



2017 Volunteer Manual

Updated 12/21/2016



Mission Statement

"Horses Healing Humans" exists to enrich the lives of people with special challenges through Equine Assisted Activities and Therapies.

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Welcome!

We are so happy to have you as part of our volunteer team at Horses Healing Humans. Thank you for the gift of your time and effort, your compassion, support and dedication which allow us to collectively help so many.

Our volunteers develop lasting bonds and friendships with both Equine and Human participants. To witness the healing power of horses with our students is a magical experience.

Most of the volunteer opportunities at Horses Healing Humans do not require special skills. We will provide all the training and guidance necessary to work safely and enjoyably under the supervision of our staff. This handbook will serve as a resource for you as you learn about the various aspects of our programs and different job descriptions.

A successful program requires a team effort and hard work by all. We value your contributions and input- so please contact HHH Volunteer Coordinator with suggestions or comments that will make your time with us more enjoyable.

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Program Operations

Horses Healing Humans operates full programs by appointment year round. We are closed Sundays and major holidays except for special events.

Program Closures and Cancellations

In the event of cancellation due to severe weather, rider cancellations or other unforeseen circumstances, we will make every attempt to notify you at least 2 hours in advance.

Programs and Services Currently Offered at HHH

- Therapeutic Riding and Carriage Driving
- Equine-Assisted Learning (EAL)
- Equine-Facilitated Psychotherapy (EFP)
- Equine Services for Heroes- (ES4H) US Veterans
- Medical: PT/OT/ Hippotherapy
- H.E.A.L.S. Summer Camp
- W.I.T's End (Women in Transition)
- Equizen (Yoga and stretching postures on Horseback)
- Ambassadorable- Outreach Meet-and-greet visits with our Therapy Pony
- Say Whoa to Bullying- Bullying prevention
- Teal Ponies- Domestic and Interpersonal Violence Prevention
- Pink Ponies- Therapeutic programs for Breast Cancer Patients
- Equine Arts- Therapeutic Art that expands expressive opportunities and evokes the same physiological response as direct equine interactions
- Horse Owner Bootcamp
- Educational Parties- Birthdays, Anniversaries, Retirement, Special events
- Corporate Meetings and Trainings
- Facility Rentals- Conference Rooms, Indoor Arena, Treatment Rooms, Trails, Guest Rooms

Benefits of EAAT Programs

- Physically, the horse's 3 dimensional movement creates a dynamic effect of the rider's body by stimulating the pelvis and trunk in a manner that closely resembles the normal human gait. This movement produces specific physical changes in the rider that normalize muscle tone and improve posture, balance, coordination, and endurance.
- Sensorily, the close proximity to the horse and the surrounding environment offer a wide variety of sensory input, including movement exploration, sights, sounds, and smells associated with the equine experience.
- Emotionally, individuals achieve increased self-esteem and self worth through overcoming fear and anxiety, learning and achieving new riding and un-mounted skills. Human and animal bonding build strong relationships between team members of participant, equine, staff and volunteers that are an integral part of the positive mental health experience.
- Cognitively, the horse is a strong motivator for participants, helping them with processing, focus, remaining on task, following multi-step directions, color, number, and word recognition, reinforcing existing skills and learning new ones.
- Socially, student benefit from an excellent opportunity to interact with peers, equines, volunteers and staff in a physically and emotionally safe, positive, and enjoyable environment.
- Behaviorally, the participant learns to modulate his/her behavior, recognize behavioral changes occurring, and employ coping strategies
- Spiritually, the horse-human bond helps ground individuals in the present and raises self awareness. The interaction with the horse and nature have a profound positive effect upon the spirit and soul of all who work with them.

History of Therapeutic Riding and PATH International

Historical references to the physical and emotional benefits of work with horses date back to the 1600's. PATH Intl (Professional Association of Therapeutic Riding, International) is the International Governing body that sets the standards for best practices, credentialing, and center accreditation. Today there are over 800 PATH Intl affiliated centers nationally, assisting individuals with physical, cognitive and emotional disabilities.

The Horses Healing Humans Story

Founder Lee Paradis has had a lifelong love affair with horses and the healing qualities associated with equine work. For years she had been formulating a business plan to offer emotional healing programs for women dealing with issues of bereavement, abuse, unemployment, PTSD, eating disorders, and other mental health issues, but with a busy career did not have the opportunity to put that plan into action.

During her mother's final illness in 2006, Lee turned to volunteering at High Hopes Therapeutic Riding in Old Lyme, CT to help her through the grieving process. 2 years later, an automobile accident resulting in TBI and bilateral Carpal Tunnel injuries ended her 35 year career in Dental Hygiene and Periodontal Therapy. Once again, Therapeutic Riding was essential in the healing process, helping her to regain strength, balance, and repair hand and cognitive function. While recovering from her injuries, she was accepted into and completed the intensive Instructor Training program at High Hopes in March 2010. Lee looked for TR opportunities in the local area, but found none with the high standards and credentials she was looking for. She decided to start her own program, completing additional Certifications in EFP/EAL with OK Corral and Equine Specialist in Mental Health and Learning through PATH, Int'l., and Equine Sports Massage to help keep the horses happy in their work. Horses Healing Humans, Inc was incorporated in June 2011 as a not-for profit corporation (501(c)(3).

The program began with one full time volunteer instructor, 12 volunteers, 4 therapy horses and 6 regular participants. Many hours were devoted to bringing the facility, horses, administration and programs up to PATH, Int'l Center Standards and HHH achieved PATH Int'l Center Membership in January 2012. The program quickly outgrew the location in Voluntown, and on July 1, 2012 moved to its current home in Stonington with indoor arena, direct trail access, restroom and laundry facilities, and a heated office/ therapy room, allowing the program to expand and run year-round regardless of weather. In 2015 the facility was purchased by HHH and we earned PATH INT'L Premier Accreditation.

Participants and Disabilities Information

We serve individuals with physical, cognitive, and emotional challenges between the ages of 3 and 93, after careful screening by staff for eligibility. The screening process determines whether program activities will be safe and appropriate for the individual and which resources (Volunteers, horse, equipment, etc.) will be necessary. Once accepted into the program, individual goals are determined and progress documented weekly. Most participants will have a 30-60 minute lesson once weekly for the duration of a 12 week semester, and most will continue from one semester to the next. Activities may include mounted and unmounted work incorporating riding skills, psychotherapy, strengthening of flexibility exercises, games, IEP support, and trail riding.

Working with a Special Needs Population-

Working with the special needs population may be a new experience for some volunteers. Please get to know your participants and direct questions to instructors. Because of confidentiality, specific information about diagnoses or treatment plans may not be shared. Physical, cognitive, and emotional impairments may be present at birth or may develop at any time due to illness, injury, or aging. A major barrier is often lack of awareness or knowledge by others, rather than the disability itself. Treat all individuals with respect and be considerate and sensitive to their needs.

Escorting an Individual with a Visual Impairment-

Ask first if the individual needs assistance before helping. They may only need verbal cues or directions. If physical assistance is needed, allow them to hold onto your arm above the elbow and walk one half step ahead so they can easily follow. Ask if they have a preference as to how you may assist them. Verbalize information that may be written or posted. If uncertain, ask instructor what type of help may be appropriate.

Individuals with Hearing/ Language Impediments-

Maintain good eye contact- look at the individual when speaking to them. Speak clearly and avoid long or complicated instructions or conversation. Avoid speaking overly slowly or over-emphasizing words. Become familiar with hand gestures or body positions that the participant may use to communicate words or concepts. Provide assistance as needed with visual cues, gestures, etc. Alert the instructor if participant is having difficulty with hearing aids, and see instructor with any further questions.

Non-Verbal or Limited Verbal Expression-

To enhance communication with participants with limited or non-existent verbal expression, instructors and volunteers may use basic American Sign Language (ASL). As necessary, these signs will be reviewed prior to the lesson.

Wheelchair Etiquette-

Always ask the wheelchair user if they would like assistance before you help- the chair is an extension of the person's personal space and needs to be respected. Don't lean on them, speak directly to the wheelchair user. For a conversation lasting longer than a few seconds, sit or kneel to put yourself on the same level as the person in the wheelchair.

Volunteer Opportunities

Current Roles:

- Facility Assistant: Help with daily maintenance, repairs, and improvements of farm, facility and trails.
- Horse Handler: Facilitate lesson by working directly with horses, instructor, participants and/or other volunteers, to maintain safety and positive interactions throughout session.
- Client Coach: Facilitate lesson by working directly with participants, instructor, horses and/or other volunteers, to maintain safety and positive interactions throughout session.
- Office Assistant: Help with daily maintenance and organization of administrative offices.
- Media/Marketing: Help with public relations, advertising, design and distribution of information.
- Fundraising/Events: Help with donation and grant processing, fundraising and special projects/events.

Our commitment to you:

- You'll have a fun, rewarding experience in a positive and supportive environment
- You'll be treated as a co-worker, not just free help
- You'll be given an assignment suitable to your temperament, skills, education, and personal preference
- You'll develop new skills and knowledge about working with people and horses
- You'll build your Resume and foster valuable School and Work References

Your commitment to us:

- Demonstrate commitment and reliability
- Be willing to learn and work hard as a team member
- Use effective communication techniques
- Adhere to policies and procedures
- Be kind, cheerful, and respectful of others

Orientation and Training

We require our volunteers to attend a general orientation and training program in order to ensure safety and provide the most pleasant environment possible. General Orientation and training sessions are scheduled periodically to orient new volunteers to the facility and horses, introduce them to the services we provide and the population we serve, and to experience hands-on training specific to each role. All training is provided at no cost.

Volunteer Role and Responsibilities - Facility Assistant

Supervised by Volunteer Team Leader or Barn Staff

Description:

Help with daily maintenance, repairs, and improvements of farm, facility and trails.

Requirements:

- Assist in maintaining the cleanliness, good repair and safety of facility and equipment as directed by staff. May include any number of the following:
- Cleaning manure from paddocks, trails and arenas.
- Cleaning and replenishing bedding in stalls after horses have been turned out.
- Cleaning tack, grooming equipment or stable equipment.
- Moving hay and/or distributing hay to horses under direction of staff.
- Care and feeding of equines.
- Seasonal cleaning chores such as dusting, windows, weeding, mowing, or other activities.
- Routine maintenance such as sweeping, cleaning buckets, watering the arena or other activities.
- Respect the confidentiality of clients by refraining from discussing (either verbally or via electronic media) clients, diagnoses, or events from sessions without express permission of the client.

Conditions:

- In barn, paddocks, indoor/outdoor arenas and on trails. Must wear closed-toe shoes.
- Must be physically able to lift 25 lbs.

Qualifications and Training:

- Ability to maintain safe body awareness around the horse if needed.
- Ability and willingness to communicate verbally with others.
- Must attend a 30 minute training session with a staff member regarding equipment location and barn specific policies.

Volunteer Role and Responsibilities - Horse Handler

Supervised by Volunteer Team Leader, Instructor and/or Barn Staff

Description:

Facilitate lesson by working directly with horses, instructor, participants and/or other volunteers, to maintain safety and positive interactions throughout session.

Requirements:

- Communicate with Instructor as to specific needs and goals of Client.
- 30 minutes before session starts, be prepared to groom, tack and prepare horse for work session as needed. (If rider is independent and if time allows, supervise while client grooms and tacks.)
- Unless otherwise instructed, enter the ring 3 minutes before session starts.
- Maintain a safe and positive lesson session by using calm and positive interaction methods when handling the horse.
- Understand and manage horse behavior throughout lesson. Monitor horse's body language and physical condition and communicate concerns to Staff in a timely manner.
- In the event of an emergency, focus on maintaining the safety of the horse.
- Respect the confidentiality of clients by refraining from discussing (either verbally or via electronic media) clients, diagnoses, or events from sessions without express permission of the client.
- After lesson, groom as needed and return horse to appropriate turn out.
- Clean work area in barn, including returning equipment to appropriate storage areas.

Conditions:

- In barn, paddocks, indoor/outdoor arenas and on trails. Must wear closed-toe shoes.
- Must be able to maintain steady walking pace for 30 minutes.
- Must be able to lift 25 lbs.
- Please commit to a weekly time of at least two hours on the same day each week for the semester.

Qualifications and Training:

- Must attend 1 hour of on-site training and practical Skills Test, demonstrating:
- Ability to safely and independently groom and tack horse.
- Ability to safely and independently lead horse, including mount and dismount procedures.
- Ability to interpret body language and physical condition of the horse.
- Ability and willingness to communicate verbally with others.

Volunteer Role and Responsibilities - Client Coach

Supervised by Volunteer Team Leader, Instructor or Barn Staff

Description:

Facilitate lesson by working directly with participants, instructor, horses and/or other volunteers, to maintain safety and positive interactions throughout session.

Requirements:

- Communicate with Instructor as to specific needs and goals of Client.
- Assist client in pre-lesson preparations as necessary: selecting and fitting helmet, maintaining safe/respectful distance from horses, other participants and volunteers.
- Focus on client throughout lesson, using appropriate holds and behavior management to maintain safety of Client at all times.
- Assist the client in focusing on instructor directions.
- Maintain safe and positive lesson session by affirming, managing or re-directing client behavior as directed by instructor.
- Respect the confidentiality of clients by refraining from discussing (either verbally or via electronic media) clients, diagnoses, or events from sessions without express permission of the client.
- Model positive and appropriate social interaction with team members.
- In the event of an emergency, focus on maintaining the safety of the client.

Conditions:

- In barn, paddocks, indoor/outdoor arenas and on trails. Must wear closed-toe shoes.
- Must be able to maintain steady walking pace for 30 minutes.
- Please commit to a weekly time of at least two hours on the same day each week for the semester.

Qualifications and Training:

- Current CPR/First Aid Certification preferred.
- Must attend 1 hour of on-site training and practical Skills Test, demonstrating:
 - Ability to maintain safe body awareness around the horse if needed.
 - Safe side-walking position, holds, mount and dismount procedures.
 - Ability and willingness to communicate verbally with others.

Volunteer Role and Responsibilities - Office Assistant

Supervised by Office Staff

Description:

Help with daily maintenance and organization of administrative offices.

Requirements:

May include any number of the following:

- Maintain inventory and stock of stationery, office supplies & equipment
- Maintain organization and cleanliness of offices, front table, conference room
- Clean and stock coffee bar
- Prepare, Send, Retrieve and Sort mail
- File receipts and invoices accordingly
- Answer phone, record and deliver messages
- Greet guests and direct accordingly
- Maintain inventory and stock of necessary forms & flyers (also at Barn)
- Maintain Art Studio organization and supply inventory
- Review and file pertinent Reference and research studies from periodicals
- Research Outreach opportunities
- Respect the confidentiality of clients by refraining from discussing (either verbally or via electronic media) any client information without express permission of the client.

Conditions:

- Please commit to a weekly time of at least two hours on the same day each week.

Qualifications and Training:

- Ability to maintain safe body awareness around the horse if needed. (Closed-toe shoes mandatory in barn, paddocks, arenas and on trails)
- Ability and willingness to communicate verbally with others.
- Must attend a 1 hour orientation, tour and training session with a staff member regarding office protocol and policies.
- Experience with Google Docs preferred.

Volunteer Role and Responsibilities - Media/Marketing

Supervised by Office Staff

Description:

Help with public relations, advertising, design and distribution of information.

Requirements:

May include any number of the following:

- Update Social Media outlets (Facebook, Instagram, Twitter) regularly
- Take photos of our programs and events and post them appropriately
- Design posters, flyers and brochures
- Promote programs and events online and through physical mailings and distribution
- Come up with new ideas of how we can reach out to our community
- Help with website maintenance and mass email communications
- Build and execute advertising campaigns
- Respect the confidentiality of clients by refraining from discussing (either verbally or via electronic media) any client information without express permission of the client.

Conditions:

- Please commit to a weekly time of at least two hours on the same day each week.
- Be prepared to attend on-site meetings as needed
- May require off-site research, recruitment and/or distribution

Qualifications and Training:

- Ability to maintain safe body awareness around the horse if needed. (Closed-toe shoes mandatory in barn, paddocks, arenas and on trails)
- Ability and willingness to communicate verbally with others.
- Must attend 1 hour orientation, tour and training session with a staff member regarding office protocol and policies.
- Experience with Google Docs preferred.

Volunteer Role and Responsibilities - Fundraising/Events

Supervised by Office Staff

Description:

Help with donation and grant processing, fundraising and special projects/events.

Requirements:

May include any number of the following:

- Research Grant opportunities
- Organize Grant files and reports
- Maintain Wish List and acquire items
- Write and send Thank-you notes for donations and grants
- Work with Fundraising Committee to plan events
- Promote programs and events online and through physical mailings and distribution
- Come up with new ideas of how we can reach out to our community
- Respect the confidentiality of clients by refraining from discussing (either verbally or via electronic media) any client information without express permission of the client.

Conditions:

- Please commit to a weekly time of at least two hours on the same day each week.
- Be prepared to attend on-site meetings as needed
- May require off-site research, recruitment and/or distribution

Qualifications and Training:

- Ability to maintain safe body awareness around the horse if needed. (Closed-toe shoes mandatory in barn, paddocks, arenas and on trails)
- Ability and willingness to communicate verbally with others.
- Must attend 1 hour orientation, tour and training session with a staff member regarding office protocol and policies.
- Experience with Google Docs preferred.

Volunteer Policies and Guidelines

ALL STAFF, VOLUNTEERS, PARTICIPANTS AND GUESTS ARE TO SIGN IN UPON ARRIVAL AND SIGN OUT WHEN LEAVING THE PREMISES

Time Sheets-

Each volunteer should fill out a form in the Volunteer Sign-in Notebook each month with name at top and hours filled in on the dates worked. This helps us know who is on site and to track volunteer hours for monthly and annual reports.

Cancellations-

Volunteers are critical to the success of the program! When you commit to your volunteer role, your support is truly needed to serve our participants and care for our equine partners. For consistency of services provided to our clients and horses, we ask that volunteers commit to the same two hour time block each week for the entire semester. If you **MUST** cancel (emergency only), please call the Volunteer Coordinator or Instructor on duty HHH as soon as possible so a replacement can be found. In addition, if your schedule allows you to be available to fill in on short notice to cover for emergencies, please have your name added to the short notice volunteer list.

Communication-

Please ASK instructor or staff if you have any questions or concerns about your volunteer role. During lessons, the Instructor is responsible for all students, horses, and volunteers. All directions from the instructor should be followed including assignment of riders, horses, tack, volunteers, mounts/dismounts, and lesson plans in order to ensure everyone's safety.

Commitment and Availability-

Because our students are relying upon volunteers for their lessons to be conducted safely, we ask that volunteers be willing to provide a minimum of 2 hours weekly, same time and day of the week, for the duration of the semester or 10 week block. We understand that emergencies arise, however please inform us as early as possible if unable to attend at your scheduled time so we have time to locate a substitute, and consider making the time up on another day.

Physical Considerations-

Some volunteer duties may be physically demanding or strenuous. If you have a physical condition that prevents you from lifting or working at a walk/jog pace for a full hour please inform us. If working as a stable or program volunteer is too demanding there are other volunteer opportunities at Horses Healing Humans.

Confidentiality-

At Horses Healing Humans we protect the physical and emotional safety of all participants. This extends to protecting the confidential information of each client, including (but not limited to) personally identifying information such as surnames, telephone numbers, addresses, e-mail, medical records, information about specific diagnoses or special needs, etc. as well as the non-public business records of Horses Healing Humans. Volunteers will not disclose confidential information with anyone other than HHH Staff, and must seek staff permission prior to taking any photos or videos.

Conduct and Behavior-

All individuals involved with program in any way are expected to conduct themselves in an appropriate manner at all times. Any form of harassment, aggressive or abusive behavior to self or others (including equines) will not be tolerated. Individuals exhibiting inappropriate behavior will be asked to leave immediately. If necessary, additional help will be called (911) and may result in dismissal from the program. If you are subjected to any type of inappropriate behavior do NOT approach the individual. Notify staff immediately. Also report any concerns regarding horse behavior (biting, kicking, etc) to staff immediately.

Footwear-

Riding boots or sturdy hard-soled shoes with a 1/4" heel (absolutely no open toed shoes or sandals) are preferred for all equine activities. Volunteers are required to wear shoes or boots that are comfortable AND provide adequate foot protection. Alternative footwear may be acceptable under certain circumstances and will be considered on an individual basis.

Clothing and Accessories-

Participants, Volunteers, and staff should dress suitably to the weather and season in clothing suitable for equestrian activities. Clothing, hats, or jewelry that restrict movement or vision are unsuitable. Overly revealing (spaghetti straps, strapless, sheer tops, short shorts) are inappropriate.

Helmets-

All participants, staff and volunteers are required to wear ASTM-SEI approved helmets while taking part in any mounted or carriage driving activities or while riding in any motorized equipment (Mule/ Tractor). Helmet use is also required at the request of the supervising instructor. Participants must wear an approved helmet for all horse-handling activities. Instructors are responsible for proper helmet fit for participants. Helmets are disinfected and inspected on a regular basis.

Safety Stirrups-

Stirrups with safety features that reduce chance of foot entrapment are required on all saddles. Approved stirrups include "S" shaped and Peacock styles.

Facility-

Please respect posted off limits areas. Do not enter barn, stalls, paddock or pasture without staff permission. All volunteers should leave the facility at close of program daily.

Reassignment and Termination-

Our policies are designed to protect the safety, confidentiality, and respect for humans and equines alike. Individuals unable to maintain a reasonable level of commitment or fail to observe rules and procedures of the program will be given the opportunity to discuss any perceived violation of policy and may be reassigned to another job within the program. HHH reserves the right to determine, at its discretion, that it might be in the program's best interest to terminate a volunteer's involvement with the program.

Visitors-

HHH welcomes visitors with an appointment to tour the facility, meet the human and equine staff. Please make an appointment and check in at the office and a staff member will be happy to guide you through the facility. Visitors must remain outside pastures or stalls unless arrangements are made with management.

Referrals-

If you know of someone who might enjoy volunteering with us, please have them contact us for an interview. Volunteers should be at least 14 years of age (some limited exceptions may be made at the discretion of the director if they are closely supervised by a parent or guardian while here) Potential new volunteers do not need prior equine experience. At the initial interview we will discuss existing skills and interests, the paperwork and training required, and time availability and determine what volunteer jobs the applicant will be best suited to.

Additional Policies:

-HHH is a NON SMOKING facility.

-Turn off or silence cell phones and car alarms as they may disrupt class and startle horses. Phones are not to be used in the arena during lessons.

-The consumption of alcohol prior to and/or while at HHH is prohibited, except for events approved by HHH or private events outside of program times. The use of illegal substances is prohibited at all times.

-Use a quiet voice while in the barn and while working around horses.

-Refrain from offering food to participants as they may have allergies, diabetes, or other medical conditions.

-Refrain from hand-feeding horses unless expressly permitted by staff. Place treats in feed buckets instead. Hand feeding some horses can lead to aggressive behaviors.

- Dogs, pets or unattended children are not permitted on the grounds or locked in vehicles. Please leave them at home where they will be safe.

-Do NOT perform a volunteer role you have not yet been trained for.

-Observe the 5mph Speed Limit and park in designated areas only.

-Clean up after yourself, put things back where you found them. Close and latch gates behind you.

-Please, let us know when something is broken so we can fix it.

-Horses are NEVER to be left unattended while tied, and NEVER clipped to crossties while they have a bit in their mouth.

-ALWAYS use a lead rope when leading horses.

-Halters should be removed from horses in stalls and turn out areas.

-Alert management in the event of any emergency or unusual behavior with any horse.

RISK MANAGEMENT

Site Rules and Emergency Procedures

Accidents and Occurrences

All accidents must be reported immediately to HHH Staff and an occurrence form must be completed by all involved. Most accidents can be prevented with good planning, prevention, and policies.

Emergency Evacuation Routes

In an emergency, all Staff, Volunteers, and participants are to assemble in the front parking area. If that is not a safe place, go to the outdoor arena and wait for further instructions. The sign-in sheet will be reviewed to check that everyone is accounted for.

In case of Fire

In the barn, drop down below smoke level and proceed to nearest safe exit, then go to parking area.

Extreme Weather Emergencies

If extreme weather is forecast prior to your scheduled time, it is prudent to stay safely at home. Please call if possible to confirm intended absence. If extreme weather occurs unexpectedly, find safe shelter in nearest building until able to assemble as a group in the Indoor Arena, then await further instructions.

1. Natural hazards specific to the site:

- Steep Hillsides- Staff or approved volunteers only in these areas
- Uneven Terrain- Off Limits signs posted
- Wildlife- Avoid contact- report unusual behavior to Animal Control Officer Rae-Jean Davis 860-599-4411
- Rocks and Stones in woods- Staff or approved volunteers only in these areas
- Poison Ivy in woods- Staff or approved volunteers only in these areas
- Trees down- Staff or approved volunteers only in these areas

2. Manmade hazards specific to the site:

- Stone Walls and embankments- Are Off Limits- No climbing
- Equipment area and Shavings Bin- Are Off Limits- Authorized Personnel Only
- Electric Fencing- Caution Signs Posted- Authorized Personnel Only
- Drainage Well- Keep Picnic table positioned over well to prevent people/equine access
- Gun Club- Advise clients so as not to trigger PTSD/ anxiety, startle horses
- Flight Path- Advise clients so as not to trigger PTSD/ anxiety, startle horses
- Manure storage system- Staff or approved volunteers only in these areas
- Driveway- speed limit posted, watch for vehicles entering
- Back drive from house to barn one way ONLY (down) during program hours

3. Operation of facilities and/or equipment:

- Only qualified and approved personnel may operate motor driven or power equipment with permission of Facility manager and signed liability waiver
- Loss of Power/water- notify Farm Manager Jim Venditto 860-941-8502 for generator hookup
- All equipment is to be returned to proper storage after each use Staff or approved volunteers only in these areas
- Tool storage areas- Staff or approved volunteers only in these areas

4. Disasters such as fire, flood, tornado, hurricane, earthquake, etc.:

- Land-line phones located in all offices, indoor arena, conference room, Therapy area, back door to house, kitchen in house, manager's apartment in house
- Fire: Call 911, proceed to outdoor arena or parking area. Remove horses to safe, open area
- Fire extinguishers located in barn at top of stairs, inside hay room door, at front door, and under overhang. At Admin building- in outdoor kitchen, indoor Kitchen, by fireplace in conference room, by fireplace in BOD room, by fireplace in Therapeutic space, in furnace room, in apartment. ALL serviced annually
- Flood: Avoid heavy drainage areas, seek higher ground. Remove horses to safe, open area on high ground (Pink Paddock)
- Hurricane: Secure barn with horses in stalls or indoor arena. Close windows and doors, secure hay loft. Manager to stay on-site. Fill extra buckets with water in advance in case of power outage. Have generator ready for emergency use.
- Earthquake: Seek shelter in doorways, move horses to safe open area

5. Hazards specific to the use of equines:

- Inherent risk laws posted
- Be aware of non-verbal communication
- Be aware of equines not feeling well or agitated, unusual behaviors
- Follow barn rules for equine handling
- Advise staff of any aberrant behaviors or injuries

6. Conduct of personnel, participants and guests:

- In Client Handbook and Volunteer Manual
- Private areas in house are to be respected

Our Horses

Amber - 1999 Appendix Quarter Horse mare (part Quarter Horse, part Thoroughbred) whose build and temperament favor her Thoroughbred bloodlines. She has been the long time riding partner of HHH's founder Lee Paradis. Currently is working only in unmounted sessions.

Arran - 1998 Clydesdale gelding whose former career at another therapy center has prepared him well to transition to our program. His sturdiness seems to calm those who may otherwise be nervous on a horse. His sweet personality always wins the shyest ones over.

Angel - 1989 QH pony mare who spent many years as the family pony for a family in CT. She loves having a job and so she came to join us rather than retire several years ago.

Dash - 1997 QH gelding who came to Connecticut all the way from South Dakota. He had surgery several years before joining us to correct a severe lameness and he is now lending his strength and resilience to our clients.

Hanz - 1991 Norwegian Fjord gelding whose laid back easy going demeanor and wide build make him a wonderful partner for our participants who need the most assistance in maintaining balance physically and emotionally.

Gus - 1999 OTTB gelding who was imported from the Virgin Islands to Rhode Island after injuries ended his racing career. While his race history might be a mystery, his affection for people is clear. Don't take it personally if he sticks his tongue out at you, it's just his way of stretching!

LadyBug - 1982 Welsh Arab cross who loves to drive! A veritable energizer bunny she is happy to be groomed all day or pull the cart for miles.

Lulu - 2003 Miniature Horse, pioneer of our Ambassadorable Program, providing outreach for community organizations as well as on-site educational birthday parties.

Molly - 1997 Welsh Arab cross whose smaller size is a comfort to some of our smaller riders and participants. Don't let her diminutive height fool you, she has an extra large soft spot for human attention.

Renee - 2002 Quarter Horse Cross Mare on lease from the Sylvestre family. She has several years of experience helping beginning riders gain greater confidence and independence at SJ Ranch Riding Camp.

Suki - 2003 Haflinger Pony of small size but with a big heart and steadfast work ethic.