

Ponderosa Back Country Horsemen  
TAILGATE SAFETY BRIEFING

Prior to an equestrian event, or work party, conduct a **Tailgate Safety Briefing** to insure that Safety and Emergency Evacuation Management plans are in place, and understood by all participants, before leaving the trailhead. In addition, when a person arrives after the briefing, insure that the information is exchanged prior to that person joining the group. **It is suggested that an assistant to leader perform this task.**

MATERIALS AND INFORMATION TO OBTAIN AND/OR HAVE ON HAND:

- Passes, Permits & Restrictions; Investigate & identify requirements for access to the property
- Land Management Agreement for work parties to provide L & I coverage
- Contact information (name and telephone number) of property manager
- Familiar with travel area, work requirements and equipment needed
- Weather; follow weather pattern and be prepared for inclement weather or to cancel event
- Insurance; If required request certificate through BCHW with required endorsements
- First aid kit and be current on first aid and CPR training
- Maps, compass, GPS as appropriate for the area; and be competent with their usage
- Survival equipment sufficient to support you in an emergency for 24 hours , until you can return to the trailhead or help can arrive; and be competent with their usage
- Communications equipment suitable for the area capable of reaching emergency help (phones, radios, personal locator beacon, etc.); and be competent with their usage
- Have a second person knowledgeable about the area and knowing the way back to the trailhead
- Tools; proper ones available and in good working order, including Personal Protection Equipment
- Chain saws & crosscut saws; saw certification and equipment requirements (JHA)
- Defensive Horsemanship Training; In National Forest Region 1 comply with requirements
- Follow existing Land Manager procedures for a Communications Plan if provided

DOCUMENTS AND INFORMATION TO COLLECT AT THE TRAILHEAD:

- Volunteer agreements and health release forms required by the land management agency
- Volunteer Hours worksheet (for work parties)
- Liability Release (signed by all participants) – includes:
  - Name and telephone number of an emergency contact for each participant
  - Information on any medicines, allergies, medical conditions or physical limitations that may require assistance
  - Information on any horse issues, such as kickers, and have them identified
  - If participant is under 18, and not accompanied by a parent or guardian, must have a “Permission to Treat” statement

TOPICS TO DISCUSS AT TRAILHEAD:

**Trail rides and work parties:**

- Identify Event Leader and Assistant (or drag rider)
- Introduce guests and new people to the event
- Identify types of obstacles possibly encountered:
  1. Water crossings
  2. Motorcycles
  3. Down timber
  4. Steep terrain
  5. Etc.
- Indicate estimated length of event (time, miles)
- Indicate when scheduled breaks (lunch) will be taken, encourage rest breaks during strenuous work
- First Aid, Communication and Emergency Evacuation Plans; discuss

- Stay with the group. If you leave the group please notify the leaders
- Keep track of the person in front of you and behind you
- If you must stop tell someone so the group can wait for you
- Be familiar with, and review, Trail Etiquette, Leave No Trace (LNT) and Stock Handling guidelines for any item that appears particularly appropriate
- Report all injuries and health issues to the Event Leader

**Work parties, additional requirements:**

- Identify where work will be performed and mode of transportation
- Identify type of work to be done, what is expected to be accomplished and equipment to be used
- **Review safety procedures to follow, especially around tools and power equipment (JHA)**
- **Identify required Personal Protective Equipment (PPE) (i.e. hard hats, chaps, gloves, etc.)**

IF AN INJURY OR ILLNESS BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:

To emergency responders:

- Nature, and severity, of injury or illness
- Type of assistance needed
- Assistance available on the ground
- Radio frequency and/or telephone numbers to contact people at the site
- Location of emergency with directions – road and trail numbers
- Local hazards and topography for ground vehicles or aviation coming to the area
- Weather conditions
- Number of persons to be transported
- Estimated weight of passengers for air evacuation

To the patient’s Personal Emergency Contact on a **timely basis**:

- Nature, and severity, of injury or illness
- Type of assistance needed and/or provided
- Location where contact person can meet the injured person and contact information
- Estimated time of arrival at meeting location
- Disposition of trail stock and equipment that require care and transportation

Reporting requirements to BCHW, Land Manager and PBCH board

- Complete an INCIDENT REPORT – **See for additional information to collect at the scene**
- Immediately report the incident to the PBCH President and Director
- The Director immediately reports the incident to the BCHW President and the land management agency; and be prepared to report in writing a full account of the incidence (INCIDENT REPORT and possibly CHAINSAW INCIDENT REPORT) within 5 days of the incident
- ALL incidents, whether resulting in professional medical assistance or not, that should require follow-up or review by the PBCH board should be reported to the Trail Boss Rides or Trail Boss Work Parties

EVENT LEADER COMPLETES THE FOLLOWING AND FILES WITH LIABILITY RELEASES:

THE ABOVE INFORMATION WAS SHARED WITH EVENT PARTICIPANTS:

EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

LEADER: \_\_\_\_\_ DATE: \_\_\_\_\_