



EMERGENCY PROCEDURES: ROYAL WINDSOR HORSE SHOW 2025

BRIEFING INSTRUCTIONS FOR OFFICIALS, COMPETITORS AND GROOMS

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1. GENERIC EMERGENCY INCIDENT & SECURITY BRIEFING INSTRUCTION

a. EFFECTIVE DATE OF PROCEDURES

These emergency procedures are effective from 08:00hrs on Wednesday 14th until Sunday 18th May @ 20:00hrs

b. MEDICAL COVER

Medical Coverage each **show day** (Thursday 15th May until Sunday 18th May 2025) is located as listed for competitors and groom:

- i. Medical Centre (Showground)
- ii. Via the Stable Manager's Offices
- iii. **Contacting a Show Steward in possession of a radio – Channel 14**
- iv. By calling Emergency number (ELT) on: **+44 (0)7407 000 999** or **+44 (0)1753 295 884**

Medical assistance can be obtained overnight by contacting the OVERNIGHT SECURITY SUPERVISOR based in the Site Security Office (located next 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.

c. 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
Calling ELT on: **+44 (0)7407 000 999** or **+44 (0)1753 295 884**
- **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.**

d. 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 ELT on **+44 (0)7407 000 999** or **+44 (0)1753 295 884**

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 or handheld radio within a **15m radius** of the suspect package and within **50m radius** for a vehicle mounted **radio**.

Clear the immediate 100m radius for small items (i.e., briefcase size), 200m radius for larger items (i.e., up to a car), 400m radius for vans/lorries to create a **safe cordon distance**.

e. PEOPLE ASSEMBLY POINT

In the case of an evacuation of the stables being required the nominated Assembly point for people (Grooms and competitors etc) is: Adjacent to Victoria Bridge
The horse evacuation point is detailed below in Section 2B

f. PASSES

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

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

g. 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.**

h. 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.

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

a. FIRE INSTRUCTIONS

i) 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.

Calling ELT on: **+44 (0)7407 000 999** or **+44 (0)1753 295 884**

- **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 Emergency Fire Service unless you are unable to find the Stable Manager, a Security Officer, Steward, Official or contact ELT.**

ii) 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.

iii) 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 2025 event map. Assistance will be provided by the Stable Manager and his team together with other Show Officials

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

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.

b. 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 the main showground - evacuate to the area adjacent to Victoria Bridge
- Horse stabled within the showground – evacuate to the International Exercise Arena and/or Frogmore Arena and/or driving arenas

c. EMERGENCY MESSAGES

I. In the event that an evacuation of the stables is likely or required, the following messages will be broadcast using the relevant PA Address System in the various Arenas, Collecting Rings, 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”.**

II. Dependent on the location and scenario of the emergency, further announcements will be made via the relevant PA System as follows:

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”.**

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”.**

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.**

Distribution:

A copy of this document must be supplied in the competitor's information pack along with a 2025 site plan.
A copy of this document is to be supplied to;

Nick Brooks-Ward
Simon Bilbie
Sy Morely
Douglas Hinckley
Katharine Hartington
Ray Goodwin

Terry Warburton
Nigel Cooper
Chris Hall
James Shaw
Paul Hooper
Rapid Fire

Stephen Renouard
Tim Henson
Sophie Kelly
Martin Watson
Penny Henderson
Thames Valley