



Marlborough Equestrian Park Inc Emergency Management Plan

Bothams Bend, Spring Creek, Marlborough

1. Introduction

This Emergency Management Plan (EMP) outlines the procedures to be followed in the event of an emergency at Marlborough Equestrian Park Inc. It is designed to help ensure the safety of all personnel, visitors and animals on site, and to minimise disruption to operations.

2. Site Information

Marlborough Equestrian Park Inc is located at Bothams Bend, Spring Creek, Marlborough. The site includes equestrian facilities, open and covered yards, and open grounds used for events and training.

GPS coordinates: 41.4435° S, 173.9784° E

Designated helicopter landing area: flat area at the top of the property near the entrance gate.

Designated assembly point: Unless emergency services or the person in charge directs otherwise, people should assemble clear of buildings, yards, vehicles, power lines and emergency access routes. For major evacuation or relocation of visiting horses, Blenheim Racecourse is the preferred off-site location due to available yarding facilities.

Emergency access: The main gate, internal roadways, float parking access, and helicopter landing area must be kept clear during an emergency. Where safe, a responsible person should be sent to the entrance gate to meet and direct emergency services.

3. Emergency Contacts

In case of emergency, contact:

- Emergency Services: 111

Tracy Rose Russell – Booking Manager 027 444 1404

Tony Hitchcock – Caretaker 027 611 3474

4. Types of Emergencies

- Flooding and storm events
- Fire, smoke or explosion risk
- Earthquake
- Medical emergencies
- Animal evacuation or loose/injured horses
- Hazardous material spill

5. Medical Emergencies

Immediate action is required for any serious injury, illness or suspected concussion. The organiser or person in charge must assess the situation, call emergency services if urgent assistance is required, and keep the area safe until help arrives.

Procedure:

1. **Call 111 immediately** for urgent medical assistance and provide the location: Marlborough Equestrian Park, Bothams Bend, Spring Creek.
2. Provide first aid where safe and appropriate.
3. Use the nearest first aid kit and arrange for a suitably trained first aid person to assist where available.
4. Keep the area clear and move people and horses away from the incident area where safe to do so.
5. Send someone to the entrance gate to meet and direct emergency services.
6. Notify MEP management and complete an incident record as soon as practical.

6. Fire Emergency Procedure

In the event of fire, smoke, explosion risk or suspected electrical fire, the priority is the safety of people first, followed by animals where it is safe to assist them. No person should put themselves at risk to save property, equipment or animals.

Procedure:

1. Raise the alarm immediately and alert all people on site.
2. Call 111 and ask for Fire and Emergency New Zealand. State the premises name, address, nature of the emergency and any known hazards.
3. Evacuate people by the nearest safe route. Move quickly but do not run.
4. Assemble at the designated assembly point and remain there until the all clear is given.
5. Check toilets, common areas, covered yards and nearby buildings only if safe.
6. Move horses only if safe and there is a clear escape route. Do not enter smoke-filled, unstable or confined areas.
7. Secure loose horses in a safe area away from the fire, emergency access routes and helicopter landing area.
8. Isolate obvious ignition sources only if safe and able to be done by a competent person.
9. Fire extinguishers may be used only for small fires, by confident/trained people, with a clear exit behind them.
10. Advise emergency services of any person or animal that cannot be safely evacuated.
11. Keep the main access, internal roadways and helicopter landing area clear.
12. Do not re-enter until emergency services confirm it is safe.
13. Notify MEP management and complete an incident record as soon as practical.

7. Earthquake Emergency Procedure

Earthquakes may create hazards including falling objects, damaged buildings, broken fencing, unstable yards, frightened or loose horses, damaged utilities and blocked access routes. The immediate priority is personal safety.

During shaking:

- If indoors or near a structure, Drop, Cover and Hold until the shaking stops.
- If outdoors, move clear of buildings, trees, power lines, vehicles, yards, fences and other

hazards if it is safe to do so.

- If mounted, dismount only if it is safe. If not safe, halt in the safest open area possible and stay clear of structures, other horses and people.
- Do not run towards buildings, vehicles, floats or yards during shaking.

After shaking stops:

- Check yourself and others for injuries and provide first aid where safe and appropriate.
- Call 111 for any serious injury, fire, trapped person, major structural damage or immediate danger.
- Account for people on site as far as practical, including riders, officials, volunteers, visitors and contractors.
- Check horses from a safe distance first. Be alert for frightened, loose or injured horses.
- Do not enter damaged buildings, covered yards or unstable areas until they have been assessed and confirmed safe.
- Check for hazards including damaged fencing, broken rails, fallen trees, exposed wires, leaking water, fuel or chemicals, damaged yards, unstable ground and blocked access routes.
- Keep people and horses away from damaged structures, overhead lines, water races, debris and any suspected contaminated or unsafe areas.
- Secure loose horses only where it is safe and there are enough capable people to assist.
- Keep accessways and the helicopter landing area clear for emergency services.
- Follow any advice from Civil Defence, emergency services or Marlborough District Council.
- Notify MEP management and complete an incident record as soon as practical.

8. Evacuation Procedures

Procedure:

1. Alert all personnel, visitors and participants.
2. Secure animals and prepare for transport if required and safe.
3. Follow designated evacuation routes or emergency-services instructions.
4. Assemble at the designated safe zone. For visiting horses, Blenheim Racecourse is the preferred off-site location due to available yarding facilities.
5. Keep emergency access routes clear.
6. Await further instructions from emergency services or the person in charge.

9. Flooding Contingency Plan

Procedure:

1. Monitor weather warnings, river levels, Civil Defence updates and road closure advice.
2. Treat Ferry Road access as potentially closed during flooding.
3. Use alternative access only where it is open, safe and suitable for floats, trucks and emergency vehicles. Alternative access may be via Tuamarina, Neal Road and Chaytors Road.
4. Do not drive, ride or lead horses through floodwater or across visibly damaged ground.
5. Move people, horses, vehicles and equipment away from water races, low-lying areas, fallen trees, unstable ground and overhead lines.
6. Suspend, postpone or cancel activities where weather, ground or access conditions create unacceptable risk.

The MEP committee, caretaker and event organisers must monitor weather alerts and road closures, and use alternative routes as required to ensure safe access to and from the park.

Please follow the directions of Civil Defence and emergency services.

10. Communication Plan

Communication during emergencies will be coordinated by the MEP Booking Manager. Event organisers must ensure their contact details are up to date. Emergency updates will be provided via SMS, email and on-site public announcements where available.

After-hours guidance: If an emergency occurs when no committee member, caretaker or event organiser is present, the most senior or capable adult on site should call 111 if required, move people to safety, keep gates/access clear, and contact MEP management as soon as practical.

Warden or person-in-charge duties: During an emergency, the person in charge should delegate tasks where safe, including calling 111, checking buildings and toilets, directing people to the assembly point, accounting for people as far as practical, meeting emergency services at the gate, and advising emergency services of any known hazards, missing persons, injured people, loose horses or animals remaining in affected areas.

11. Roles and Responsibilities

Key responsibilities:

- MEP management: overall coordination, communication and post-incident review.
- Booking Manager: emergency communications and hirer contact details.
- Caretaker: site access, practical site support and hazards where safe.
- Event organisers and hirers: participant briefings, first aid arrangements, identifying the person in charge, and incident reporting.
- Volunteers and officials: support evacuation and emergency procedures as directed.
- Visitors and participants: follow instructions promptly and keep clear of incident areas.

Site checks and trial evacuations: Emergency procedures, access routes, exits, assembly areas and emergency contact details should be checked at least annually and before major events. Trial evacuations or practical emergency briefings should be held periodically where appropriate, and any issues identified should be recorded and followed up.

Means of escape: Gates, accessways, exit routes, toilets, common areas and covered yard areas should be kept clear of obstacles. Exit routes should not be locked, barred or blocked while areas are occupied.

12. Review and Updates

This EMP will be reviewed annually and updated as necessary to reflect changes in site operations, contact information, and emergency procedures.