



2019 County Head Chaperone Guide



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State 4-H Horse Show Orientation Head County Chaperone/Coordinator

Duties, responsibilities - See job description and chaperone agreement form - attached

- Thank you for your help and support of the youth at the show!
- You set the tone for the show experience for your county delegation. Please try to remain as calm, low key and level headed as possible, be safe, and HAVE FUN! We are here to learn, meet new friends, build life skills and lastly to compete in a horse show.
- You are responsible for the youth in your delegation but you are also their supporter, coach and problem solver. If you see a member from another county in need of help, please pitch in to get them the help they need.
- **Always intervene in the interest of safety** whether the delegate is from your county or another county.
- Encourage youth to bring issues/concerns/problems to you first. If you are unable to reconcile the issue, then the exhibitor may bring it to the show committee.
- It is imperative that all youth are treated equally. All youth need encouragement! Please be a role model for how youth should behave.
- You are responsible for supporting and directing volunteers who are helping your county.
- If you have concerns or issues regarding another adult in your delegation, please speak to them privately first and then bring issues to the show committee if necessary.
- New this year – 10 – 11 year old stable managers. Please help include these youth, help them be involved and provide extra encouragement if needed. All are required to have a parent or guardian on the grounds at all times. When necessary, please involve their parent or guardian for extra help, encouragement or intervention.

Things chaperones need to know to encourage exhibitors:

- Little encouraging remarks and smiles may make a big difference! Please be encouraging!
- Set the tone for a positive experience with the exhibitors:
 - Congratulate all on qualifying! This is a big achievement.
 - Encourage them to work as a team, supporting and helping one another (within and outside county delegations). It can be a long, stressful weekend; if anyone needs to take a time out it is better to do so than take it out on others or on the horse.
 - Respect for and cooperation with others is an expectation - including teammates, volunteers, show officials, and spectators. They are representing their county and the state 4-H program.
- Stress and excitement is part of the show. Not everyone will get blue or make ESE but if youth set smaller goals for themselves and focus on enjoying themselves, the experience, and the friendship of their teammates, it will be a positive experience.
- Remember to set the tone for fun and keep the stress level to a minimum.
- Encourage youth to participate in the “extras”
 - ✿ Intercountry competition (teams of 3 from 3 different counties)
 - ✿ Saturday night fun
 - ✿ Helping when requested to clean the ring, set up courses, etc.
 - ✿ And more...

Things 4-Hers should bring: Label everything they bring –

- Hay net only if horse regularly uses one. Floor feeding is acceptable and more natural.
- Weather may be hot - suggest two water buckets per horse with appropriate hardware
- Stall fan if desired. Also bring multi outlet extension cords and bungee cords to hang it. (all electrical appliances and wiring must be in good condition and free of accumulated dust and barn debris; no frayed wires, dust, cobwebs)
- Basic hardware for stalls (bucket hangers, cross tie hangers if used).
- Extra snaps for stall door
- Hay and grain. There are several feed stores near the fairgrounds for last minute needs.
- All show clothing/tack -- all items in tack rooms must be identified with exhibitor number
- Personal items and toiletries
- Appropriate clothing (All adults involved in show must follow same dress code as the youth) for the weather and dress code. Clothing should be safe, comfortable, and appropriate.
 - Shoes that completely enclose the foot must be worn at all times except in non-horse areas. Open toed shoes are allowed in camping areas, show office, restrooms, and dorms. Some foot covering is recommended at all times, even in campsite, restrooms and showers.
 - Torso must be covered. Tank tops should have a minimum a 1-inch strap and not be revealing in any way.
 - Shorts should be fingertip length or longer and not revealing.

Items to bring for use by county delegation (recommended, not required): all items in tack rooms must be identified

- A fire extinguisher, water or sand buckets at key points.
- A human and a horse first aid kit (sign to be where first aid kits are located (horse and people).
- A map of the stable area – exhibitor and horse assigned to each stall and where the first aid equipment and tack/storage areas are located.
- Each stall labeled with show stall card including exhibitor number, tack and tack box labeled with exhibitor number. (See sample in appendix).
- Clipboard to hang in county area for stable management judging score sheets
- Flashlight/extra lead rope and halter.
- Extra extension cords and multi outlet plugs (must be in good, safe condition).
- Extra portable type lighting (must be in good, safe condition).
- Shovel and rake to re-work dirt in stall if uneven.
- Tools and materials for basic stall repair.
- Food and beverages for exhibitors, stable managers and volunteers (no food booth)

Rules

- Only licensed drivers are permitted to drive motorized vehicles. (including golf carts, motorized kiddie cars, etc.)
- Smoking at private campsites or outside the gate only. Absolutely no smoking in any building or county eating/camping/gathering areas.
- If you must bring your dogs, please ensure that they are properly cared for and do not create a nuisance for others. Dogs must be kept under your direct supervision at all times and must be kept on leashes when not in vehicles/campers. If dogs are unleashed the owner will be subject to a \$50 fine. Do not leave animals in parked vehicles on warm sunny days, even for a short time.
- No bicycles, skateboards, scooters, skates, or other wheeled devices of this nature allowed in the horse

show, camping, restroom or stable areas.

- No alcoholic beverages allowed on the grounds.
- No open fires permitted on the grounds.
- The dumping of gray water or other fluids on the fairgrounds is prohibited. A \$300 fine will be assessed by the Deerfield Fairgrounds to anyone violating this rule.
- The Security Staff is here to protect the grounds and watch out for your safety. Please follow their direction and guidance at all times. On matters of safety, their decision is final.
- Stripping of stalls is required to avoid a \$27 fee per stall, payable by stall occupant or county

4-H show ground rules:

- No medication may be given or held without parental note or as indicated on medical form – note should be given to chaperone and included in medical form.
- No tacked horse may be left unattended.
- Horses may not be tied to trailers.
- Hand walking allowed with Chaperone approval, adult supervision not required.
- Lunging allowed with adult supervision. This does not have to be a chaperone but chaperone/barn manager should be informed when leaving to lunge who the adult is.
- If your county is using the dorm, you must provide someone to oversee it and it must be cleaned out by the time you leave on Sunday. Same gender chaperone (screened volunteer leader) must be present in dorm (male chaperone for male youth; female chaperone for female youth). Dorm chaperones may be shared between counties.

Specific Exhibitor Rules:

- All exhibitors (including teen leaders/stable managers) must have their exhibitor number on at all times except at campsites. A duplicate number may be worn (i.e. write number on an index card so show number stays on show jacket).
- Exhibitors must prepare and care for their own horse. Assistance is allowed by other 4-H members who are registered as exhibitors or stable managers. Adults may intervene when necessary for safety or health reasons only.
- Being selected for state show indicates that exhibitor is capable of independently preparing themselves and their horse in a safe manner that does not endanger others. Exhibitors will be excused from the ring if they endanger others or themselves.
- Teen leaders/Stable managers are HELPERS not servants, they may NOT do work related to direct care of animals but may assist. Exhibitors are encouraged to help one another when preparing to show.
- Teen leaders/Stable managers and 4-Hers acting as office assistants must do quiz and judging and may do F & S with a borrowed horse.
- One Teen leader/stable manager per county must be designated to help with show duties (ring crew, etc) at any one time. This may be rotated but when assistance is requested, one per delegate per county must respond. (this may be an exhibitor if a county has few or no teen leaders)

Schedule

- Horses may not arrive before 9, and must be on grounds by 3:00 PM. All must be checked in at the show office by 4:00 unless prior arrangements have been made.
- Friday evening ceremony begins at 6:00. Counties need a banner or flag for the procession.
- Some counties will be asked to provide readers/flag holders for opening & closing ceremonies.
- Regardless of what equipment may have been allowed at the local level, only tack listed in *New England 4-H Horse Show Rules and Guidelines* and the *NH Supplement* will be accepted at state unless

special exceptions have been made in advance (including in warm up). If in question, check in advance, especially non-standard bits. **It is the exhibitor's responsibility to verify and use accepted equipment.**

Note that bitless bridles are not allowed except in western horses under 5 (bosal only) and in gymkhana; tie downs, martingales, etc. are only allowed in gymkhana and over fences classes. Dropped or flash nosebands and figure 8s are not allowed. Horses are not to wear protective boots of any sort except in gymkhana classes. Polo wraps or similar items may be used as part of a handiness costume. Please consult the rule book for additional information. Exceptions may be made with a note from a veterinarian.

- ESE candidates (including teen leaders) must submit with their state show entry a completed entry with required parent's signature. **No ESE entry means delegate will not be considered for ESE.**
- Judging and quiz will immediately follow opening ceremony.
 - If youth need quiz assistance, including reader or scribe please make sure assistance is noted on entry. Youth who need assistance with quiz, either reading or a modified quiz should go directly to the show office after the judging contest.
 - We will be looking for horses for judging. Exhibitors may provide their own experienced handler but are asked to cooperate in the use of their horse, if requested.
 - Remind exhibitors to bring pencils and clipboards.
 - Talking during judging will result in no score for that class.
- Barns close at 9:30 pm and campsite lights out & quiet is 10:30 pm.
- Night visits to rest rooms after lights out must be accompanied by an adult. Curfew should be respected by adults camping in youth sleeping areas. Barns re-open at 5 am.

Scheduling items of note:

Saturday - Fitting & Showmanship station judging, CLASSES ARE NOT SPLIT. Within your class you will run in numerical order. Listen to announced instructions – be sure to be on time for this/ ask for a hold if needed due to horse sharing. **Consequences: If you miss your slot you miss your class, you will not be allowed to show out of order.** All F & S awards are given after the end of all F & S classes. **If exhibitors arrive at the gate after a riding class has started, they will not be allowed to show.**

Saturday lunch break will be announced; depending on the progress or the show, Sunday there is usually no official lunch break – there will be time to eat between end of classes and awards.

Senior hunt often split 2-3 ways, junior twice – splits will be announced at the chaperones meeting Friday evening along with copies of trail and other pattern courses.

Horses may leave after last class but delegates must stay until released. (after awards, camping area or dorm and stall are all clean/stripped)

Camping

- Counties typically camp together in county units. Please help families understand where campers should be placed. Camping places that are not used by any specific county are open to all.
- Please position campers so they do not block roadways or encroach into neighboring spaces or you will be required to move them.
- Tents per night are \$15 without hook ups (if you connect to a hook up, you pay the camper fee). Campers per night are \$30 per night even if you don't hook up.

- Tents, trailers, and campers only in designated camping areas (including horse trailers or other vehicles used as campers).
- **Fire lanes must be kept clear at all times.** When coming in to unload, unload quickly and move truck and trailer away from fire lanes. All trailers not designated as tack/feed storage for county must be parked well away from camping areas and barns.
- Exhibitors must check in with their assigned night chaperone when retiring for the night.
- Document tent/camper assignments - on chart posted on barn wall – so we know where to find youth if we need to in an emergency

Food

- Counties must provide their own food and beverages. It is a good idea to bring plenty of drinking water so youth stay hydrated. Encourage exhibitors to drink lots of water all weekend! Water from hoses not suitable for human drinking. Please check for locations of safe drinking water.
- On Saturday evening there will be an Ice Cream Social to benefit the NH 4-H Horse Teams going to Kentucky. Suggested donation is \$3, but donations are not required. Please encourage delegates to participate in the ice cream social and the barnyard Olympics. The ice cream social will be repeated Sunday before awards if time/supplies allow.

Barn set up/Stable Management

- Stall cards must be used (attached cards, or another format with same information). Please make sure to note vices and unusual traits (weaving, stall walking, biter)
- Each county gets one tack/feed stall per 4 horses. Additional stalls are available for a fee.
- Equipment rooms count as extra stalls (if beyond allotment of 1 tack/feed room for every 4 horses) and will only be allowed if space is available and must be paid for.
- Stall decorations are at the discretion of the county but flame retardant material is recommended for all and required for large wall-coverings and other large decorations.
- Safety – see Emergency Action Plan

Emergency Procedures

- Veterinarian on-call: Deerfield Veterinary Clinic (603)463-7775
- Emergency numbers are posted in each barn
- EMT will be on hand at show ring during riding classes
- Cell phone service is spotty and depends on the carrier
- Should inclement weather arrive: (i.e. SEVERE thunderstorms) follow the Emergency Action Plan. All participants are required to take shelter in a sturdy structure, not their horse's stall or a camper.
- Night barn supervision is handled by each county as they deem necessary.

Parents

- Remind parents they are there as: spectators, supporters, cheerleaders for whole county team, assistants to chaperones
- Parents should be discouraged from spending a lot of time in the barn area. Although it's

fine for parents/grandparents, etc. to come take pictures or help with hair and make up, exhibitors are typically less stressed when their parents aren't too close at hand.

- Parents and/or any other adult may not handle horses or assist exhibitor with grooming/tacking up, etc. There is absolutely no coaching from sidelines, in practice ring, or main ring. This rule should be clearly communicated to parents and is strictly enforced.

Each County Asked to Bring:

- 2 flowers for photo area which may be reclaimed after the show or donated as raffle prizes
- Raffle and silent auction items. Proceeds from raffle support our 4-H Horse Show and keep entry fees reasonable.
- Items for Saturday evening Barnyard Olympics including squirt guns and other water toys, and other appropriate and safe games.

Volunteers are needed for: (Refer to Tasks for State Show Volunteers)

- Practice ring monitor Saturday and/or Sunday - Practice Ring Schedule will be discussed at the chaperone meeting Friday evening.
- Quiz monitors and readers – readers will be oriented just prior to opening ceremony. They should report to the secretary's office at 5:50.
- Quiz correctors - report to secretaries office Friday evening when announced.
- Judging monitor(s) - Friday evening.
- Gate person (Saturday or Sunday) Need 1 in-gate volunteers and 1 out-gate volunteer for each 2 hr shift on both days
- Ring crew Saturday afternoon (trail/gymkhana)
- Ring crew Saturday evening or Sunday (hunt course, in hand, western riding)
- Watering rings Saturday AM (before classes), Sunday before classes or as needed
- Monitor Poster Contests - Saturday put up posters collect and count ballots – take down posters (Sunday)
- Stable management judges
- Help with Silent Auction

Items that need to be brought to the attention of the show committee shall be by the exhibitor (accompanied by head chaperone if exhibitor wishes). Any adult or facilities issues must be brought to the show committee by the head chaperone.

Items/Activities to Highlight This Year:

- ❖ Stable Management Judging will continue. We want to make sure horses are comfortable and safe and tack and equipment is properly and safely managed. Your feedback is encouraged. What did you and your delegates like about stable management judging; what did not go as well as we hoped?
- ❖ HAVE FUN! This cannot be understated! As long as we are being safe, respectful and showing good judgment, please encourage fun! Chaperones, you have fun too 😊
- ❖ Barnyard Olympics: YOU help make this happen. Bring your ideas and bring your delegates (and their friends, siblings, etc.). Everyone can participate, 4-H or not with

parental permission. If it is hot, please bring squirt guns, super soakers, sprinklers, sponges, etc. and dress to get wet (but still follow the dress code).

- ❖ **Gold Stars:** This program provides an incentive and small recognition to recognize all the **youth** who do a little extra with a gold star ticket. You may give out multiple gold star tickets to ANY youth you recognize being extra kind, working hard, being cheerful, etc. See the office if you run out of tickets. Please complement the youth on what you observed and hand them the ticket. They are to write their name on the ticket and drop it in the entry bucket at the show office. We will be regularly drawing prizes with a great grand prize at the end of the show. All volunteers may hand out gold star tickets. Note: tickets are not to be used as a “bribe” or incentive to do a job, but a reward for going the extra mile, good sportsmanship, etc.
- ❖ **Inter-County Competition:** back this year. Members sign up in teams of three, each from a DIFFERENT county. At least one team member must be an exhibitor (rider, driver or in-hand). The other two may be stable manager/teen leader or exhibitor. In order for scores to count, they must participate in the barnyard Olympics.



Head County Chaperone

Head chaperones are screened volunteers responsible for coordinating their county delegation. Head chaperones will:

State Show Responsibilities:

Ensure that all participants are adequately supervised for the entire time by a screened volunteer.

See that youth sleep in the 4-H dorm or in chaperoned county units. Youth must be supervised by adult volunteers provided by the county. The head chaperone will know the sleeping location and supervisor for each youth. Boys and girls are to have separate sleeping arrangements except when sleeping as family units with parent/guardian.

Attend chaperone telephone meeting – prior to state show.

Be the spokesperson for the county delegation and represent the county when county input or consensus is needed or votes are taken. Exhibitor issues must be presented by the exhibitor him/herself (accompanied by the head chaperone if desired.) Only the head chaperone may take problems or complaints raised by adults regarding the show to the show office during the show.

Recruit volunteers from the county for assistance with show activities.

Conduct according to the 4-H code of conduct. Be a positive role model for youth.

Follow the 4-H dress code for all youth and adult participants of the state show.

Treat each child as a valuable asset to the team; each child will be treated fairly and equitably.

County Responsibilities:

Head chaperone will be responsible for orientation of 4-H participants, parents, and chaperones prior to the state show date. They should see that all participating families understand safety procedures and expectations for conduct.

County arrangements for food and barn supplies.

Time Commitment:

Pre-show – attend chaperone meeting (1 ½ hrs) and some entry checking (2-3 hours) – then during entire show.

Supervisor/Person Responsible to:

County 4-H Staff (their county) and State 4-H staff.

Appointment (Keep for your records) *You are hereby recognized as a UNHCE volunteer. As a recognized volunteer, you are protected by NH RSA:508.17 which provides legal protection for its volunteers by limiting the liability of an enrolled volunteer who is working within the scope of his or her official duties and responsibilities as outlined by this document and following the guidelines and policies of the program.*

Volunteer Signature

Date

Staff Member Signature



COUNTY CHAPERONE INFORMATION
STATE 4-H HORSE SHOW

County _____

Head Chaperone _____

Assistants _____

Adult(s) designated to sleep in exhibitor sleep area:

Friday Night _____

Saturday Night _____

Shower Monitor _____

Night Barn Check _____

Youth Show Assistant(s) _____

Helpers are also needed for

Judging Contest _____

Quiz _____

Ring crew _____

In/Out gate _____

Warm Up Ring _____

Other (as needed) _____

2019 NH 4-H Horse Show Practice Ring Schedule

Practice & Warm Up Monitor Times: Subject to change due to entries. Adults are needed to monitor the practice ring during the following times:

Saturday 9:30 – 11 am: _____

Saturday 11 – lunch break: _____

Saturday end of lunch – 2:30 pm: _____

Saturday 2:30 – 4 pm: _____

Saturday 4 pm – dinner break: _____

Saturday evening: _____

Sunday 8 – 10 am: _____

Sunday 10 – 12 _____

Sunday remainder of day: _____

Revised 5/30/19



NEW HAMPSHIRE 4-H STATE HORSE SHOW STALL CARD

4-H'ers Name: _____

County: _____ **Show Number:** _____

Horse Name: _____

Breed: _____ **Height:** _____

Habits/Notes: _____

Location of Owner at Night: _____

CUT ON LINES



NEW HAMPSHIRE 4-H STATE HORSE SHOW STALL CARD

4-H'ers Name: _____

County: _____ **Show Number:** _____

Horse Name: _____

Breed: _____ **Height:** _____

Habits/Notes: _____

Location of Owner at Night: _____



EMERGENCY PHONE NUMBERS
2019 NH State 4-H Horse Show (tentative)

EMT..... Grounds or 911

Police, Fire & Ambulance 911

Hospital: CMC, 100 McGregor St, Manchester603-668-3535

Elliot Hospital, 1 Elliot Way, Manchester603-669-5300

ConvenientMD (Urgent care) 8 Loudon Rd, Concord 603-226-9000

Veterinarian On-Call (emergencies only):

Deerfield Veterinary Clinic.....603-463-7775

Farrier (on grounds):..... Allison Barry 603-344-5173

Event 4-H Staff & Key Volunteers

Mary Davis, NH 4-H Program Coordinator(603)312-0128

Deb Wesoja.....(603)252-3077

Andrea Kenter.....(603)303-5867

Mike Young, Extension Youth & Family TeamLeader...(207)351-0118

Kate Guerdat, NH 4-H Program Leader/Specialist(919)605-6606

State 4-H Office.....(603)862-2180

Poison Control Center (human)1-800-222-1222

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Emergency Action Guidelines for NH 4-H Animal Events

Purpose:

This plan outlines guidelines designed to help ensure NH 4-H Animal Events and Shows are prepared for emergencies and severe weather conditions.

The following conditions could lead to or indicate an existing or potential emergency:

1. Medical emergency
2. Severe weather, such as snow, ice, wind, hail, lightning, thunder, and flooding
3. Fire
4. Violent subject or terrorism

At the beginning of an event, a copy of the action plan for the event should be distributed to key personnel (staff, key volunteers, head chaperones)

Emergency Plan Objectives:

1. Ensure safety and security of all youth and adult participants and spectators.
2. Ensure the welfare of all animals to the extent possible.
3. Communicate clear directions and actions for participants and spectators to take to maximize safety for all.
4. Have guidelines regarding when and how to interrupt, postpone or cancel an event or show due to an emergency.
5. Have a communication plan to be used in event of an emergency.

Safety Precautions and Emergency Planning:

Safety is a high priority and must be considered in every aspect of show/event planning. Thorough planning with careful consideration of safety will help minimize the risks of injury to participants, staff, volunteers and animals. Event managers are encouraged to consult with safety experts to help ensure adequate safety precautions and medical coverage prior to and during the event.

When planning for emergencies, consider that emergency response personnel may be unfamiliar with large animals and that it is difficult to move emergency vehicles on crowded grounds. In some cases it is advisable to have trained Emergency Medical providers on the grounds. Some animals may be frightened by responding emergency vehicles with flashing lights and sirens. When possible animals should be stabled/penned during an emergency and responding providers should be informed that there are animals in the area.

Emergency Medical Personnel should be identified by appropriate uniforms, and the location of the Medical Treatment area should be known to participants, staff and volunteers. All event management personnel and key volunteers should know how to access on-site emergency medical personnel.

The following information should be posted at the event office and in barn areas:

- Emergency numbers for Police, Fire Department and Ambulance (911 in all of New Hampshire)

- Location(s) of first aid supplies (for humans and animals)
- Address and Directions to nearest hospital with 24 hour emergency department
- On-call veterinarian for the event

Procedures should be in place to quickly respond to severe weather conditions. Please see severe weather section for information. These procedures should be conveyed to participants in orientation sessions and/or opening ceremonies, so that they are familiar prior to the weather event.

An important aspect of emergency planning is evaluating the grounds, structures, personnel and other factors to modify risk factors whenever possible. For example blocking an area from vehicular traffic or securing tarps that are blowing in the wind and spooking animals would reduce risks.

Responsibilities of the Emergency Response Coordinator:

The emergency response coordinator monitors potential emergency situations and implements the Emergency Action Plan when needed. Often the person filling the role is the Show/Event Manager.

The emergency response coordinator should have a thorough knowledge of the emergency response plan and work with emergency personnel to coordinate an emergency response. The emergency response coordinator must be familiar with the ground layout, locations of barn and camping/housing areas, and contact information for emergency personnel.

The emergency response coordinator works with event management to provide directions in the event of an evacuation or emergency shelter in place.

Responsibilities of Emergency Response Coordinator:

- Consult with event committee and 4-H Staff any perceived safety issues
- Survey the facilities and grounds to locate and modify known risks whenever possible
- Contact appropriate emergency agencies prior to the event to arrange stand-by coverage or notify agencies of the event.
- Provide a copy of the Emergency Action Plan to chaperones
- Instruct all participants on the procedures to identify and locate all participants.
- Monitor weather patterns via emergency alerts on phones or weather radios
- Make decisions
- Communicate directly with chaperones, emergency medical personnel, and 4-H staff during and after emergencies.
- Clearly announce emergency procedures as appropriate.
- After any emergency/incident complete an Incident Report Form or ensure that one is completed.

Medical Emergency:

1. Notify on-site emergency medical personnel and/or provide first aid. Simultaneously call 911 providing information about the type of injury, location of the injured person, and any other pertinent information.
2. Secure all animals away from the injured person.
3. Have people available at facility gates to direct emergency responders/vehicles to the injured person.
4. Ensure that no additional people or animals have been injured, or attend to the injuries that may have occurred.

Severe Weather Emergencies:

Specific Severe Storm and Lightning-safety Guidelines:

The following steps are recommended by the NSSL (National Severe Storm Laboratory).

1. The Emergency Coordinator will continuously monitor threatening weather and make the decision to remove teams or individuals from a show or event.
 - Monitor Weather Service-issued (NWS) thunderstorm watches and warnings as well as the signs of thunderstorms developing nearby. A watch means conditions are favorable for severe weather to develop in an area; a warning means that severe weather has been reported in an area and for everyone to take proper precautions.
2. Identify the closest designated safe structure or location and know how long it takes to get to that safe structure or location.

Safe structure or location is defined as:

- Any building normally occupied or frequently used by people, i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm. In the event of tornado warnings or severe wind in the area, the event will be suspended and people will be moved to suitable shelter (the event office building or another building of substantial construction, preferably with a concrete foundation).
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
3. For lightning, as a minimum, NSSL staff strongly recommends that by the time the Emergency Plan Coordinator obtains a flash-to-bang count of 30 seconds, all individuals should have left the show or event site and reached a safe structure or location.
 - The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
 4. Suspension of show classes or event. Follow the 30-30 rule.
 - Outdoor activities when the time between thunder and lightning is 30 seconds or less.
 - Animals and participants leave the show ring/event area immediately and go to safe shelter.

- Animals are placed in their confined area (stalls, pens, or trailers) without youth or adults entering at any time.
 - Youth stay with county head chaperones and enter pre-determined safe structure.
 - Spectators will be instructed to move to a safe area predetermined by the event committee and event grounds personnel.
 - All clear is declared 30 minutes after the most recent thunder or when the National Weather Service lifts warnings. Event may resume where it was interrupted.
5. When considering resumption of an event, NSSL staff recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the event or activity.
 6. People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.
 7. The above guidelines may be used for other types of severe weather, such as tornado, wind, ice and snow.

Fire:

Move all people (and if possible to do so safely, animals) away from the fire area and immediately call 911 to report the fire. Fires can spread very quickly, particularly in barns and congested fairgrounds. Only fight the fire from a distance if it can be done safely. Secure animals in remote pens, stalls or trailers. Consider evacuating the grounds if it can be safely done.

Violent Subject or Threatening/Terrorist Situation:

The most likely situation is notification by authorities of a threat in an area. In this case, notify chaperones with the pertinent information, such as description of the subject(s). Secure the grounds if possible by closing gates and posting adults at or near the gates to monitor traffic if it can be done safely.

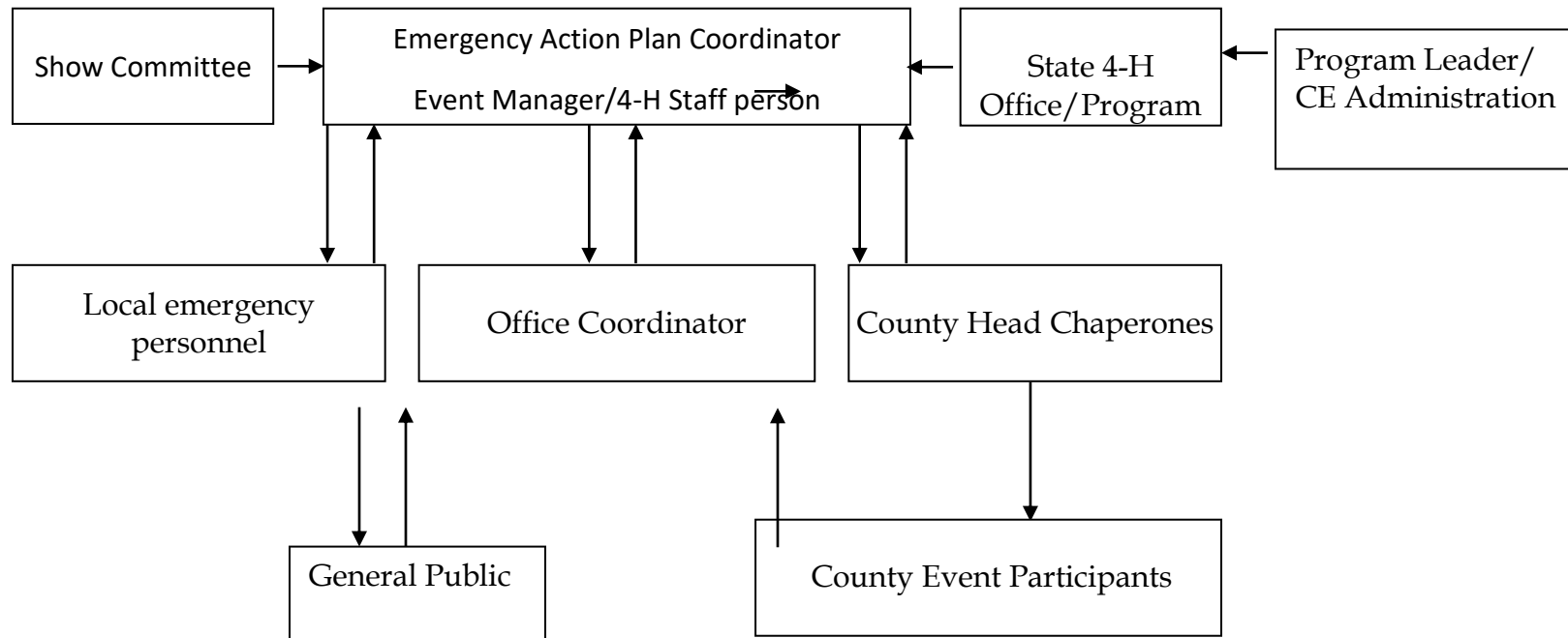
If a threat seems likely or imminent, secure all animals in stalls or pens (time permitting), and move participants to the designated severe weather buildings. Keep participants away from windows and doors, and secure doors.

Summary:

No Emergency Action Plan can be all-encompassing. By following these guidelines, seeking expert help, and using common sense, emergencies can be avoided whenever possible and managed when they occur.

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Emergency Chain of Command Notification Chart: (call 911 first if police, fire or EMS are needed)



SHELTER LOCATIONS

BUILDING/SHELTER NAME

LOCATION

CAPACITY

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Emergency Action Plan For (event name): _____

Position title	Name:	Phone number:	2-way radio	
Emergency Coordinator	_____	_____	YES	NO
Show/event manager	_____	_____	YES	NO
On-site medical	_____	_____	YES	NO
Police/Fire/EMS Emergency	911	_____		
Veterinarian	_____	_____	YES	NO
Local Hospital	_____	_____	YES	NO
Local Hospital	_____	_____	YES	NO
4-H Staff Person	_____	_____	YES	NO
CE Program Leader	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Superintendent/Chaperone	_____	_____	YES	NO
Other _____	_____	_____	YES	NO
Other _____	_____	_____	YES	NO
Other _____	_____	_____	YES	NO
Other _____	_____	_____	YES	NO

Shelter Locations (for severe weather or threatening subject)

Building/shelter name	Location	Capacity (# people)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____