

Miscellaneous Procedures

Radios

Radios are critical for keeping everyone up to date as to what is happening throughout the day at the Sanctuary. Therefore, whenever possible, it is encouraged that every person on site carry a radio. However in situations where there are more people than radios, there should be at least one person with a radio in each group.

Radio Basics

- ***The radios are kept in the volunteer office.*** Radios that are okay to be used will be in the red basket near the chargers.
- ***Do not grab a radio from a charger without checking with staff first!***
 - The radios should not be pulled off the charger or used until they have a full charge. Otherwise the battery life will be drastically shortened.
- ***Keep track of your radio.*** The batteries are extremely dangerous to the animals should they bite into one. Also they are difficult to repair and costly to replace when they are lost or damaged.
- ***Whenever inside a habitat, someone must have a radio on his or her person!*** It is never acceptable to leave a radio outside of a habitat because you are afraid of an animal taking it.

Turning on the Radio

- ***Check to make sure that you are on Channel 1.***
 - This is the taller knob on top of the radio.
- ***Turn on the radio by rotating the shorter knob on top of the radio clockwise.*** You will hear a beep to let you know the radio has turned on.
 - This is also the volume control.

Using the Radio

1. When you want to make a call over the radio, press and hold the talk button on the right side of the radio.
2. Wait 2-3 seconds for the signal to engage before speaking.
3. Release the talk button when finished speaking so the radio can receive the response.
4. If you do not receive a response, call again.
5. If you still do not receive a response, check to make sure that your radio is on, the volume is turned up and that it is still on channel 1.
6. If the radio makes random beeping noises, the battery is near dead.
 - Turn off your radio and return it to the volunteer office. Grab a charged radio if there is one available.
7. When done with your radio for the day, turn it off and return it to the basket in the Volunteer Office.
 - ***Do not place the radio on the charger!!*** If the radio is dead, inform staff.

The Trash Shed

W.O.L.F. does not have a dumpster or trash service that comes to collect waste from the Sanctuary. Therefore, all trash must be stored onsite until we can take it down to the county landfill. The trash shed is the fenced off area located to the left of the tool shed.

- ***All trash must be in trash bags and placed into the trash totes.*** Do not throw loose trash into the totes!
- ***All trash bags must be tied shut before going into the totes.*** It is really disgusting to have a bag of rotting meat or poop open up on you at the dump.
- ***Any broken or torn bag should be double bagged.***
- ***All totes with trash should have the lid secured tightly.*** This helps to limit the amount of flies and therefore maggots that get in the totes. Tote lids are kept on the fence shelf.
- ***Empty totes should be stored stacked upside down*** in a pyramid pattern on the far left of the pallets. This allows them to dry completely and prevents them from sticking together.
- ***Keep the full totes to the far right of the pallets in the trash shed.*** Totes should be stacked no more than three high with the heaviest totes on the bottom.
- ***All of the cardboard must be broken down completely flat*** and stack in the trash shed in one place.
- ***All recycle should be put into trash bags***, tied shut and put into the two black trashcans along the back of the trash shed. One is for paper recycle and the other is for cans, plastic and glass. DO NOT put loose recycle OR TASH into the bins!

The Red Kawasaki “Mule” ATV

The Mule is used for many different activities at the Sanctuary and tends to get abused, so please be gentle with it. A few things to note: it will not start unless it is in neutral; there is no power steering; be careful parking on hills as the parking break is not reliable; high gear is difficult to shift into and is seldom used; it can randomly pop out of gear while driving, especially in cold weather. Also, please leave the key in the Mule at all times!

IMPORTANT! When running, allow motor to return all the way to low idle speed before shifting into any gear. Shifting with your foot on the gas can damage the transmission. If the Mule grinds, clunks, ratchets or slams into gear when you shift, you DID IT WRONG. Press the shift slowly into low gear from neutral; it will wobble some at first but that is okay.

Starting the ATV - COLD START: (If it has not been running in the last 30 minutes)

1. Make sure shift is in neutral and parking brake is set.
2. Pull the CHOKE KNOB out *all the way* and gently *hold* all the way out.
3. Turn key to start and give it a little gas.
 - a. If the Mule does not start within 10 seconds of cranking, go to HOT START instructions.
4. Let the Mule run at full choke for approximately 5 seconds.

5. Slowly push choke knob in while at the same time holding the gas pedal down slightly (just enough) to keep it running.
6. Allow the Mule to warm up before you start driving by You may need to hold the gas pedal down about a quarter of the way for about 30 seconds (warm weather) to 1-2 minutes (cold weather) until the engine is warm enough to run with your foot off the gas. WHEN the engine idles steadily with your foot off the gas pedal, it is ready to go. BE PATIENT. DO NOT try to shorten the warmup time but running the engine at fast idle! **NEVER ATTEMPT TO SHIFT IN HIGH IDLE!!**

Starting the ATV - WARM START: (If it has been running for a while or has been run within the last 30 minutes)

1. Make sure shift is in neutral and parking brake is set.
2. Leave the choke knob in.
3. Press gas pedal down a quarter of the way.
4. Turn the key to start.
 - a. If the Mule does not start within 5 seconds, pull the choke knob out and continue cranking the motor, keeping your foot a quarter way down. Once the motor starts, push the choke knob back in.
5. Remember to keep your foot OFF THE GAS and have the Mule in LOW IDLE before you shift!

Starting the ATV - HOT START: (If it has been run moderately in the last 10 minutes)

1. Make sure shift is in neutral, the choke knob is in and the parking brake is set.
2. Press gas pedal down about one quarter of the way.
3. Turn the key to start.
 - a. A hot engine does not require the use of the choke knob. If the Mule does not start within 10 seconds, you may be out of gas!
4. Remember to keep your foot OFF THE GAS and have the Mule in LOW IDLE before you shift!