EMERGENCY ACTION PLAN

FACILITY NAME: _____ (*Attach a diagram of the Facility*)

FACILITY ADDRESS: _____ (*Attach a map of the Facility Property*)

FACILITY TELEPHONE NUMBER & LOCATION DESCRIBED: _____ (*Map the location on Facility Diagram*)

CLEAR DIRECTIONS TO THE FACILITY FOR EMERGENCY PERSONNEL: _____

_____

_____ (*Attach a MAP to the Facility*)

FIRE/FLOOD/TORNADO PLAN LOCATION described: _____

FIRE/FLOOD/TORNADO PLAN: (*Attach a copy of the Plan plus map the location on the Facility Diagram where the Plan is posted*)

PRIMARY CHARGE PERSON:	PHONE NUMBER	ALTERNATE CHARGE PERSON:	PHONE NUMBER
ROLES/RESPONSIBILITIES: Charge Person(s) will take charge, initiate EAP and assign duties as required. The Charge person may be the Instructor/Coach on site if the above charge persons are not immediately available.			

PRIMARY CHARGE AND CALL PERSON TO BE DIFFERENT PEOPLE.

PRIMARY CALL PERSON:	PHONE NUMBER	ALTERNATE CALL PERSON:	PHONE NUMBER
ROLES/RESPONSIBILITIES: Call Person(s) will make phone calls which may include emergency services, parents/guardians and/or others as required. Call person may also meet and direct emergency personnel to accident site and other duties as assigned.			

911 EMERGENCY, AMBULANCE, FIRE, POLICE, POISON CONTROL
(UNLESS OTHERWISE SPECIFIED FOR YOUR AREA)

EMERGENCY PHONE NUMBERS			
	NAME	**PHONE #**	**ADDRESS (IF APPLICABLE)**
HOSPITAL			
VET HOSPITAL			
VETERINARIAN			
AFTER HOURS VET			
FARRIER (OPTIONAL)			

CLEAR DIRECTIONS TO HOSPITAL DESCRIBED: _____
(*Attach a MAP from the Facility; described directions could accompany map*)

CLEAR DIRECTIONS TO VET HOSPITAL DESCRIBED: _____
(*Attach a MAP from the Facility; described directions could accompany map*)

Checklists of required documentation and attachments to EAP				
ITEM	**LOCATION described**	**Date last Reviewed**	**Item's Physical Location Is Mapped on Facility Diagram – check √**	**Attached copy – check √**
First Aid kit - Human			Human 1st Aid	List of 1st Aid contents
First Aid kit - Horse			Equine 1st Aid	List of 1st Aid contents
Fire extinguishers			Fire Extinguishers	Diagram of Facility
Fire/Flood/Tornado Plan			Fire/Flood/Plan	Copy of Fire/Flood Plan
Rider profiles/phone #s			Profile locations	Map to Vet Hospital
Staff profiles/phone #s			Profile locations	Map to Human Hospital
Horse profiles/phone #s			Profile locations	Map of Facility Property
Telephone - landline	Described above		Telephone location	
Describe the security measures that are in place for the medical profiles to keep them private and secure?				