

Fire Drill

Horsham and Mid Sussex Equestrian Academy

(dated March 2018)

All Volunteers should make themselves familiar with the following guidelines but be aware that in certain circumstances the Coaches/Person-in-Charge in the Lecture Room may have to issue different instructions and common sense must prevail

If you discover a fire shout: **FIRE FIRE FIRE** to raise the alarm, notify the office/member of staff who will ensure that the Emergency Fire Services are contacted using 999

Tell Everyone You See

On hearing the alert:

- The Coach will halt the ride near the riding school exit
- The riders will dismount, and exit the riding school with a Side Walker and make their way carefully to the

ASSEMBLY POINT by the **OUTDOOR RIDING SCHOOLS**

- Remain at the Assembly Point until everyone is accounted for
- Try to remember who is at the stables today and tell a Coach/member of staff if someone is missing.

DO NOT go looking for missing persons yourself

- The Leaders and remaining Side Walker will exit the riding school with the ponies and evacuate them, following instructions from HMSEA staff, to

Mares into Arena 1 Geldings into Starvation 1

Then make your way to the Assembly Point

- The Coach will ensure the riding school is clear
- The Lecture Room Leader, Volunteers, children and school staff will exit the building to the Assembly Point. The Lecture Room Leader will ensure the building is

clear, before reporting to the Assembly Point with the Information Box containing the register

**PLEASE DO NOT LEAVE THE STABLES BEFORE
BEING ACCOUNTED FOR ON THE GROUP
REGISTER**