



EMERGENCY PROCEDURES: ROYAL WINDSOR HORSE SHOW 2024

BRIEFING INSTRUCTIONS FOR OFFICIALS' COMPETITORS AND GROOMS

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A. GENERIC EMERGENCY INCIDENT & SECURITY BRIEFING INSTRUCTIONS (ESP remains definitive guide)

1. EFFECTIVE DATE OF PROCEDURES

These emergency procedures are effective from 08:00hrs on Tuesday 30th April until Monday 6th May 2024

2. MEDICAL COVER

Medical Coverage each **show day** (Wednesday 1st May until Sunday 5th May 2024)

- a) is located as listed –For competitors and grooms – Medical Centre (Showground)
- b) Castle Arena Ringside.
Location Medical Services (LMS)
Site Fire Safety Team /WHMG Response Team Via the Stable Manager's Offices

Contacting a Show Steward in possession of a radio

By calling Emergency number (ELT) on: **+44 (0)7407 000 999** or **+44 (0)1753 295 885**

- c) Medical assistance can be obtained overnight by contacting the OVERNIGHT SECURITY SUPERVISOR via the security officer based at in the Site Security Office (**adjacent to ELT**) or by contacting the night duty Stable Manager within the retrospective area.

In all cases, clearly state:

- Where you are calling from
- The exact location of the casualty
- Details of injuries sustained, and numbers involved.
- Perform first aid if appropriate and trained in First Aid to recognised standard.
- Ensure someone is waiting to guide emergency **vehicles to the site of the incident**
- Take notes of incident for attention of Event Safety Officer.

The nearest available medical personnel will be despatched.

3. FIRE INSTRUCTIONS

In the event of fire, immediately raise the alarm by:

- Notifying the Stable Manager or the nearest Security Officer, Steward or Show Official or by sounding a Fire Triangle/Alarm at the Stable/ Horse Box Fire Points.
Calling ELT on: +44 (0)7407 000 999 or +44 (0)1753 295 885
- **Only attempt to tackle fire if you have received appropriate training and your escape is clear (using appropriate equipment & without personal risk). Your priority is communication of the incident and personal safety, safety of others and safety of animals. The on-site Fire Service will be sent as soon as possible.**

4. SUSPECT PACKAGE

It is important to make constant checks to your living areas, the stables and the horsebox park to ensure that no unidentifiable packages, cases or bags have been deposited. If suspicions arise, **do not touch the article** but carry out the following:

Immediately inform the STABLE MANAGER **+44 (0)7407 000 999** or **+44 (0)1753 295 885**

- and clearly state the following:
- Exact location of the package
- Any notable features
- Length of time it has been noticed / left unattended

NEVER use a mobile telephone within a 25m radius of the suspect package.

Clear the immediate 25m radius adjacent to the suspect package.

5. ASSEMBLY POINT

In the case of an evacuation of the stables being required the nominated Assembly point for Grooms and competitors is: Adjacent to Victoria Bridge

6. PASSES

All passes should **always** be clearly displayed whilst on site and shown as requested by security personnel and stewards.

- Passes must be applied for in good time following instructions in pre-event instructions.
- Passes are not transferable.

7. VEHICLES

In order to facilitate access of emergency vehicles around the site and for Officials to be aware as to whom vehicles belong to, please park **authorised event vehicles ONLY** in the areas allocated upon your arrival. **Your vehicle pass must be clearly displayed at all times. RWHS Officials and/or the STABLE MANAGER have authority to remove any vehicles either not displaying the appropriate pass or parked in unauthorised areas.**

8. NO SMOKING POLICY

Please note that both the Stable Area and the Horsebox Parks are strict no smoking zones as indicated by the signage. Your co-operation is necessary to ensure a safe environment.

B. FIRE INCIDENT/EVACUATION IN STABLES AND/OR HORSE BOX PARKS.

1. FIRE INSTRUCTIONS

- a) In the event of fire, immediately raise the alarm by:
- Notifying the Stable Manager or the nearest Security Officer, Steward or Show Official or by sounding a Fire Bell/Alarm at the Stable/ Horse Box Fire Points.
Calling ELT on: **+44 (0)7407 000 999** or **+44 (0)1753 295 885**
 - **Only attempt to tackle the fire if you have received appropriate training and your escape is clear (using appropriate equipment & without personal risk).**
 - **Do not call the Fire Service – 999 directly unless you are unable to find the Stable Manager, the Stable Security Guard or contact ELT.**
- b) Go to your horse(s) stable(s), put a bridle on each horse(s) head and unless there is an imminent risk of fire, await further instructions from the Stable Manager or a Show Official.

NB. Do not remove your horse from the stable unless you are directed to do so or you and your horse(s) are in imminent danger from the fire.

- c) In the event that an evacuation of the stables is likely or required, the following messages will be broadcast using the PA Address System in the various Arenas and the Castle Arena Collecting Ring Collecting Ring, Exercise Areas and Stable Areas

**“This is a public safety announcement.
Can all exhibitors and grooms return to the (insert area) and
follow any instructions given by the event stewards and officials”.**

- d) Dependent on the location and scenario of the emergency, further announcements will be made via the warm-up, exercise area and stable area PA System as follows:

i. Incident requiring attendance - Emergency Services on route:

**“This is a public safety announcement.
There has been an incident in the (insert area).
The emergency services are on route to the incident.
Please clear the area to allow access for the emergency services and
follow any instructions given by the event stewards and officials”.**

ii. Incident - Emergency Services at the scene:

**“This is a public safety announcement.
There has been an incident in the (insert area).
The emergency services are dealing with the incident.
Please keep clear of the area and
follow any instructions given by the event stewards and officials”.**

- e) In the event that you are instructed to remove your horse(s) from their stable(s), please listen carefully to the instructions given and take your horses to the emergency assembly point as noted in the 2024 event map. Assistance will be provided by the Stable Manager and his team together with other Show Officials.

- f) Once clearance is given, horses may be allowed to re-enter the stables. The following announcement will be made.

Announcement C – if the incident is resolved and no further action is required; the following message will be announced:

**“This is a public safety announcement.
Following the incident in the (insert area)
We are pleased to inform you that this incident has now been resolved and
the area has now re-opened, thank you for your patience and assistance.**

2. HORSE EVACUATION POINT

Should an evacuation of the horses from the stable area be required, the following to apply horses shall be evacuated to:

- Horse stabled outside of Home Park Private - evacuate to the area adjacent to Victoria Bridge
- Horse stabled within Home Park Public – evacuate to the International Exercise Arena and/or Frogmore Arena

Distribution:

A copy of this document must be supplied in the competitor’s information pack along with a 2024 site plan.

A copy of this document is to be supplied to;

Nick Brooks-Ward
Simon Bilbie
Sy Morely
Douglas Hinckley

Alex Abel Smith
Nigel Cooper
Chris Hall

Stephen Renouard
Tim Henson
Sophie Kelly