

Emergency Plan

New Forest
Livestock Society



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Emergency Plan



1.0 Introduction

An Emergency Plan as required under the Regulatory Reform Fire Safety Order (2005) shall be produced. All personnel employed by or Volunteers of The Society must understand and comply with the following procedure.

An Emergency Plan is the procedure based on which the Emergency Services would expect The Company to have in place.

In addition there will be the need to include specific issues or requirements which identifies relevant safety and environmental issues peculiar to the sale yard. This shall include a site specific list of Emergency Contact names & telephone numbers.

In all cases it must be remembered that protection of life to persons and livestock is of paramount importance over anything else. This procedure describes the means by which due care and attention is taken to protect employees, customers and members of the public and the environment in the event of an emergency.

2.0 Definitions

An Emergency is;

- being in any situation which requires the assistance of the Emergency Services, and/or
- a situation in which a person has reasonable cause to believe that circumstances are likely to endanger life or health or cause damage to property or pollution of water or could be seriously detrimental to the amenities of the locality.
- An emergency service includes Fire and Rescue service; Police, Ambulance and in the event of environmental issues, the Environment Agency.
- An Emergency Co-ordinator can be any member of The New Forest Livestock Society. The Emergency Co-ordinator must liaise with the emergency services and co-ordinate the Emergency Plan.

3.0 General Instructions

Planning for an emergency must include these action points:

- The Emergency Co-ordinator must liaise with the emergency services and provide contact names and a location plan of access points to the Site.
- An emergency evacuation plan.
- The emergency evacuation drill; a practical exercise of an Emergency Evacuation Drill would be advantages BUT may be difficult to execute in the scenario of a pony sale yard.



- Site specific information, e.g. whereabouts of hydrants, service cut off switches, etc.

4.0 Emergency Plan

A Fire and Emergency Evacuation Procedure which includes:

- Fire extinguishers to be placed at readily accessible positions marked with a 'Fire Point' sign.
- Audible fire alarms, an emergency gas air horn will be deployed if evacuation is required, which will be situated in the storage cabin on site.
- All fire exits/escape routes must be marked where appropriate and kept clear and maintained at all times.
- Rubbish and dust to be cleared under stands at least one a year. Removable boards to be designed for ease of access to litter pick under stands.

5.0 Implementing an Emergency Plan

The following simple rules should be adopted in any emergency:

- Evacuate all people from the sale yard and assemble at muster point on the open forest above the saleyard.
- Advise appropriate emergency service and/or regulatory body as appropriate. Send NFLS team members to the entrance, (one either side of the bridge), to await their arrival and direct them to the emergency co-ordinator for further instructions.
- Maintain a written record of events, times and people involved. A pro-forma form to be used.
- Respond to instructions given by the emergency services or senior members of the NFLS.
- Do not leave the site, although allow personnel to as soon as all visitors & customers are accounted for, they should be asked to leave, (this will be difficult to control and members of the public may choose to leave anyway).
- Do not re-enter any the standing area around the sale yard or any of the caravans on site to attempt to recover personal property until told to do so by emergency services or the emergency co-ordinator.

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- The Emergency Co-ordinator must meet the emergency services when they arrive on site to advise them of any specific conditions.

6.0 Emergency Notice

Site: Beaulieu Road Sales Yard, Beaulieu Road, BEAULIEU, SO42 7YQ

IN THE EVENT OF AN EMERGENCY (i.e. fire, accident, spillage and as defined in this procedure)

Make an immediate assessment of the situation e.g. in the case of fire identify the source if possible.

No matter how small report the fire or emergency to a member of the NFLS or person in responsible position at the event who will raise the alarm. In the case of a suspicious package do not use mobile telephones or 2-way radio systems.

In the case of a small fire and no danger to life deal with the fire using, depending on the type of fire, a fire extinguisher or water. Buckets are kept in the storage hut. If in any doubt leave area.

If a fire or emergency cannot be handled as above phone the Emergency Services.

Dial 999

Ask for the Fire and Rescue Service and when asked give the following address:

Site: Beaulieu Road Sales Yard

Address: Beaulieu Road, Beaulieu, SO42 7YQ

Map Ref: SU 34974 06349 Eastings: 434974 Northings: 106349

Telephone Number: 02380 293344 Option 2 (c/o Beaulieu Hotel, Beaulieu Road)

The Emergency Co-ordinator must:

Ensure that the site access is kept clear for the Emergency Services.

**Site volunteers of NFLS to check that all persons are clear of any danger area and persons as far as possible & ponies are accounted for and that members of the public or unauthorised persons are prevented from accessing the site. This also applies to major incidents, e.g. injury accidents.
CLOSE THE SALEYARD IF NECESSARY**

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7.0 Specific Emergencies

In the case of a major injury to a person a first aider must be called who will deal with initial first aid, assess the situation and instruct someone to call an ambulance if required. Depending on the seriousness of the accident; i.e. broken bone, amputation etc. it may become a RIDDOR reportable accident, then the HSE must be contacted via the internet using the correct form, unless it is a fatal or major incident and then a telephone service is available; Incident Contact Centre on 0845 – 300 – 9923, (this is a national number).

In the case of suspected bombs or finding ammunition the Emergency Plan should be implemented. Any information concerning the description of the suspected bomb or ammunition must be noted and passed to the emergency services.

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8.0 EMERGENCY PLAN

NEW FOREST LIVESTOCK SOCIETY	SPECIFIC INSTRUCTIONS
<p>IN THE EVENT OF AN EMERGENCY</p> <ol style="list-style-type: none"> 1. Make an immediate assessment of the situation e.g. in the case of fire try to identify the source. 2. No matter how small report the fire or emergency to a NFLS member or emergency co-ordinator who will raise the alarm immediately! In the case of a suspicious package do not use mobile phones or 2 way radio systems. 3. In the case of a small fire - if you are trained and there is no danger to life, deal with the fire using a suitable fire extinguisher or water via buckets. If in any doubt over using an extinguisher or the extent of fire area, raise the alarm. 4. If a fire or emergency cannot be handled as above, phone the Emergency Services – RING 999 <p>Ask for the appropriate Emergency Service and when asked to give the following address: Opposite Beaulieu Hotel</p> <p>Beaulieu Road Sales Yard, Beaulieu Road, Beaulieu, SO42 7YQ Map Ref: SU 34974 06349 Eastings:434974 Northings:106349</p> <p><i>Telephone Number 02380 293344 Option 2</i></p> <p>THE EMERGENCY CO-ORDINATOR MUST:</p> <ol style="list-style-type: none"> 5. Ensure that the site access is kept clear for the Emergency Services. 6. Move all staff and public to the Assembly Point, (on the forest, above the auction ring). <p>NFLS team members to check that all persons are clear of the Emergency Area, (it is not possible to know how many people are on site as they are not required to sign in or out and that members of the public / customers or other persons are free to come and go but must be prevented from accessing any danger zone. NFLS members to take charge of members of the public and give instructions. (This also applies to major incidents, e.g. accidents).</p> <p>CLOSE THE SALES IF NECESSARY</p> <ol style="list-style-type: none"> 7. In the case of a suspicious object or bomb, follow steps 1, 2, 4-6. <p>Other Emergency contacts are: ANY NFLS OFFICIAL</p>	<ol style="list-style-type: none"> 1. If you discover a fire or suspicious package you must RAISE THE ALARM and report it immediately to a member of the NFLS (New Forest Livestock Society) who will ensure the Emergency Co-ordinator is immediately informed. A member of the NFLS will sound the alarm using the emergency gas air horn. All persons to be directed to ASSEMBLY POINT ON THE FOREST ABOVE AUCTION RING 2. Unless it is obvious that the situation can be dealt with quickly and easily you MUST dial 999 and ask for the appropriate service. 3. The emergency co-ordinator MUST send one or two persons to the entrance in appropriate places to direct emergency services directly to exactly where they are needed and to prevent further visitors or site users if the site has been closed. 4. All persons should vacate the buildings / caravans. 5. The NFLS team members will take full responsibility for assessing the danger. LIVESTOCK MUST ONLY BE DEALT WITH BY NFLS TEAM who will only evacuate livestock if absolutely necessary. 6. NEVER put yourself in ANY danger!