



## **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.

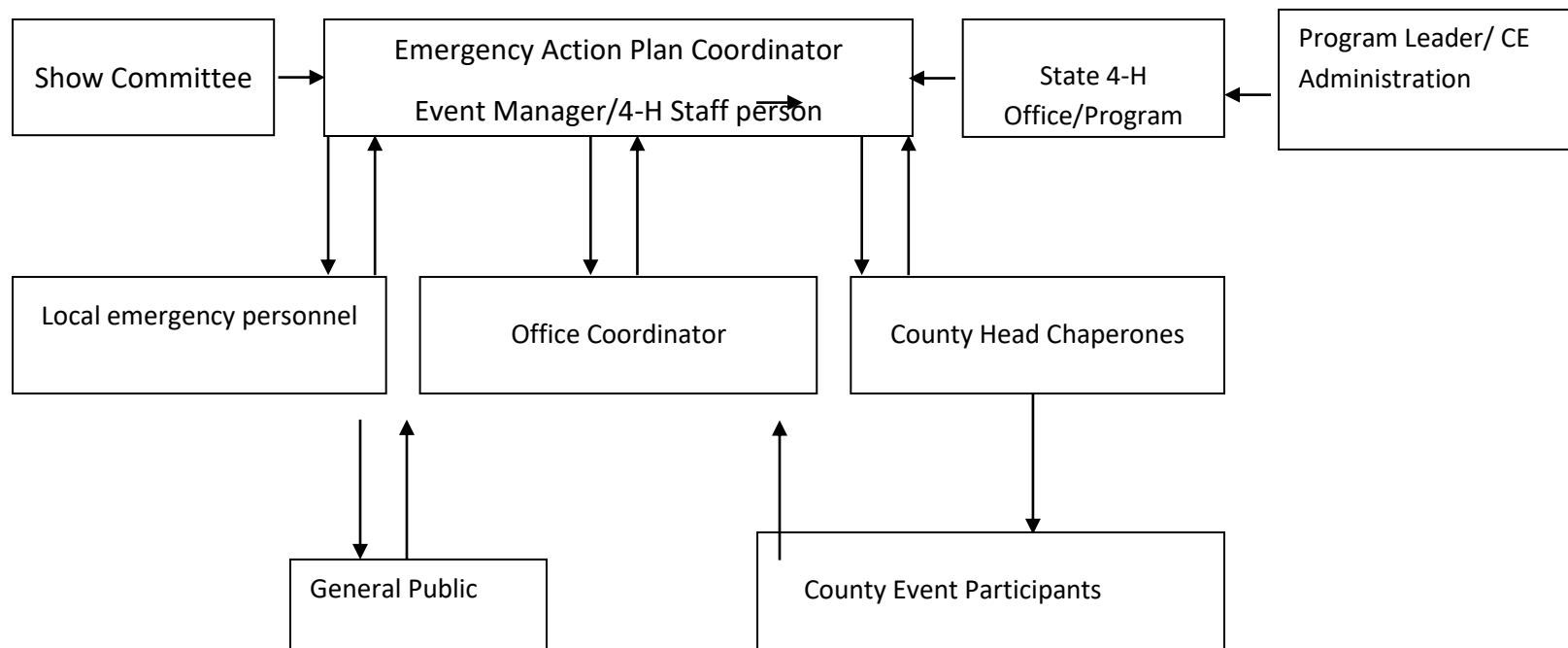
If a threat seems likely or imminent, secure all animals in stalls or pens (time permitting), and move participants to the designated severe weather buildings. Keep participants away from windows and doors, and secure doors.

### **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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University of New Hampshire, U.S. Dept. of Agriculture and NH counties cooperating.

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



**SHELTER LOCATIONS**

BUILDING/SHELTER NAME

LOCATION

CAPACITY

<u>BUILDING/SHELTER NAME</u>	<u>LOCATION</u>	<u>CAPACITY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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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
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)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make a map of the event grounds showing designated shelters. Identify/label major buildings and features such as show rings and roads. Show location of *first aid station* (if present). Mark evacuation routes and traffic flow. Distribute to chaperones and other key staff and volunteers. Post a copy at the show office.

A large, empty rectangular box with a thin black border, intended for drawing a map of event grounds. The box is currently blank, providing space for the user to sketch and label various features as instructed in the text above.