?

The diagram centre next page outlines the main components of most equestrian competitions — some will have additional categories, some fewer combining several of the roles. The decision making team should come from within this group and always include the steward or technical delegate and all sectors need to know the plan and where they fit in.

### Glossary

**Competition Organizer:** person identified as responsible for the competition and an Equestrian Canada sport licence holder in good standing. This person could be represented by a safety or risk officer on an emergency team.

**Steward/Technical Delegate:** Equestrian Canada official — specifically responsible for coordinating with officials for safe & fair return to competition.

**Veterinarian:** The named veterinarian either on call or present at the competition

**Judge/Ground Jury:** Equestrian Canada official(s)

**Barn/Facility Manager:** appointed stable manager, owner of venue or staff member representing venue with responsibility for the stabling and ship in and parking areas

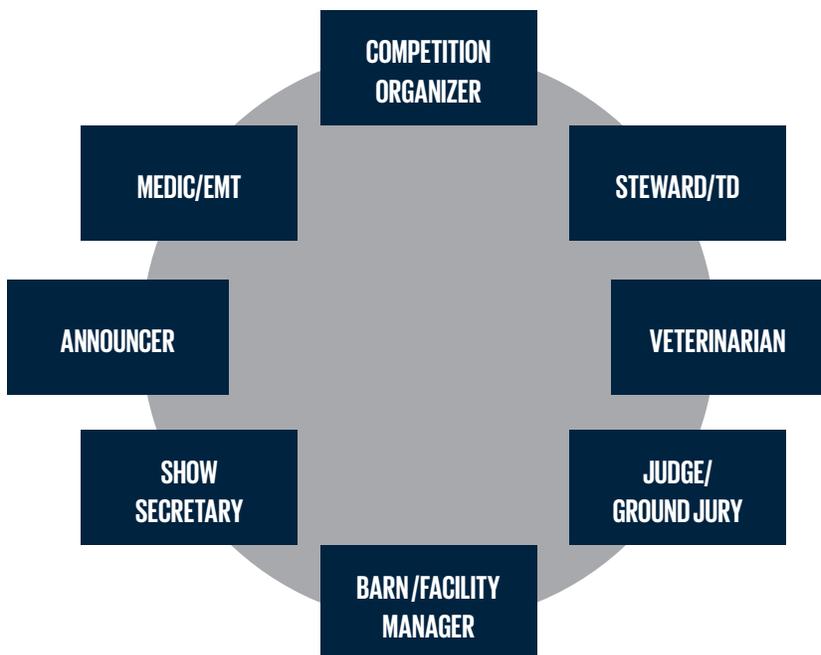
**Show Secretary:** competition secretary should be located in central office which ideally has a landline and official communicator with outside emergency services

**Announcer:** member of the competition organizing committee with access to loud speaker system

**Medic/EMT:** appointed medical assistance as approved for the competition

**CONTROL:** the person identified as the central coordinator

Each identified person or role/job here should have a copy of the emergency action plans for the identified required scenarios (i.e. fire, sick or injured or death of horse and/or human, severe weather) and be very clear on their responsibility.



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## THE EIGHT STEPS IN ANY ACTION PLAN

### AN EMERGENCY OR CRISIS IS IDENTIFIED!

1. A crisis, problem or emergency has been identified.
2. Initiate. Communicate with, or bring together your decision making team.
3. Identify and activate control — the person who will coordinate all next steps.
4. Brief the team on the issue.
5. Review the appropriate emergency action plan for that scenario.
6. Initiate and carry out the plan.
7. Return to play as soon as possible.
8. After resolution and not later than end of day review with the team and draft report.

### AND REMEMBER...



**...AS THE SAYING GOES, THINGS OFTEN COME IN THREES -  
YOU WILL NEED BACK UP PLANS!**

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# COMMUNICATION

An effective communication plan is essential to all phases of emergency preparedness and action plans — be it internal within the emergency team, or external to competitors and spectators and finally beyond the bounds of the competition — the media.

## I SIGNS & NOTICES

All notices should be dated or time stamped. It is recommended that an additional notice board be placed in the stabling area with the clear understanding as to which is the official board. A secondary board in the stabling area is a good idea as many times groomers do not leave the stabling area and they are essential to the calm handling of any emergency taking place near the stables.

The official bulletin or notice board must have the following information posted

- | stabling chart with competitor's names;
- | order of go or day sheet/schedule;
- | changes to the schedule;
- | show office hours;
- | map of the show grounds including the proper address for 911 with safe locations identified, food services area and parking and specific driving instructions if needed; and
- | contact information for show office (including outside hours), veterinarian, farrier, official (this depends upon discipline and level of competition), emergency services (fire, police, ambulance and 911), nearest hospital and nearest equine veterinary emergency clinic.

Contact information for dead stock removal and the closest equine postmortem facility should be available in the show office.

## **I** **RADIOS, CELL PHONES & LAND LINES**

- | Best practice is to have access to a land line for emergencies though often impractical and not available. If cell is the only option, check in advance that the service is available and that office cell phone is fully charged.
- | Each member of the team should have a multi-channel radio with one channel dedicated for emergency.
  - Radio protocol should be reviewed with the team prior to the start of competition.
    - Some issues are best not communicated over the radio due to the sensitive nature of the material.
    - Consider instituting code words for specific situations to increase your communication security — example: code red is fire, code white is an injured horse etc.
    - Use of radios in crowded or busy areas can lead to other people who may be standing near overhearing sensitive material. Cell phone, or arrangement to meet and discuss privately might be the best plan in some circumstances.
  - Make sure that extra chargers and batteries are available and that all radios are recharged every evening.
- | All Members of the team to have cell phone numbers of the team programmed in their own cell phones for easy and quick access.

## **I** **THE ANNOUNCER**

The announcer is a key member of the operating team at a competition and during emergencies.

If there is more than one announcer, there must be clear instructions on what each announcer's responsibility is. As several announcements at the same time can be very confusing, a simple protocol of rolling or sequence of announcements needs to be in place — announcer 1, announcer 2, etc.

## **I** **THE DEDICATED WALK THROUGH**

Assigned officials or volunteers need to make sure that the information has been received in all sectors of the grounds or affected areas. The individual may also serve as a safety marshal in the event that individuals, horses or equipment need to be moved safely from one area to another.

## **I SOCIAL MEDIA**

Some competitions are using social media effectively in getting information out to their competitors. The only caution is that unless you can rely 100% that everyone at your competition will receive the information this can only be an additional avenue for communication.

## **I THE MEDIA**

All competition organizers, no matter the size, should be prepared to answer a question from the media. Today it is not only large networks and magazines, but bloggers, club magazine editors and local newspapers who might be interested in your event. Enjoy your Success!

**IT IS ANOTHER THING WHEN THE REASON THEY WANT TO TALK IS RELATED TO AN ACCIDENT OR MAJOR EMERGENCY OR CRISIS.**

### **Tips**

- | Assign one person to answer questions from the media.
- | If possible ask for a list of questions or the scope of the interview in advance so that you can best meet their needs and know who or what their audience is.
- | Have a draft plan of the statement you intend to provide. Leave detail areas blank so that you can fill them in as you gather the information from the crisis. This will help to keep you on message and fact.
- | Practice your media interviewing skills with a member of your team and be patient.
- | Do not rush to give information before you have it.
- | If you don't have the information yet, don't worry. Simply tell them that as soon as you do have additional details, you will share it with them.

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## WHAT DOES THE MEDIA EXPECT IN THE EVENT OF A PROBLEM?

### They want

- | timely information of the incident,
- | accurate details as you have them,
- | continuous updates,
- | one spokesperson, and
- | the truth.



Never underestimate the power of social media including Facebook, Twitter, blogs and forums. Remember to be proactive and stay on message.

# WEATHER

## I THUNDER & LIGHTNING

### POLICY

In the event that thunder is heard, lightning and/or severe and dangerous weather is seen at the competition, competition organizers must enact their emergency action plan and announce an immediate delay.

### APPLICABLE RULES

- | General Regulations A512
- | Competition Administration Policy (CAP) Cancellation Policies

### AVAILABLE EDUCATION & TOOLS

- | Free webinar from the National Athletic Trainers' Association Position Statement: Updated Lightning Safety for Athletics and Recreation  
<http://www.nata.org/NATA-Position-StatementLightningSafety>
- | Environment Canada - [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca)
- | APPS for your smart phone — see examples below

The Weather Network	Weather Bug
Accu Weather	The Weather Channel
My Radar	Skytracker
Sky Motion	Yahoo! Weather
Raindar	Pro Weather

## PREPARATION — PREVENTION STAGE

- | Please review the position statement on the National Athletic Trainers' Association website with regards to lightning safety for athletics and recreation <http://www.natajournals.org/doi/pdf/10.4085/1062-6050-48.2.25>
- | Make sure they are identified on a map and posted in the barn areas and the main board, and that they are noted in the Emergency Action Plan (EAP)
- | Download and become familiar with any weather apps
- | Test the sound system to determine if there are areas that cannot hear announcements
- | Provide the Emergency Action Plan (EAP) to the team and review it with them!

## SAMPLE EMERGENCY ACTION PLAN FOR SEVERE WEATHER

The emergency plan must be specific to the competition and may differ from discipline to discipline. The safety and welfare of both horse and rider must be taken into consideration.

1. The emergency team convenes to determine the situation and to make a decision.
2. Announcement of temporary stop of competition and the estimated length of the delay. Recommend announcing delay periods in 30 minute increments. In addition to formal announcement, a member of the OC, stewards and volunteers should pass the message around individually to be sure that everyone on the grounds is aware of the current situation.
3. Horses and riders on the property to return to their stalls, trailers, cars or designated safe areas. For more information on choosing safe areas, see webinar <http://www.nata.org/NATA-Position-StatementLightningSafety>
4. Those not stabled to be sent to designated best safe location available: indoor arena/barn/trailers. **At all times the safety of both horse and rider must be taken into consideration.** Crowded indoor spaces can be very dangerous.
5. Spectators advised as to where they should congregate.
6. Ascertain that the storm has passed.
7. Set new starting time — minimum 30 minutes to ensure fair and safe return to play. Prior to return to competition, the grounds and courses/fences should be checked by officials and management for any damage and the work done to correct it before the first rider resumes.
8. Either the steward/ TD or official reviews and reports to EC

**RECOMMENDATIONS**

- | When designing emergency action plans, consideration should be given to the possibility of weather delays. Attention should be given to the length of weather delays, the number of acceptable delays before rescheduling or cancellation of class or day and the amount of time necessary when completing a weather delay before returning to competition to ensure sufficient preparation time for competitors.
- | The specific infrastructure and needs of competitions differ from discipline to discipline and showground to showground. Emergency plans must be specific to the competition and at all times take into consideration the safety and welfare of both horse and rider in emergency, whether it is a weather event, or other emergency.

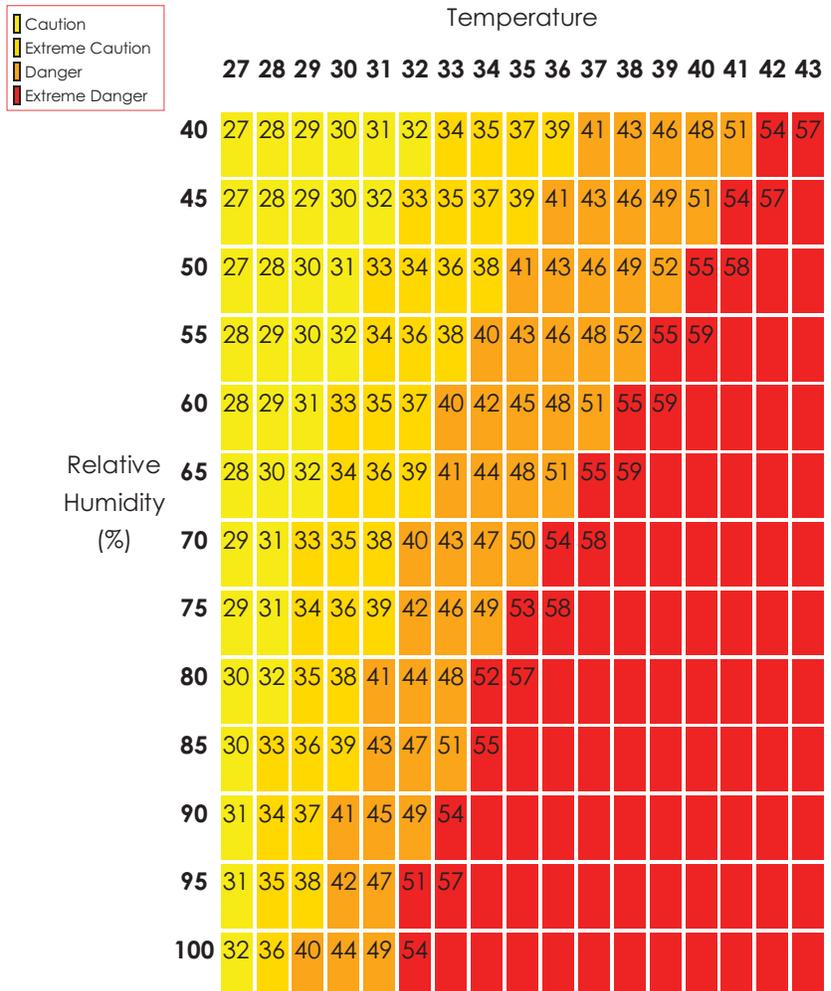
**REPORTING REQUIREMENT**

- | Steward or TD report must be completed and submitted to Equestrian Canada.

## EXTREME HEAT

### HUMIDEX — WHAT IT ACTUALLY FEELS LIKE (THE HOT EQUIVALENT OF WIND CHILL)

An extremely high humidex reading can be defined as one that is over 40. In such conditions, all unnecessary activity should be curtailed. If the reading is in the mid to high 30s, then certain types of outdoor exercise should be toned down or modified, depending on the age and health of the individual, physical shape, the type of clothes worn and other weather conditions.



Deciding when it is too hot to play sports depends on the heat index. In modifying or cancelling sports practices, keep in mind the following:

<p><b>Heat Index under 35°</b></p>	<ul style="list-style-type: none"> <li>  This means water should always be available and athletes (human and horse) should drink water regularly to remain hydrated.</li> <li>  <b>Amend dress requirements — jackets must be removed</b></li> <li>  Watch/monitor athletes carefully for necessary action</li> </ul>
<p><b>Heat Index 35° to 37.2</b></p>	<ul style="list-style-type: none"> <li>  This means water should always be available and athletes (human and horse) should drink water regularly to remain hydrated.</li> <li>  <b>Amend dress requirements — jackets must be removed</b></li> <li>  Watch/monitor athletes carefully for necessary action</li> <li>  <b>Monitor warm up especially and limit if necessary</b></li> <li>  Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index</li> </ul>
<p><b>Heat index 37.7° to 40°</b></p>	<ul style="list-style-type: none"> <li>  This means water should always be available and athletes (human and horse) should drink water regularly to remain hydrated.</li> <li>  <b>Amend dress requirements — jackets must be removed</b></li> <li>  Watch/monitor athletes carefully for necessary action</li> <li>  <b>Monitor warm up especially and limit if necessary</b></li> <li>  Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index</li> <li>  Organizers and officials on notice of potential stop due to excessive heat</li> </ul>
<p><b>Heat index above 40°</b></p>	<ul style="list-style-type: none"> <li>  <b>Stop all outside activity in practice and/or play.</b></li> </ul>

## EFFECTS OF THE HEAT INDEX

27-32 °C	<ul style="list-style-type: none"> <li>  Caution: fatigue is possible with prolonged exposure and activity.</li> <li>  Continuing activity could result in heat cramps.</li> </ul>
32-41 °C	<ul style="list-style-type: none"> <li>  Extreme caution: heat cramps and heat exhaustion are possible.</li> <li>  Continuing activity could result in heat stroke.</li> </ul>
41-54 °C	<ul style="list-style-type: none"> <li>  Danger: heat cramps and heat exhaustion are likely;</li> <li>  Heat stroke is probable with continued activity.</li> </ul>
over 54 °C	<ul style="list-style-type: none"> <li>  Extreme danger: heat stroke is imminent.</li> </ul>

## SYMPTOMS OF HEAT EXHAUSTION IN HUMANS

**The medic is to be called in the event that an individual is experiencing any of these symptoms**

- | Confusion
- | Dizziness
- | Fainting
- | Fatigue
- | Headache
- | Muscle cramps
- | Nausea
- | Pale skin
- | Profuse sweating
- | Rapid heartbeat

**Exposure to full sunshine can increase heat index values by up to 8 °C**

## HEAT STROKE SYMPTOMS IN THE HORSE

Also known as heat exhaustion or hyperthermia, heat stroke is a condition that occurs with horses performing a great deal of work in excessively hot or humid conditions. When the horse is unable to lose body heat, its body temperature goes up rapidly, causing severe (and sometimes fatal) health concerns. Therefore, heat stroke must be treated promptly and properly.

### SYMPTOMS

- |                                     |   |
|-------------------------------------|---|
| Rapid pulse and breathing (50+/min) | Heavy breathing/panting (20 breaths/min+) |
| Restlessness/Lethargy               | Increased sweating                        |
| Excessive salivation                | Redness of the tongue and oral area       |
| High body temperature               | Erratic heart beat                        |
| Stumbling gait                      | Muscle spasms                             |
| Collapse                            |   |

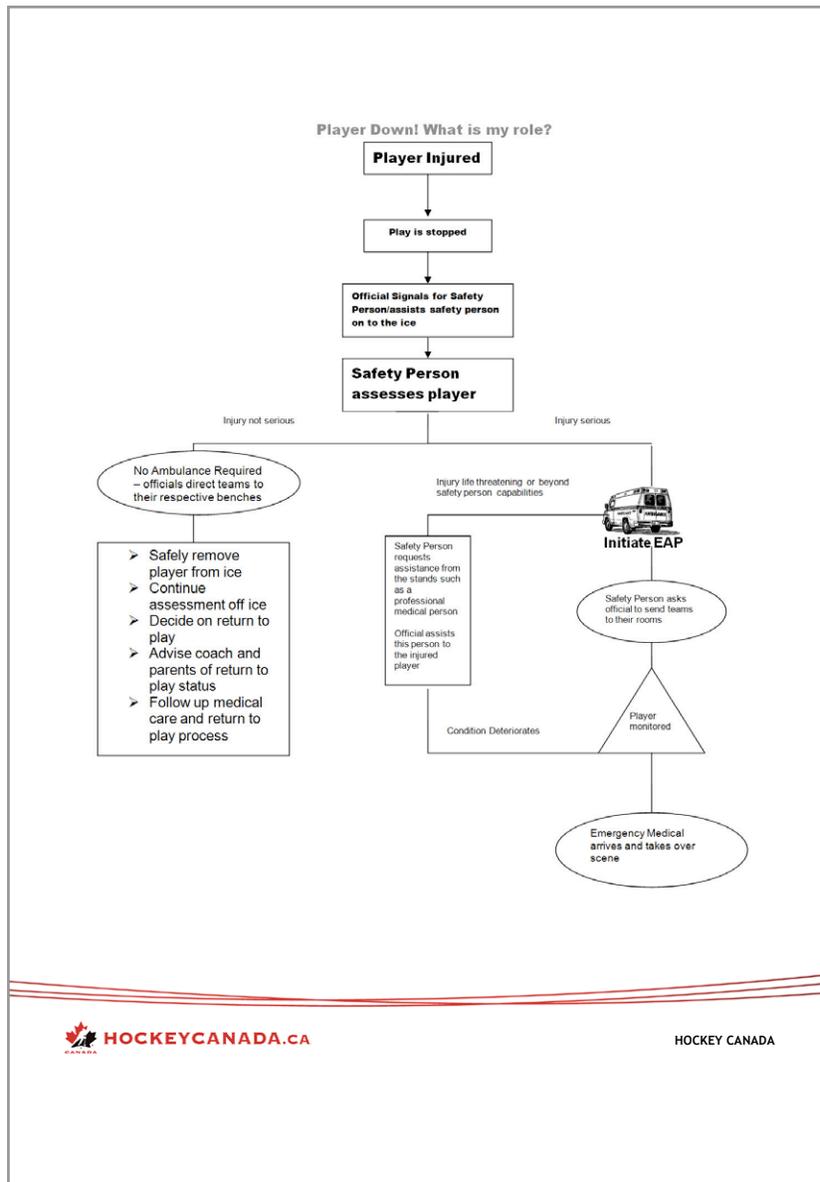
Note: **Some horses experience anhidrosis and do not sweat. Their skin may be hot and dry and still experiencing heat stroke.**

## INJURY TO HUMAN – COMPETITOR OR SPECTATOR

Sample Emergency Action Plan (from Hockey Canada)

Notes:

1. Medic is called to the specific arena with directions as to which end etc., official or coach attends athlete.
2. In the event that the injury is serious and the EAP is activated and control identified
3. 911/ Ambulance is requested
4. Identified member of emergency team will meet ambulance at the gate and escort/direct them to the arena (lights and siren off)
5. Following the departure of the ambulance, the officials will arrange for return to play and complete report for submission to Equestrian Canada.



## REQUIRED MEDICAL SUPPORT

From: General Regulations and 508.3

A 508.2 For the protection of the audience and competitors, medical assistance must be reasonably available on the grounds and an ambulance must be at least on call during the competition.

A 508.3 Medical assistance availability on the grounds may include any of the following:

- a) doctor on hand,
- b) professional emergency personnel, or
- c) An adult with recognized and valid First Aid training who is not competing; these individuals may act in some other capacity at the competition providing this does not restrict their availability to all areas on the competition grounds.

Dressage	On site medical/ emergency plan (General Regulations Apply) A508
Hunter Jumper	Minimum advanced first aid and basic cardiac life support (BCLS) G101
Breeds	Medical assistance must be available and ambulance at minimum on call See Section B Breeds page ii
Eventing	Strongly recommend that an ambulance and personnel trained and equipped for Advanced Cardiovascular Life Support (ACLS) certified team for cross country and jumping. The general rule is to have on site the highest level of medical support available in that geographic region D113
Endurance	See General Regulations A508
Para Equestrian	See General Regulations A508
Reining	See General Regulations A508
Vaulting	One or more first aid attendants L215
Driving	See General Regulations C 303, H-appendix A
General Performance	On site medical there is any jumping included in the competition — Basic Cardiac Life Support (BCLS) F1208

# HEALTH & WELFARE OF HORSES AT COMPETITIONS

## **I** APPLICABLE RULES

- | General Regulations A 508
- | General Regulations A 517
- | Competition Administration Policy (CAP)
- | Equestrian Canada Code of Conduct and Ethics (in Equestrian Canada rule books)

## ■ POLICY STATEMENT

Equestrian Canada has a core responsibility for the health and welfare of horses in sanctioned competition. To that end, competition organizers, venue owners and horse owners must meet basic requirements to ensure the safety of our horses.

## ■ BIOSECURITY RISKS TO THE HORSE

Infectious disease can be easily spread during an equestrian event, and consideration needs to be given to limit any risk of contamination through careful site preparation and planning. This sample graphic will help get you started in determining where the risks of cross contamination may lay.



## Main elements of a biosecurity plan for an Equestrian Event

- | Layout of the venue
- | Requirements for horses to enter the venue (should be in prize list)
- | Arrangements for horse stabling including a designated isolation stabling area that is separate from the other horses and downwind of the other horses.
- | Procedures for cleaning and sanitisation of horse stalls and removal and management of wastes
- | Source of feed and water, including storage of feed
- | Access control of stabling area (minimizing non-essential human traffic)
- | Control of vehicles within the venue (parking areas)
- | Record keeping: including all of the contact information for owners and persons responsible and a map of the stabling area and assigned stabling.
- | Make sure that all staff and volunteers are fully informed regarding the biosecurity plan
- | Contact information for the ON CALL veterinarian posted prominently
- | Information regarding local veterinary clinics offering medical care

## **I** BEST PRACTICES — BIO SAFETY REQUIREMENTS

Note: those items underlined are basic requirements

### **BASIC FIRST AID KIT ON SITE AND AVAILABLE IN HORSE EMERGENCY — PARTICULARLY FOR NIGHTS**

- | Thermometer
- | Clean and single use gamgee, gauze bandages, absorbent padding
- | Antiseptic wound cleaner, vetrap and scissors
- | Set of stable wraps and bandages
- | Clean stainless steel bucket
- | Hand sanitizer

### **MANURE MANAGEMENT PLAN — A PREDETERMINED AREA**

- | Separate from all water sources with consideration given to potential runoff
- | Regular removal of manure
- | Horse and human walk paths separate from the manure area

### **ISOLATION STALL(S) AND DRUG TESTING STALL AVAILABLE**

- | **Drug Testing Stall:** Minimum one safe and clean stall available for Equine Medication Control (drug testing). The stall should be labeled. A1007
  - Clean shavings available
  - No feed
  - Ideally in a quiet area of the barn
- | **Isolation stall(s)**
  - Separate from main stabling
  - Signage to assure there is no non-essential traffic
  - Separate equipment for cleaning the stall
  - Ideally, the person taking care of this horse should not be taking care of other horses; if this is not possible, this horse should be handled last and the caretaker should change clothes subsequent to handling other horses.
  - Material/supplies available for human foot bath, hand sanitizer, disposable gloves and signage
  - Best practice for a horse sick with a contagious disease is to have horse moved to suitable isolation facility at a local veterinary hospital.

**For additional information on setting up an isolation stall see [Appendix F: How to set up a Disease Isolation Unit at a Horse Show](#)**

### **ACCESS TO QUALITY AND PALATABLE WATER AND NO COMMUNAL WATER OR FEED TROUGHES**

- | Signage recommending water hoses never be immersed on water buckets

### **SECURE AND DRY STORAGE FOR BEDDING AND HAY**

### VETERINARY SUPPORT

- | Minimum standard is that every competition has a veterinarian on call during all times that competition horses are on the grounds. It is the competition's responsibility to assure that the veterinarian has agreed to respond to all emergencies at the competition for any competition horse
- | Best practices recommend that a veterinarian be present during competition days
- | It is recommended that the organizer consult with the veterinarian on local or specific current health issues and any updated requirements that should be met

### STABLES – BIOSAFETY IN STABLING AREA

- | Best practice for stalls is that they are constructed in such a manner that they prevent nose to nose contact.
- | **Competition organizers are responsible for providing clean stalls with all bedding and manure removed** and ideally disinfected between competitions. It is important to remove all organic material from the stalls and walls in order for disinfection to be effective.
- | Assuring the stall is clean and disinfected is the responsibility of the owner/person responsible . There are several options available. (See Appendix D: **Disinfectant Chart**).
- | Best practice is to ensure frequent cleaning and disinfection of wash stalls
- | Sharps container in every aisle
- | Hand sanitizers in ample number throughout the stabling area

For more information on cleaning and disinfecting stables see Appendix E: **Cleaning and Disinfecting of a Vacated Stall.**

### TRAFFIC CONTROL PLAN FOR MOVEMENT OF PEOPLE, HORSES, EQUIPMENT

- | Clear signage identifying separate tracks for horses and people.
- | Equipment and horses should be separated.
- | Barns should not be accessible to the public

### EMERGENCY ACTION PLANS IN PLACE FOR SICK, INJURED OR DEAD HORSE

- | Confirmation of the identity of any horse that is sick, injured or dead
- | Injured or dead horses be restricted from public viewing with a screen while they are awaiting or receiving treatment or removal.

- | A designated, media trained person should be speaking to the spectators if the horse that is injured is visible to spectators (competition ring, practice area, etc.).

### **PRE-ENTRY HEALTH REQUIREMENTS**

Many shows have specified health requirements in order for a horse to be eligible to compete. These may include vaccination requirements, health certificates, current temperature and/or proof of negative disease status. Requirements may vary in accordance with disease prevalence. Consulting with the chosen horse show veterinarian is advised. List all requirements in prize list. Special Note: Influenza and EVH-1 and EVH-4 should be required only to be given at six (6) month intervals.

### **VACCINATION RECOMMENDATIONS**

- | **RABIES** because of the potential public health risk
- | **INFLUENZA** because vaccination is a very effective means of preventing a disease outbreak

Competition organizers of EC sanctioned competitions must not require vaccination for Influenza (equine flu) and/or Equine Herpes Virus (Rhino virus) more frequently than twice a year except in the case of horses that are beginning their vaccination series required to achieve initial immunity.

Of special interest to competition horse owners due to highly infectious and virulent:

- | **Equine Herpes Virus 1+ 4**
- | **Strangles**

These diseases can quickly spread through a population of stressed horses stabled in close proximity and can be devastating in terms of sickness, days lost in training and competition. Horse owners should discuss these vaccination options with their veterinarian.

### **EQUINE INFECTIOUS ANEMIA (commonly known as Swamp Fever) A809**

The recommended best practice for competitions is to require a current negative EIA test (previously referred to as the Coggins test). “Current” is defined as within six months in areas where EIA is highly prevalent and one year in areas where it is rare. Maps of the disease are available on the CFIA website under equine infectious anemia.

### RECOMMENDED REQUIREMENTS FOR ALL HORSES ON COMPETITION GROUNDS

- | Temperature of each horse taken morning and night (it is the responsibility of the person responsible to ensure this is done and charted)
- | A resting temperature that exceeds 38,5 C (101,3 F) should be promptly reported to the on call veterinarian, a horse show official or show management.
- | Require proof of vaccination for Equine Influenza and from Equine Herpes Virus 1, 4 within six months and 21 days of competition. Proof consists of recording of vaccinations, batch number, date of administration, name and signature of veterinarian in the EC or FEI passport or a letter from the veterinarian providing this information.
- | Require a negative EIA test in accordance to above listed recommendations.

## INJURED, SICK OR DEAD HORSE

It is the responsibility of a horse owner not to bring a sick horse to a competition; however, it can happen that a horse arrives sick, or becomes sick while on competition grounds. Every effort should be made by the owner person responsible to work with the competition organizer to minimize contact between the sick horse and others on the show grounds. **The horse should NOT be sent home without competition management being notified.**

**Best practice** for horse owners/persons responsible is to take the temperature of their horses at the competition at the same time each day and not immediately following exercise.

### SIMPLE AND BASIC PLAN FOR A SICK HORSE

1. Competitors should be made aware that isolation stalls may be available in the event that a sick horse must remain on the property
2. Owners should be encouraged to advise the show office if their horse is sick
3. Competition veterinarian to be notified
4. Promptly move sick horse in isolation stall or ship to a designated location determined by veterinarian and person responsible
5. Situation assessed to determine if further measures e.g. quarantine or notice to other competitors is required. These would be put in place and monitored by the competition veterinarian in conjunction with competition organizer/manager
6. Reporting through steward, technical delegate or ground jury or judge would go forward to EC

**What you will need: at least one available stall away and preferably downwind from other horse. Competitions that provide stabling must have an isolation stall available.**

### SAMPLE EMERGENCY ACTION PLAN FOR INJURED OR DEAD HORSE

While everyone will think they don't have the capacity or resources to move an injured or dead horse correctly, it is absolutely not acceptable to pull a horse out of the field of play with a tractor. Once said horse is removed from field of play it can be placed on a wagon etc. for transport to whatever is determined by officials.

#### Executing the Action Plan

1. Convene the emergency team.
2. Clear the area of all those who are not delegated to respond to the emergency.
3. Check for any injuries to handlers/riders. Call the medic, if necessary.
4. Call the vet and the owner or the Person Responsible as per the entry form if the owner is not present. Provide the name and phone number of the veterinarian to owner/PR. Send someone to the entrance to meet the vet. Have the owner contact the insurance company to determine if there are any requirements that must be met based on the policy.
5. If the accident is in the warm-up ring or competition arena, announce the delay and give instructions to keep people away from the area.
6. If it is impossible to clear the spectators, Create a visual shield with screens. (See Appendix G: **How to Make Portable Screens**)
7. Have equipment readily available suitable to load and transport a standing injured horse, an injured down horse or a dead horse safely under appropriate professional supervision. (See Appendix — How to move a Dead Horse)
8. If the horse is deceased, have the vet encourage the owner to request a necropsy with report to be copied to Equestrian Canada.
9. Personally offer condolences to owner and rider.
10. As soon as the situation is stable, the steward/TD or other official must phone Equestrian Canada Competitions Line to report major injury or death (**613-287-1515 ext. 199**). Complete and submit eye witness reports including the horse injury reports. This report may also be required by the owner for insurance in which case it will be provided by Equestrian Canada on request.
11. Best Practice: if the animal is identified for target testing and if the technician is not on site for drug testing, the vet can collect two samples of whole blood sample for testing.

**What you will need:**

- | Portable screens — instructions on how to make included
- | Suitable and dedicated trailer to transport and remove a dead or injured horse (keys and driver available). Trailer should be equipped with no dividers and with a ramp.
- | Tractor with hydraulics
- | Equipment for sliding a horse (plywood)
- | Winch or sometimes four strong people

**It is strongly recommend that the plan to move an injured or dead horse is rehearsed.**

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**ADDITIONAL RESOURCES:**

**The Code of Practice for the Care and Handling of Equines**, developed in partnership with the National Farm Animal Care Council and Equestrian Canada.

[http://equinecanada.ca/industry/index.php?option=com\\_content&view=category&id=315&Itemid=565&lang=en](http://equinecanada.ca/industry/index.php?option=com_content&view=category&id=315&Itemid=565&lang=en)

**Alberta Equine Biosecurity Principles and Best Practices**, Alberta Equestrian Federation & Alberta Veterinary Medical Association & Growing Forward2 -

[https://www.albertaequestrian.com/Download/Industry/2014\\_biosecurity\\_book.pdf](https://www.albertaequestrian.com/Download/Industry/2014_biosecurity_book.pdf)

**Biosecurity Toolkit for Equine Events** published by the California Department of Food and Agriculture -

[http://www.cdffa.ca.gov/ahfss/animal\\_health/equine\\_biosecurity.html](http://www.cdffa.ca.gov/ahfss/animal_health/equine_biosecurity.html)  
(Please go to the Complete Biosecurity Toolkit - this is a large document)

**Horse Events: Biosecurity guidelines for organizers and competitors**, Alberta Equestrian Federation and Alberta Veterinary Medical Association

<https://albertaequestrian.com/Download/Industry/Biosecurity-equine-events.pdf>

**Biosecurity Risk Calculator**, Equine Guelph

[http://www.equineguelph.ca/Tools/biosecurity\\_calculator\\_2011.php](http://www.equineguelph.ca/Tools/biosecurity_calculator_2011.php)

**Horse Biosecurity Guidebook**, Saskatchewan Equestrian Federation, Saskatchewan Ministry of Agriculture and Food <https://www.saskhorse.ca/Industry/HorseBiosecurityGuidebook.pdf>

**Equine Infectious Anemia CFIA** <http://www.inspection.gc.ca/animals/terrestrial-animals/diseases/reportable/2014/premises-affected-by-eia-in-2014/eng/1391725645964/1391725646761>

# MISSING OR LOST PERSON

## I CHILD OR ADULT

In the equestrian community many of our children have been raised 'in and by the village.' There is perceived safety of the barns and this can only be considered one of the best attributes of our sport. Nonetheless, competitions and all events should have a protocol in the event a person, child or senior, is missing as this is a critical emergency.

### **SCENARIO 1: CHILD OR ADULT IS FOUND AND IS LOST OR CONFUSED**

1. The child/adult should be escorted to the show office.
2. The parent should be found and asked to report to the show office at which time the child is returned to their family.
3. It is possible to have the announcer call the adult to the show office.
4. In the event that a child does not have a parent or guardian present this becomes more complicated as some proof should be asked for that allows the child to be returned to another adult.

## SCENARIO 2: A CHILD OR ADULT IS REPORTED MISSING

1. The person reporting the incident should remain with the official or in the show office. Details about the child should be taken (see below).
2. Remain in the area that the child/adult was last seen.
3. It is important that the team can begin to look for the child or missing senior but in the case of a child, **never use a child's name and description over a general radio channel or loud speakers.** Various events use simple codes such as “There is a package missing” or a specific code assigned to a child is missing – ex. Code Purple. In the case of missing senior it is possible to use the public address to assist in the search.
4. The emergency team is activated and the Emergency Action Plan for a search is implemented. This is an example where outside emergency services may be needed, for example the police.

### Description

1. Is there a photograph available — if so distribute to those searching by text, email and photocopies
2. Information to be gained:

Name:	Age:	Gender & Height:
Colour of Hair:	Colour of Eyes:	Other Distinguishing Features:
Last seen — Time & Place:		
Clothes:		Cell Phone/ Number:
Person Reporting & Relationship:		
Miscellaneous Notes:		

# APPENDIX A:

## CHECKLISTS

This check list has been assembled to assist event organizers in their planning, assessing their potential risk and help identifying the emergency plans appropriate for their event. The list is by no means exhaustive, and for some it is far too expansive. Some space has been left to add items specific to each organizer's reality.

Use as much or as little of the checklist as needed.

Venue Hire/Lease	OK/ NA	Needs Attention	Person Responsible	Action Completed
If leasing or hiring, check the lease or rental contract especially for insurance requirements and for disclaimers by the lessor				
Insurance coverage of the venue				
<b>NOTES:</b>				
Services provided by Owner/Manager	OK/ NA	Needs Attention	Person Responsible	Action Completed
Hire of additional facilities (stables, tents, seating, etc.)				
Risk inspections of the site				
<b>NOTES:</b>				
Hiring Equipment	OK/ NA	Needs Attention	Person Responsible	Action Completed
On site vehicles third party insurance (golf carts, etc.)				
Vehicle lease/rental contract and its provisions				
Best location for equipment in respect to refueling, service, fuel leaks or spills				
Tractors				
Horse transport				

<b>Contractors (for services/performances, Sponsor Displays)</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Insurance for people doing performances/displays				
Service providers (security firms, caterers, etc.) have provided evidence of insurance coverage				
If event is ticketed event, consider cash security requirements				
Is security firm experienced and licenced?				
Briefing of security officers on functions, rights and responsibilities				
Liability waivers/disclaimers				
First aid services				
<b>NOTES:</b>				
<b>Records &amp; Documentation</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Privacy policy for personal information				
Ample supply of incident/accident reports				
Incident management procedures				
Evacuation procedures				
Staff and volunteers have appropriate training				
Show office & required equipment available				
<b>NOTES:</b>				



<b>Staffing &amp; Volunteers</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Safety and security briefing				
Breaks and relief and food and water for staff/volunteers				
Security of cash				
Uniforms or specific identifying clothing – cap, t-shirt etc.				
Staff use and care of tools (tractors, shovels, rakes, etc.)				
<b>NOTES:</b>				
<b>Food Outlets (especially when staffed by volunteers)</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Verify that contractors carry their own insurance				
Liquor licences acquired and displayed				
Staff uniforms/clothing clean				
Hair covered with hat or cap or net				
Gloves				
Separate person to handle money, tickets etc.				
<b>NOTES:</b>				
<b>Electrical</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Fuses, circuit breakers suited to load capacity in leads and boards				
Leads, cables and plugs				
Additional extension cords				
Good access to electrical cabinet for approved staff				
Ability to cover and protect all wires or cables				
<b>NOTES:</b>				

<b>Housekeeping</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Garbage bins emptied regularly				
Aisles and access ways clear of obstructions and litter				
Exit and entry ways clear				
Merchandise, stock and other goods stored neatly				
Bathrooms cleaned, refreshed, portable toilets emptied				
<b>NOTES:</b>				
<b>Fire Emergency Checklist</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Personnel trained in and understand their emergency duties				
Fire extinguishers charged and staff trained				
Availability of fire blanket for cooking areas				
Emergency plan current and reviewed — all areas including stabling				
All exits clearly marked				
Fixed systems, ladders and fire hoses work				
Access for emergency services vehicles				
<b>NOTES:</b>				
<b>Siting of Facilities, outlets, trade fair, food booths etc.</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Requirements for power, water and drainage met				
Local government and health regulations met				
Good access (trip, slip and fall hazards)				
Signage				
Security				
<b>NOTES:</b>				

<b>Training &amp; Competition Areas</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Footing in competition and warm up/schooling areas				
Gates where applicable functioning				
Equipment to manage footing and schedule				
Tools Required: rakes, etc. and accessible, storage safe				
Water trucks or other water plan				
Separation of spectators and horses as much as possible				
Safety Equipment — e.g. safety cups for jumps and flags and adequate number for all rings including warm up areas				
Lunging areas				
Obstacles and fences and rails in good repair (hunter, jumper, eventing, driving etc.)				
Dressage Rings — correct size and material, no chain fences,				
Fencing safe				
Tractors and harrows				
<b>NOTES:</b>				
<b>Stabling and Related Matters</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Stalls suitable size and clean — for size see Code of Practice				
Adequate parking for horse trailers				
Safe unloading and loading areas				
Wash stalls				
Farrier facilities				
Security and/or night check				
No smoking signage				
Extinguishers				
Grazing areas				
Notice board for information and contact info				
Veterinarian area/stall				
Equestrian Canada medication control (drug testing stall) facility				
Access and exit plan for horse traffic				
Evacuation plan for horses				
Water and electricity				
Hay and bedding storage				
Manure areas and removal				

Dogs, cats and wildlife — rules or advisory				
Portable hand sanitizer stations				
Sharps containers				
<b>NOTES:</b>				
<b>Communication</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Equipment — radios, cell phones, loud speakers				
Media plan				
Emergency team identified (management and officials)				
Internal and external communication				
Management by walking — schedule of walkabouts for regular re-assessment of situation/venue				
Emergency contact information available				
<b>NOTES:</b>				
<b>Miscellaneous</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Lost children procedures				
Translation services				
Crowd control				
<b>NOTES:</b>				
<b>Accidents</b>	<b>OK/ NA</b>	<b>Needs Attention</b>	<b>Person Responsible</b>	<b>Action Completed</b>
Injury, illness and death — horse				
Portable screens available				
Identified horse trailer to act as ambulance -with keys and driver and back-up driver identified				
Equipment to move a dead horse				
Horse first aid kit available				
Contact List for Emergency Services — examples: equine surgical facilities, veterinarians, farriers, horse transport, dead stock removal				

Injury, illness and death — Human, competitor, other				
Medic/first aid/paramedic available				
First aid kit available				
Portable screens available				
<b>NOTES:</b>				
Horse Health	OK/ NA	Needs Attention	Person Responsible	Action Completed
Health standards for competition horses identified				
Isolation stall if needed or plan to ship to appropriate place				
Drug testing stall				
Sharps containers and plan to remove bio waste				
<b>NOTES:</b>				

# APPENDIX B:

## REPORTING FORMS



# COMPETITOR REPORT FORM

Name of Competition \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

How was your experience at an EC sanctioned competition?

## FACILITIES

	YES	NO	COMMENTS
Was the parking adequate?	___	___	_____
Was the Communication system adequate?	___	___	_____
Were the washroom facilities adequate?	___	___	_____
Were food services adequate?	___	___	_____
Were the facilities adequate?	___	___	_____
Was the warm-up area adequate?	___	___	_____
Office staff efficient?	___	___	_____

## OFFICIALS

Were the courses: Safe?	___	___	_____
-rideable?	___	___	_____
-set for level of competition/?	___	___	_____
Was the Steward doing his/her job?	___	___	_____
Was the judging good?	___	___	_____
Adhere to rule book requirements?	___	___	_____
Was there veterinarian availability?	___	___	_____
-Farrier availability?	___	___	_____



## EXPERIENCE

Did you place? \_\_\_\_\_

Prize money in good ratio to  
entry fees? \_\_\_\_\_

Competition run on time? \_\_\_\_\_

How many horses did you exhibit?  
Which division(s)? \_\_\_\_\_

## GENERAL COMMENTS

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Name (please print) \_\_\_\_\_ EC # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please:**

- Retain a copy for your records.
- Submit to [competitions@equestrian.ca](mailto:competitions@equestrian.ca).



# COMPETITIONS ACCIDENT & INJURY REPORT

This form is to be submitted by the competition Steward, Technical Delegate or competition organizing committee.  
*Must be submitted to EC within 24 hours of incident*

## 1. URGENT -

- FATALITY
- SERIOUS ACCIDENT / INJURY
- REQUIRES IMMEDIATE ATTENTION FROM EC
- MEDICAL SUSPENSION FROM COMPETITION

<b>Person Name:</b>		EC #:
Birth Date (dd/mm/yy):		Gender:
Address:		
City:	Province:	Postal Code:
<b>Horse Name:</b>		
Passport #:		Horse Age:
Owner Name:		Owner Phone #:

- 2. Injured Party:**       Person (only)       Horse (only)       Person & Horse
- Athlete       Groom       Official       Other: \_\_\_\_\_

## 2. Competition Information:

<b>Competition Name:</b>	Competition #:
Date:	Time:
Location:	
Organizer:	
Phone #:	

## 3. Incident Description:

Possible head injury / concussion <input type="checkbox"/>	Other injury <input type="checkbox"/>
Approved to Compete <input type="checkbox"/>	Medically Suspended from Competition <input type="checkbox"/>
Declaration – I _____ understand that I have been suspended from competition pursuant to EC General Regulations, Section A, Article A101.	
Signature of athlete / guardian (if under the age of majority): _____	
Date: _____	
Attending Medical Personnel (name) :	Phone number:
Doctor    EMT / Paramedic    Nurse    Nurse Practitioner    First Responder    Veterinarian    Other	
Location of reported incident:	
<input type="checkbox"/> Warm-up	<input type="checkbox"/> Stabling
<input type="checkbox"/> Competition Arena	<input type="checkbox"/> Cross-Country
<input type="checkbox"/> Other: _____	

Type of Class:				
Name of Class:				
Type of fence (if applicable):				
Approximate Dimensions of fence (if applicable):				
Fence safety features	Safety Cups:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
	Fragile:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
	Rotational Fall:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

**4. Brief description of accident and note any evident symptoms:**

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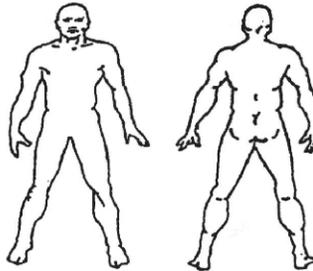
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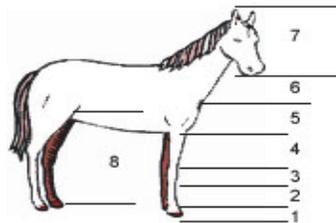
**5. Indicate area of Injury to Person:**

Comments:



**6. Indicate area of Injury to Horse:**

Comments:



**7. Treatment:**

Onsite:	Transported:	None:	Refused:	Other:
By Whom:				
EMT/Paramedic	Doctor	Veterinarian	Spectator	Official
Person Responsible	Other:			
Name:				

**8. Witnesses to Accident:**

Were you a witness to the incident?	Yes	No
If not, who reported the incident?		
Name:	Phone #:	



# COMPETITIONS ACCIDENT & INJURY REPORT

Attach a Witness Report if available or statement from medical officer:

Name	Address	Telephone
1.		
2.		
3.		

*Name of Steward/TD/OC:*

*Signature of steward:*

*Date report completed:*

*EC Sport Licence #:*

Accident & Injury reports must be returned to Equestrian Canada attached to the Steward or Technical Delegate report form. In the absence of a Steward or Technical Delegate, the Accident & Injury report must be returned with the Competition Master Report by a member of the Organizing Committee.

**FAX OR EMAIL WITHIN 24 HOURS IF THE FOLLOWING OCCURS & CALL EMERGENCY PHONE LINE (EXT. 199)**

- The death of a person or horse
- When rider/person/horse is unconscious / has life threatening injury and is transported by ambulance
- Equestrian Canada will respond to any voicemails on the emergency line within 3 hours



# COMPETITIONS

## EYE WITNESS REPORT – ACT OF ALLEGED ABUSE

**Name of Competition:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Competition Date:** \_\_\_\_\_

**Name of Eye Witness:** \_\_\_\_\_ **EC #:** \_\_\_\_\_

**Owner**  **Official**  **Competitor**  **Spectator**  **Other:** \_\_\_\_\_

**Name of Accused** \_\_\_\_\_ **EC #:** \_\_\_\_\_

**Name of Horse:** \_\_\_\_\_ **Passport #:** \_\_\_\_\_ **Entry #:** \_\_\_\_\_

**Horse Description:** \_\_\_\_\_

**Alleged Act of Abuse Occurrence:** **Date (DD/MM/YY)** \_\_\_\_\_ **Time** \_\_\_\_\_

**Incident involved:**

- Inflicting undue stress/pain
- Causing pain or unnecessary discomfort
- Excessive whipping or beating
- Electric shock device
- Excessive or persistent use of spurs
- Excessive or persistent jabbing of bit
- Horse exhausted, lame or injured
- Rapping
- Hyper-sensitizing
- Neglect
- Shackles or chains
- Raw or bleeding sores
- Explosives or fire
- Other: \_\_\_\_\_

What was the approximate duration of the act of alleged abuse? \_\_\_\_\_

Did a veterinarian to examine the horse? YES  NO

If applicable, please provide veterinarian contact information.

Name: \_\_\_\_\_ Contact Info (email/phone): \_\_\_\_\_

Comments: \_\_\_\_\_

Retain a copy for your records and submit one copy to the competition steward or directly to Equestrian Canada. EC will contact you should further details be required.

100 -308 promenade Legget Drive  
Ottawa, Ontario Canada K2K 1Y6  
613 287 1515 equestrian.ca



# COMPETITIONS

## YELLOW WARNING CARD

Section A (below) to be submitted to EC and the Competition Organizing Committee

Competition \_\_\_\_\_ Competition # \_\_\_\_\_

Competition Organizer \_\_\_\_\_ Date \_\_\_\_\_

Rule Violation Article #

- A517 (3) Abuse or Cruelty
- A518 (3) Acts of Discourtesy

Comments \_\_\_\_\_

Competitor Name: \_\_\_\_\_ EC#: \_\_\_\_\_ Signature: \_\_\_\_\_

Officials Name \_\_\_\_\_ EC#: \_\_\_\_\_ Signature \_\_\_\_\_

Section B (below) to be given to competitor 

### YELLOW WARNING CARD

#### EQUESTRIAN CANADA SECTION A – GENERAL REGULATIONS

EC Rules – Section A517 & A518:

1. In cases of violation of Section A517(3) Abuse or Cruelty and Section A518(3) Acts of Discourtesy the following procedure will apply: A Steward, Judge or Technical Delegate will deliver to the person responsible for the infraction this Warning Card documenting the rule violation.
2. The Warning Card will act as a warning only, and any penalty will be deferred.
3. Should an individual receive a second warning card within 365 days, that individual shall be subject to a hearing to consider the conduct that led to each Yellow Warning Card being issued. Ref: A516(3)

Competition \_\_\_\_\_ Date: \_\_\_\_\_

In violation of EC Rule, Article # \_\_\_\_\_

- A517 (3) Abuse or Cruelty
- A518 (3) Acts of Discourtesy

Name Warning Card Issued To \_\_\_\_\_

Name of EC Official Issuing Card \_\_\_\_\_

Comments: \_\_\_\_\_

100-308 promenade Legget Drive  
Ottawa, Ontario Canada K2K 1Y6  
613 287 1515 equestrian.ca

## APPENDIX C:

### ■ BIOSECURITY PROTOCOLS IN EFFECT

Biosecurity Toolkit for Equine Events published by the California Department of Food and Agriculture — [https://www.cdfa.ca.gov/ahfss/animal\\_health/pdfs/I.pdf](https://www.cdfa.ca.gov/ahfss/animal_health/pdfs/I.pdf)



# APPENDIX D:

## DISINFECTANT CHART

Properties of disinfectants appropriate for routine cleaning and disinfection of environmental surfaces and equipment

Active Agent	Product examples	Contact time
Hypochlorite	Bleach, 1:10-1:50 dilution of household bleach	1-5 min
<b>Advantages</b>		
<ul style="list-style-type: none"> <li>█ Broad spectrum effective against most resistant organisms (enveloped viruses, bacterial spores, dermatophytes).</li> <li>█ Readily available.</li> <li>█ Cost effective.</li> </ul>		
<b>Disadvantages</b>		
<ul style="list-style-type: none"> <li>█ Corrosive for some surfaces.</li> <li>█ Poor stability when exposed to light.</li> <li>█ Poorly active in the presence of organic debris (e.g. dirt, manure).</li> <li>█ Can bleach coloured fabrics.</li> </ul>		
<b>Comments</b>		
<ul style="list-style-type: none"> <li>█ Good for various environmental surfaces.</li> <li>█ Efficacy decreases with increasing pH, decreasing temperature, presence of ammonia and nitrogen.</li> <li>█ Reserve high concentration (1:10) for specific circumstances with resistant microorganisms.</li> <li>█ 1:32-1:50 more commonly used.</li> <li>█ Never mix with anything.</li> <li>█ Change diluted solutions daily.</li> <li>█ Do not store in clear containers.</li> </ul>		

Active Agent	Product examples	Contact time
Potassium peroxymonosulfate	Virkon, Trifectant	10 min
<b>Advantages</b>		
<ul style="list-style-type: none"> <li>█ Broad spectrum, with activity against enveloped viruses and bacterial spores.</li> <li>█ Active in the presence of moderate organic debris.</li> </ul>		
<b>Disadvantages</b>		
<ul style="list-style-type: none"> <li>█ Corrosive, especially with metal surfaces.</li> </ul>		
<b>Comments</b>		
<ul style="list-style-type: none"> <li>█ Commonly used routine disinfectant.</li> <li>█ Care must be taken when handling concentrated products.</li> <li>█ Consider rinsing metal and concrete surfaces after required contact time.</li> </ul>		

Active Agent	Product examples	Contact time
Accelerated hydrogen peroxide	Accel, Peroxigard	1-5 min
<b>Advantages</b>		
<ul style="list-style-type: none"> <li>■ Broad spectrum, with activity against enveloped viruses, bacterial spores and ringworm.</li> <li>■ Good activity in moderate organic debris.</li> <li>■ Low toxicity.</li> <li>■ Biodegradable.</li> <li>■ Does not appear to be corrosive, unlike other oxidizing agents.</li> </ul>		
<b>Disadvantages</b>		
<ul style="list-style-type: none"> <li>■ More expensive than other options.</li> </ul>		
<b>Comments</b>		
<ul style="list-style-type: none"> <li>■ Excellent choice for environmental disinfection.</li> </ul>		

Active Agent	Product examples	Contact time
Quaternary ammoniums	Various	10-30 min
<b>Advantages</b>		
<ul style="list-style-type: none"> <li>■ Low cost.</li> <li>■ Low toxicity.</li> <li>■ Stable under storage.</li> <li>■ Good against gram negative and many gram positive bacteria, and enveloped viruses.</li> </ul>		
<b>Disadvantages</b>		
<ul style="list-style-type: none"> <li>■ Limited impact on non- enveloped viruses, bacterial spores, ringworm.</li> <li>■ Inhibited by organic debris .</li> </ul>		
<b>Comments</b>		
<ul style="list-style-type: none"> <li>■ Common environmental disinfectant, but spectrum may be suboptimal for some situations.</li> </ul>		

Active Agent	Product examples
Other oxidizing agents	Various
<b>Advantages</b>	
<ul style="list-style-type: none"> <li>■ Generally good spectrum but variable (or less well proven) activity against non-enveloped viruses, bacterial spores and dermatophytes.</li> </ul>	

Active Agent	Product examples	Contact time
Phenolics	Various	3-5 min
<b>Advantages</b>		
<ul style="list-style-type: none"> <li>■ Good activity in organic debris.</li> </ul>		
<b>Disadvantages</b>		
<ul style="list-style-type: none"> <li>■ Limited activity against non-enveloped viruses and bacterial spores.</li> <li>■ Can be irritating to skin and mucous membranes.</li> <li>■ Potentially toxic to other species (e.g. cats, pigs).</li> </ul>		
<b>Comments</b>		
<ul style="list-style-type: none"> <li>■ Not recommended because of toxicity, spectrum and lack of significant advantages over better options. Potentially toxic.</li> </ul>		

<b>Active Agent</b>	Alcohol, povidone iodine, chlorhexidine, acids
<b>Comments</b>	Not recommended because of activity in the environment or spectrum.

# APPENDIX E:

## CLEANING AND DISINFECTING OF A VACATED STALL

Biosecurity Toolkit for Equine Events published by the California Department of Food and Agriculture — [http://www.cdfa.ca.gov/ahfss/animal\\_health/equine\\_biosecurity.html](http://www.cdfa.ca.gov/ahfss/animal_health/equine_biosecurity.html).



1. Mucking out, cleaning and disinfecting a stall is ideally done within four (4) hours of a horse vacating the stall. If the vacated horse was sick, personnel should wear protective clothing, disposable boot covers and gloves while cleaning the stall.
2. Completely remove all feed, bedding and manure. Use a broom to sweep small-particle materials into a pile and remove.
3. Gently rinse the inside of the stall door and the walls with low pressure water (no nozzle). Manually wash all visible loose organic matter down the walls. The use of high pressure water (i.e., pressure washer) is not recommended for cleaning stalls since it distributes dirt and infectious agents into the air and onto adjacent surfaces.
4. Use a foaming soap agent and a stiff-bristle brush to scrub the inside of the stall door and all four walls. The brush should be one that can fit into the corners of the stall.
5. Always scrub from the TOP DOWN in the following order:
  - a. Scrub each wall, starting with the top left-hand corner of the back wall.
  - b. Scrub an area 18 to 24 inches wide, using horizontal strokes from top of the wall to the bottom, then rescrub the same area using vertical strokes.
  - c. Move 18 to 24 inches to the right on the wall, and scrub another 18 to 24-inch wide section, slightly overlapping the previously scrubbed area in the same manner from the top of the wall to the bottom.
  - d. Continue this process until you have scrubbed all four walls and the inside of the door.
  - e. Use the same scrubbing pattern on cement floors.
6. Use a designated brush to clean specific stall areas such as gate hinges, between pipes, waterers, hay racks, feed buckets, pipes, latches and ledges.
7. Gently rinse off the foaming soap agent. Rescrub areas found with manure, blood or dirt “caked on” them with foaming agent until clean, since organic matter interferes with the effectiveness of disinfectants. Remove any particulate matter left in the stall after scrubbing.



8. Finally, disinfect all stall surfaces:

- a. Spray the inside of the stall door, all four walls and any concrete floor with a disinfectant and use the same stiff-bristle brush and double-scrubbing pattern on all surfaces. Also spray the disinfectant solution on waterers, hayracks, feed buckets, pipes, latches, gate hinges and ledges.

In general, 1:10 dilution of bleach to water is an effective disinfectant. However, in most stall situations, organic material cannot be completely eliminated, therefore it is necessary to use a disinfectant that has activity in the presence of organic materials, such as a phenolic (1 Stoke Environ<sup>®</sup> or SynPhenol-3<sup>®</sup>) or an accelerated hydrogen peroxide product (Intervention<sup>®</sup>). All disinfectants should be used according to manufacturer recommendations and label instructions.

- b. Allow an appropriate contact time for the disinfectant. For a 1:10 bleach to water solution a minimum contact time is ten minutes. Then gently rinse the inside of the door, the walls, the floor and all other stall surfaces and equipment with water.
  - c. The disinfectant application/scrubbing process may be repeated three times.
9. After use, remove all particulate matter from stall cleaning equipment, such as shovels, rakes, brooms and brushes; wash then soak the equipment in a barrel with disinfectant solution. Always disinfect stall cleaning equipment before cleaning another stall.
  10. A designated event official should visually inspect cleaned/disinfected stalls to ensure that the stall is ready for a new occupant before assigning the stall to an owner/agent for another horse.
  11. Once the stall has been cleaned, disinfected and inspected, the outer stall door should be kept closed until a new horse is assigned to the stall.

# APPENDIX F:

## HOW TO SET UP A DISEASE ISOLATION UNIT AT A HORSE SHOW

Biosecurity Toolkit for Equine Events published by the California Department of Food and Agriculture - [http://www.cdfa.ca.gov/ahfss/animal\\_health/equine\\_biosecurity.html](http://www.cdfa.ca.gov/ahfss/animal_health/equine_biosecurity.html).

## EQUIPMENT NEEDED FOR SETTING UP AN ISOLATION BARN

- | Treatment costs or snacks
- | Painter's disposable coveralls
- | Disposable gloves
- | Rubber boots
- | Foot bath containers
- | Garbage bags
- | Garbage cans with secure lids
- | Disposable plastic shoe covers
- | Thermometer for each horse
- | Equipment for each horse (drugs in sealed plastic container for that horse, stomach tube, twitch, lip chain, etc.)



*Example of a temporary isolation unit that can be set up at an equine facility or event.*

## HOW TO SET UP A DISEASE ISOLATION UNIT AT A FARM OR HORSE SHOW



A horse with an infectious disease should be isolated from other horses to prevent the spread of infection. It is also important to prevent exposure by indirect contact

from those handling an infected horse and spreading the infection to other horses via touching, equipment and so forth. Isolation can occur by stall confinement if the stall is secure and the horse is not in contact with others that walk by or are housed next to the horse. Often housing at shows is in tight quarters and contact can occur, so extreme care and vigilance in control of these isolation units are required.

If a horse has a fever and neurological signs that would suggest EHV-1 infection, it may be carrying high levels of the virus and become a primary source of spread. The horse should immediately be moved to an isolation area, preferably off site.

Any horses that were adjacent to the infected patient that has been moved out should be restricted in their movements and have their temperatures taken twice daily until the nature of the infection is determined. A perimeter and quarantine of that focal area of the barn should be instituted and access to and from the area limited. Horses in that area should be exercised at times when other horses are not in the arena or area. The length of the movement restriction period will depend on whether other horses develop a fever during the next 7 to 10 days. The end of the quarantine period will be determined by the last horse to develop fever or clinical signs of disease, supplemented by PCR testing as appropriate.



An isolation barn that is effective has these characteristics:

- | It is well separated from other barns and main horse traffic contact.
- | It can be contained. Movement by people in and out can be regulated and controlled.
- | Each stall is isolated and prevents direct contact with horses adjacent to each other.
- | It has cleanable surfaces, including walls and flooring (mats). Use of liquid laundry detergent is useful in stalls and trailers with large volumes of water. A 10% bleach solution is a good general disinfectant if it is changed and replenished once or twice a day. Remember, bleach is inactivated by organic material and direct sunlight. Other commercial disinfectants can be obtained through your veterinarian.
- | It is reserved ONLY for use by infectious disease suspects and is not used by other horses at any time.
- | It has water buckets and separate equipment (wheelbarrows, pitchforks, bedding, etc.) used ONLY by the isolation unit.
- | It has a sink for handwashing and treatment area. Space must be supplied for storage of things needed for biosecurity such as gloves, disposable coveralls, boots, disinfectant, footbath stations (rubber tubs), and garbage collection and holding for disposables used on the horses. This can be another stall converted into a storage area.
- | A person to oversee the isolation stall is designated. This individual should have prior training in biosecurity. Their responsibility is to ensure that all activities meet with the biosecurity plan outlined for the facility.
- | In an ideal situation, an isolation facility would be equipped with an overhead beam or other means for lifting or supporting a down horse, similar to the UC Davis Large Animal Lift (<http://www.largeanimallift.com/horse/>).
- | The designated biosecurity supervisor ensures that people allowed to enter the facility follow appropriate sanitation measures: Rubber boots are dipped in a prescribed foot bath; disposable or dedicated coveralls are used only for one horse stall; disposable gloves are worn; and a treatment coat is worn over the reusable coveralls.  
  
If during treatment of the horse facial or other contamination of the caregiver occurs, the caregiver must shower and change clothes before touching other horses.
- | Hands are washed for 60 seconds (sing “Happy Birthday” twice at normal tempo) before entering or leaving the isolation area. Use disposable towels and leave in a covered waste container at the site of handwashing.
- | A perimeter is set up around the stall area to limit vehicular traffic and entry. This perimeter could be designated with ropes, fencing used for construction sites, and so forth. Random access should be restricted, with only one entry and exit to the area.
- | There is appropriate lighting.

## **EQUINE EVENT ISOLATION PROTOCOL GUIDANCE**

### **GENERAL RECOMMENDATIONS**

- | Secure restricted isolation area; only allow entry and exit by designated trained personnel.
- | If owners are to enter isolation area, train on appropriate biosecurity measures before allowing access and monitor their visits.
- | Eliminate vehicle and animal traffic in the restricted isolation area.
- | Minimize onsite pests, including vermin, birds and insects.
- | Restrict pets and all other animals from access to the isolation and adjoining area.
- | Deliver all feed, equipment and supplies to an area adjacent to the isolation area and hand deliver to the entry of the isolation area as needed.
- | Horse(s) in isolation area should remain in the stall. If horse(s) must be taken out of stall, obtain permission from the onsite veterinarian and event management before moving horse(s). Clean the feet of the horse(s) before movement and monitor movements.

### **HAND WASHING PROTOCOL**

1. Hold a clean, freshly-laundered drying towel or disposable paper towels under arm for use after washing hands.
2. Ideally, use warm or hot running water.
3. Apply antibacterial soap and thoroughly wash all hand surfaces, including the wrists, palms and backs of hands.
4. Vigorously rub all lathered surfaces together for twenty (20) seconds.
5. For complete cleaning, use a nailbrush to clean fingers and under fingernails.
6. Rinse well in a flowing stream of water.
7. Hands that are visibly soiled require additional time to clean properly.
8. When drying hands, begin at the fingertips and work toward elbows, patting, not rubbing, the skin with the towel.
9. Use the towel to cover the faucet when turning off.



### **ENTRY INTO ISOLATION STALL**

1. Prepare supplies and equipment you need.
2. Wash hands before entering the area: frequent hand washing is the most important component in prevention of disease agent spread.
3. Wear designated disposable footwear, coveralls and gloves. If not wearing disposable coveralls, launder worn clothing separate from other items after use.
4. Use disposable plastic boot covers or rubber footwear; if using rubber footwear, scrub thoroughly with a boot brush and submerge footwear in a disinfectant footbath when entering the area.
5. Place a bleach solution foot bath outside the stall and step in the footbath before entering the stall.
6. Each horse should have a thermometer for monitoring the body temperature; if sharing a thermometer for horses, clean and disinfect the thermometer between uses.

### **EXIT FROM ISOLATION STALL**

1. Step in bleach solution foot bath when exiting stall. Organic material will inactivate some disinfectants, so change footbath solution when contaminated with organic material and when disinfectant expires.
2. Remove designated protective wear (footwear, coveralls and gloves) just before exiting the isolation stall. Remove gloves last, pulling them off from the inside without touching the outside of the gloves.
3. Bag all disposable protective wear for appropriate disposal; Bag all reusable protective wear for immediate laundering.
4. Blow nose to remove any potential infectious disease organism.
5. Immediately wash hands or use an appropriate alcohol-based hand sanitizer.
6. Exit isolation area.
7. Clean organic material from all equipment before applying a disinfectant; follow manufacturer recommendations for product contact time.
8. Ideally, individuals departing the isolation area will shower and change clothes. At a minimum, change clothing and footwear.

## APPENDIX G:

### HOW TO MAKE PORTABLE SCREENS

A portable screen is constructed using a tarp of any colour that is at least 8x10 or larger. Also needed is three or four flag sticks and a several of pan head screws. Pan head screws are flat on the underside of the head so they won't sink through the tarp. Screw two flag sticks to either end of the tarp — ideally one through the metal of the grommet to help secure it in place. Depending on the length of your screen, you'll want to put one or two more flag sticks in the middle for people to hold onto, especially if it's a windy day.

## APPENDIX H:

### HOW TO MOVE A DEAD HORSE

Nobody likes to discuss the death of a horse, but having a plan, resources and people in place who know what to do in the event that a horse passes away on the competition grounds is essential and will make things smoother for everyone involved.

First, assess the scene and decide what equipment and resources you might need to move the horse. If the deceased horse easily accessible — in the ring or on the grass, this is much easier. If it's inside of a stall, trailer, or other confined space, this will require use of smaller machinery to get it out. Allow the individuals who own, ride or care for the horse to say their final goodbyes prior to removal.

Carefully, with the help of a portable screen if possible and with predesignated personnel and appropriate equipment, relocate the horse to the desired location — out of sight of sensitive viewers if possible.

Have on hand information regarding removal services that will transport the deceased horse to a site for autopsy, rendering or other location of choice of the person responsible who has authority to speak for the horse owner.