



## Emergency Animal Evacuation Plan

**Purpose:** To safely relocate all Sanctuary animals to another location in the event of a wildfire (or other largescale natural disaster) where evacuation is deemed necessary and possible.

**Pertains To:** All full and part-time employees, interns, and volunteers (collectively referred to as STAFF).

**Reviewed and Updated March 30, 2022**

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## BACKGROUND INFORMATION

In disasters, the first priority is the protection of life, property, and the environment. Protection of human life is the highest priority in an emergency response, and recent disasters and follow-up research have shown that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety.

The W.O.L.F. Emergency Animal Evacuation Plan is intended as a guide for staff, interns, and volunteers to perform critical field response and support for the safe evacuation and sheltering of animals during a disaster. The Plan outlines the procedures and information required to organize qualified teams of volunteers to transport animals to an evacuation location.

This Plan is to be used in conjunction with the Emergency Preparedness Guide found in [https://www.larimer.org/sites/default/files/lc\\_preparedness\\_guide\\_digital.pdf](https://www.larimer.org/sites/default/files/lc_preparedness_guide_digital.pdf);

and the Larimer County Comprehensive Emergency Management Plan found in [https://www.larimer.org/sites/default/files/uploads/2018/6\\_resource\\_management\\_annex\\_2018\\_0.pdf](https://www.larimer.org/sites/default/files/uploads/2018/6_resource_management_annex_2018_0.pdf).

The Emergency Animal Evacuation Plan was developed to establish guidelines for actions to be taken to protect W.O.L.F. employees, interns, volunteers, visitors, animals, and property from the threat of natural disasters. While this plan is specifically tailored to address the challenges of evacuation as a result of a wildfire (the most likely natural disaster to occur where the Sanctuary is located), the principles detailed herein can be modified to address a variety of threats or situations in which evacuation is deemed possible and necessary.

The most likely circumstances requiring evacuation of the Sanctuary is a wildfire. W.O.L.F. recognizes that scenarios can vary by fire and vary from advance warning, which provides time for an orderly evacuation of personnel and animals, to an onset of a rapidly spreading fire event. W.O.L.F. has developed two approaches to evacuations, depending on the nature of the emergency and the amount of advance warning. When the nature of the threat poses immediate concerns for the safety of humans at the Sanctuary, the plan provides for the evacuation of personnel, and will require a “shelter in place” strategy for the animals. These guidelines have been developed in conjunction with the recommendations on defensible space and fire line breaks around the compound, as recommended by the Rist Canyon Volunteer Fire Department. When the situation allows for sufficient advance notice, the plan provides for relocation of the animals at the Sanctuary to an evacuation site location.

## ADMINISTRATION AND LOGISTICS

- This plan will be reviewed and updated on an annual basis, or more often if deemed necessary by management.
- Contact and volunteer information will be updated at least annually by the Volunteer Coordinator.
- The Animal Caretaker will update the Animal Evacuation and Drugging Reference Sheets as needed with the assistance of the Contracted Veterinarian.
- Equipment described in this manual will be re-inventoried and maintained on an annual basis. Any expired items will be replaced and newly identified items of necessity will be acquired and added to the equipment list. All supplies' current locations will be noted.
- Practice drills may be held annually.
- Staff will train annually, in scheduled staff sessions, to maintain proficiency in the use and safe handling of evacuation equipment, including darting guns.
- Emergency phone lines are to be established at the Sanctuary (line 2, 970-482-2056). All business and staff personal phones have also been registered for reverse 911 alerts.

## EVACUATION LOCATION

W.O.L.F. has selected and secured an evacuation location approximately one hour's drive east of Fort Collins, CO suitable for sheltering and caring for the Sanctuary animals on an emergency basis.

## COMMUNICATIONS AND MEDIA RELATIONS

The purpose of this plan is to ensure that communication efforts are *organized, useful, and effective* during a crisis at, or involving W.O.L.F. Sanctuary. In the event of an emergency situation, confusion and misinformation is possible if there is no clear-cut direction in place. The following points have been instituted to help avoid this in a crisis:

- All inquiries by the media should be directed to the Spokesperson.
- The Spokesperson, as available and feasible, will disseminate information. Information will be shared in a variety of ways including but not limited to press release, website, press conference, briefings, and social media.

- W.O.L.F. employees or volunteers who are contacted by the media should immediately forward the request to the Spokesperson. The reference to “volunteers” in this policy includes all W.O.L.F. volunteers and members of the Board of Directors.
- An accurate presentation will be presented to the media as soon as available and feasible.
- The Emergency Supervisor must be included in all relevant discussions, briefings, updates, and all dissemination of key information.

### **Essential Contacts**

<b><u>Contact Name</u></b>	<b><u>Contact Information</u></b>
Larimer County Sheriff's Department	970-498-5100
Fire Chief Rist Canyon Vol. Fire Department	970-493-1501
Larimer County Commissioner's Office	970-498-7012
Colorado Department of Parks and Wildlife	970-472-4300
USDA Fort Collins, CO office	970-494-7478
Larimer Humane Society	970-226-3647
Colorado Wolf and Wildlife Center	719-687-9742
Mission: Wolf	719-859-2157 or 719-429-9653

## **AUTHORITY AND RESPONSIBILITIES**

In the event of a wildfire, the Executive Director is the Emergency Supervisor, or she may choose to delegate that role to another senior staff member. If the Executive Director is not available, the next available senior most staff member will be the Emergency Supervisor. The Emergency Supervisor will assign the role of Emergency Coordinator to an onsite staff member. Each situation will be different, as will the number of staff available to respond, so one individual may be assigned to more than one role.

### **Description of Roles**

**Initial Observer:** The person who first observes or hears of a fire in the area. He or she is responsible for alerting the Emergency Supervisor of a potential fire.

**Emergency Supervisor (ES):** The person making decisions about the organization's response to the emergency. He or she is responsible for designating a Spokesperson and onsite Emergency Coordinator, coordinating and communicating with authorities and Evacuation Site Personnel, and deciding when/if evacuation is necessary. By default, this role falls to the Executive Director (ED) unless the ED assigns the role to another staff member.

**Emergency Monitor:** The person in charge of monitoring the progress of the fire. He or she is responsible for monitoring the fire through available media outlets (i.e. Twitter, Facebook, text message, inciweb.com, nocoalert.org, etc.) and communicating that information to the ES and the Onsite Communication Coordinator.

- Twitter @LarimerSheriff (fires in the county) and @usfsclrd (fires on forest land)
- Sign up for LETA911 texts
- [www.inciweb.com](http://www.inciweb.com) – provides maps, acreages, weather forecasts and fire predictions
- [www.nocoalert.org](http://www.nocoalert.org) – provides fire evacuation maps for northern Colorado
- <https://maps.nwcg.gov> – provides “real time” maps of active fire hotspots
- <https://caltopo.com> – provides, maps, live wind direction and forecast grids
- Type 1 or 2 Incident Command Facebook posts and briefings
- If available, monitor radio traffic on a UHF and/or VHF radio

**Emergency Coordinator (EC):** The person in charge onsite. They are responsible for assigning roles to onsite staff and overseeing the animal capture and evacuation efforts.

**Volunteer Coordinator (VC):** The person in charge of recruiting, organizing, and assigning roles to additional offsite help. They are responsible to working with the EC, ESC, and Offsite Communication Coordinator in the organization of personnel.

**Evacuation Site Coordinator (ESC):** The person from the Sanctuary who is in charge of overseeing W.O.L.F. staff at the evacuation site. He or she is responsible for assigning roles to site staff and overseeing the receipt and placement of evacuated animals at the evacuation site.

**Onsite Communication Coordinator:** The person (or persons) in charge of managing communications (radio, phone, email) between onsite and offsite personnel. He or she is responsible for managing communications between the ES, the EC, the ESC and the VC, and relaying instructions from the ES to the EC, ESC, and VC.

**Offsite Communication Coordinator:** The person in charge of managing communications (phone, text, email) among offsite personnel. He or she is responsible for managing communications between the VC and additional offsite help, responding to questions from additional offsite help and relaying instructions from the VC to the additional offsite help.

**Event Recorder:** They are responsible for recording the event and actions taken for post-incident review. They should document events as they happen to the best of their ability, recording the time and a brief account for each action wherever possible. This role will likely be fulfilled by the Onsite and/or Offsite Communication Coordinators.

**Animal Capture:** The people who are working to capture the animals under the direction of the Emergency Coordinator.

**Animal Check Up:** The person who checks up on the crated animals at established intervals from the time of their capture and to their departure to make sure there are no issues.

**Animal Transport:** The people who are transporting the animals from the Sanctuary to the Evacuation Site under the direction of the EC and ESC.

**Police/EMS Liaison:** The person who interfaces with the Police/Fire/EMS should their services be required.

**Spokesperson:** The person responsible for contacting or communicating with persons or organizations outside of the Sanctuary and the general public.

## ESSENTIAL AND NON-ESSENTIAL STAFF

Essential staff are the individuals who are contracted or employed by W.O.L.F. Non-essential staff are individuals who volunteer their time to help at the Sanctuary. Both essential and non-essential staff are necessary for a successful evacuation event. Below is the current list of essential and non-essential staff.

### Essential Staff

Onsite Staff		Offsite Staff	
Michelle Proulx	Dir. of Animal Care	Shelley Coldiron	Executive Director
Jim Hillis	Maintenance Manager	LAURA J. DAVIS	Senior Operations Director
Olivia Van Vleet	Volunteer Coordinator	Dr. Teva Stone	Contract Veterinarian
Kendra Kellogg	Development Manager	Jessica Kole	Development Director
Annette Londono	Office Coordinator		

### Non-Essential Staff

Board of Directors		Volunteer	
Fred Johnston	Chair Person		
Claudia Whitcomb	Treasurer		
Jeff Bauer		<p>Volunteers Contact list available upon request</p>	
Ron Bright, DVM	Retired Veterinarian		
Peter Dauster			
Chris Johnston			
Audrey Nelson			

## VOLUNTEERS

W.O.L.F. staff have identified volunteers and an evacuation location for animals in the event of an emergency evacuation. The Volunteer Coordinator keeps an updated list of volunteers able to assist with an evacuation, which tracks active volunteer level, experience, and skills, as well as home distance from the Sanctuary, type of personal vehicle, and availability. In addition to compliance with W.O.L.F. policies and procedures, volunteer teams will abide by the Larimer County Animal Evacuation policy as listed below.

The Larimer County Animal Evacuation Policy is that:

- Human safety shall outweigh any animal evacuation effort.
- All volunteers must have a reliable means of communicating with the Emergency Operations Center.
- Volunteers shall only perform actions consistent with their skills, abilities, and equipment.
- Volunteers shall not impede the efforts of first responder personnel and equipment.

Three volunteer teams have been identified: Sanctuary, Offsite, and General Care. As individual volunteers change regularly over the seasons, active volunteers will be assigned to teams by the Volunteer Coordinator on a situation-by-situation basis and will depend on individual volunteer availability and qualifications when an evacuation event occurs. W.O.L.F. staff will supervise both emergency teams and general caretaking volunteers.

- **Sanctuary Team:** Once activated, volunteers will proceed directly to the Sanctuary. These volunteers are qualified by W.O.L.F. Staff to operate animal transportation vehicles, handle animals, and assist with catch-up, loading, and transport of animals and supplies from the Sanctuary to the evacuation site.
- **Offsite Team:** These volunteers will proceed directly to the evacuation site to prepare for the animals' arrival including, but not limited to, the preparation of kennels, supply areas, and a temporary office.
- **General Care Team:** These volunteers assist with organizational activities for the duration of the evacuation event. These activities include, but are not limited to: animal husbandry, record keeping, organizing donations, answering phones, and delivering messages. Volunteers assigned to the Sanctuary Team or Offsite Team may also be assigned to the General Care Team after the animals have been evacuated.

All current volunteer policies and procedures will remain in place throughout the duration of the evacuation including acceptable attire, appropriate interaction with animals, and abiding by staff direction. Once the animals and supplies have been relocated to the evacuation location, the Volunteer Coordinator, with assistance from the Animal Care staff, will coordinate with the evacuation location employees and W.O.L.F. volunteers to create a work schedule to continue daily care for the duration of the emergency. Work shifts will be assigned to volunteers as agreed upon by W.O.L.F. staff, and the evacuation site employees and volunteers will be asked to log their hours at the evacuation location. If needed, volunteers may be asked to assist with overnight shifts to provide continual coverage for the animals.

The contact list for Sanctuary volunteers is maintained electronically by the Volunteer Coordinator. This information is confidential and only may be used by emergency staff during actual emergencies or training exercises.

***Only approved volunteers should travel to the Sanctuary. The assigned tasks require teamwork and training to accomplish steps necessary for the survival of the animals, and any actions which compromise such actions can be a threat to the lives of the animals.***

## **TRAINING**

### **(For staff and volunteers on emergencies and the contingency plan)**

W.O.L.F. recognizes that employees and volunteers are vital for an organized, safe, and expedient evacuation (or sheltering in place). To ensure preparedness for these situations, we have identified and implemented the following training procedures.

- Annual distribution of the contingency plan with any updates and/or changes so staff and volunteers are aware if their roles have changed.
- Annual Evacuation Plan review meeting with all staff and volunteers
- Annual practice phone tree activation and emergency drill.
- Annual review and/or training with the darting equipment for all staff.
- Annual review and/or training on animal catch-up protocols and Y-pole techniques for all staff and volunteers.
- Annual Evacuation Site orientation (if possible) for all staff and volunteers.

Organize safety equipment for employees and volunteers including more workplace related (or environment specific) items including fire extinguishers, masks and gloves, chainsaws, drug protocols, generator operation, and water supply.

## **SHELTER IN PLACE SCENARIO AND PROCEDURE**

This procedure was developed for situations where evacuating the animals may not be possible and a “survive in place” scenario is required. The plan is as follows:

- The ES determines that “Shelter in Place” is the preferred response to the emergency and informs the EC of the decision.
- Onsite non-essential staff will immediately evacuate the facility upon notification of a threat if time and circumstances allow for safe egress.
- Onsite essential staff will provide the animals with the maximum amounts of food and water possible.
- Onsite essential staff will ensure that all enclosures are secure and locked, safety zones are free from any obstructions, water hoses are attached to pump outlets and are in plain sight, fuel sources are secure to the extent possible, and will evacuate the facility when instructed by authorities, if able to do so.
- Evacuation will be via Spring Valley Road; because volunteers and staff share vehicles into the facility, as few vehicles as necessary will be used for the evacuation.
- If an evacuation is not possible via Spring Valley Road, the personnel on site will proceed down the road toward Red Stone Canyon.

If personnel are able to safely shelter in place with the animals, they will provide basic husbandry care daily and arrange for access to a W.O.L.F. veterinarian, if necessary.



## FACILITY EVACUATION SCENARIO AND PROCEDURE

The goal of an animal evacuation is to safely move the animals from the Sanctuary to an evacuation site until the disaster is under control and it is safe to return.

As noted previously, W.O.L.F. has established a team approach to evacuating animals from the Sanctuary. Teams are established based on staff and volunteers' ability to get onsite and evacuate the animals through a variety of methods including: leashing and loading the more social animals, sedating and/or hand injecting and loading the less social animals, and darting and loading of unsocial animals.

W.O.L.F. has trained staff and volunteers in these procedures so that every individual knows their specific responsibilities and can perform their tasks with minimal supervision. Staff and volunteers will have two-way radios and stay in contact with the staff lead in order to stay informed of changing conditions, including the potential change in status from "evacuation" to "shelter in place".

The following evacuation levels (Blue, Yellow, Red) are implemented based upon the increasing threat to the facility **at the Sanctuary**:

### POTENTIAL EMERGENCY IDENTIFIED

- The Initial Observer calls and/or emails the Executive Director (ED). If the ED is not available or does not return calls and/or emails within **10 minutes**, the initial observer should contact the following backup personnel: the Director of Development and/or the Director of Animal Care. During a crisis situation, calls should be made *at any time* day or night on any day, including weekends and holidays.
- The ED or backup personnel will work to determine if the emergency has the potential to impact the Sanctuary.
- If it is determined that the emergency has the potential to impact the facility, the ED (or backup personnel if the ED is not available) will take on the role of Emergency Supervisor (ES) and designate an Emergency Coordinator (EC) and Evacuation Site Coordinator (ESC).
- The ES will work with the EC, ESC and Volunteer Coordinator (VC) to assign roles to additional individuals and begin alerting essential and non-essential staff of the emergency.
- The ES will initiate CODE BLUE Procedures.

### ONSITE CODE BLUE (Potential emergency identified)

- The Emergency Monitor will begin monitoring available informational outlets on the emergency and providing updates to the Onsite Communication Coordinator.
  - In the event telephone lines are out of service, staff will drive by vehicle to the nearest fire station, or an alternate location, to request assistance.

- The ES makes the initial phone call to inform the ESC that evacuating the facility is possible.
- All staff and volunteers review the most current Emergency Evacuation Plan.
  - If time allows, a conference call or Zoom meeting will be set up with all staff and volunteers to review the Plan and introduce all participants to the people currently assigned to the various roles.
  - If time does not allow, staff and volunteers will review the Plan independently.
- At the direction of the Volunteer Coordinator, the Offsite Communications Coordinator begins contacting volunteers about the emergency and sending availability responses back to the Volunteer Coordinator.
- The Volunteer Coordinator will assign available volunteers to the Sanctuary or Offsite response teams.
- The Offsite Coordinator will work to determine carpooling and meet-up locations for the Sanctuary Team, and assign a volunteer to be responsible for bringing bagged ice to the Sanctuary if Code Yellow is activated.
- The Emergency Coordinator will assign duties to other staff and volunteers already onsite to prepare the facility for evacuation. These activities include:
  - Filling in pertinent information on the Animal Evacuation ID forms.
  - Readyng crates and evacuation trailers for use including, but not limited to: checking trailer tires, staging and adding bedding to crates, locating tie downs.
  - Locking animals into catch area where possible and readyng remote shut gate mechanisms and habitat catch areas for containing the rest for evacuation.
  - Filling waters (buckets **and** troughs) to maximum levels in preparation for a “survive in place” scenario.
  - Placing 25# kibble self-feeders into enclosures and fill with kibble to maximum levels in preparation for a “survive in place” scenario.
  - Gassing all vehicles and ready emergency equipment.
  - Readyng catchup, medical, and additional animal supplies (list in appendix).
  - Begin packing supplies from the essential and non-essential supply lists into labeled totes and staging them to be quickly loaded into evacuation vehicles.

## **ONSITE CODE YELLOW (Determination that evacuation is likely)**

- The Emergency Monitor will continue monitoring available informational outlets on the emergency and providing updates to the Onsite Communication Coordinator.
- The ES determines if evacuation is likely or if “shelter in place” if necessary. If evacuation is chosen, the ES informs the Emergency Coordinator (EC) that an evacuation is likely.
- The EC or designated staff distributes appropriate oral medications to all animals as directed by the Contract Veterinarian on the Animal Drugging Quick Reference Sheet.
  - *While meds are being distributed, no other outside activities should occur.*
- The Offsite Communications Coordinator instructs the Sanctuary team to head up to the facility and relays any information on road blocks, traffic, construction, or alternate routes that may impact travel for the evacuation.

- Upon everyone's arrival at the Sanctuary, the EC will conduct an emergency protocol briefing, assign roles and radios, and review the animal evacuation order plan.
- Where appropriate, Animal Capture Staff continue to secure animals into catch areas.
- Trained Animal Capture Staff set up any chemical immobilization and catch-up equipment that may be needed.
- Pack essential supplies needed for animal care at the evacuation site, such as medications and food, into the towing vehicles (see list in appendix).
- Pack all vehicles and trailers not needed for animal transport with essential supplies not immediately needed for animal care, such as records (see list in appendix).

## **ONSITE CODE RED (Evacuation initiated by ES or mandated by authorities)**

- Under the direction of the EC, Animal Capture Staff catch-up animals referencing the Animal Evacuation Sheet or as discussed during Code Yellow briefing.
- Unless special allowances are required for an individual, all animals will be crated for transport irrespective of the catch-up method following this general plan:
  - 1 - Harness and leash socialized individuals that can be walked;
  - 2 - Maneuver socialized, un-leashable individuals into kennels;
  - 3 - Corral un-socialized individuals into kennels;
  - 4 - Sedate and retrieve un-socialized individuals who cannot be corralled.
- Once an animal is crated, the animal is placed in the shade to prevent overheating.
- Animal Capture Staff attach the appropriate animal ID to each kennel.
- The Animal Check Up person checks on all animals crated approximately every 30 minutes until enough individuals are ready to be loaded into an evacuation trailer. Though preferable, it is not necessary to put paired individuals into the same trailer.
- Once a trailer is full, Animal Transport Staff will leave the facility and head to the evacuation site. If feasible, there should be two Animal Transport Staff per vehicle.
- The Onsite Communications Coordinator informs the Offsite Communications Coordinator of catch up progress and ETA for departure from the Sanctuary, the names of transport personnel and their contact information, and any issues, problems, or delays with evacuation efforts.
- Staff collects all locks, turns off the propane to the cabin, water shed, and meat shed, and closes cabin doors and windows.

The following evacuation levels (Blue, Yellow, Red) are implemented based upon the increasing threat to the facility **for the Evacuation Site**:

## **EVACUATION SITE CODE BLUE (Potential emergency identified)**

- The Emergency Monitor will begin monitoring available informational outlets on the emergency and providing updates to the Evacuation Site Coordinator.
- All staff and volunteers review the most current Emergency Evacuation Plan

- If time allows, a conference call or Zoom meeting will be set up with all staff and volunteers to review the Plan and introduce all participants to the people currently assigned to the various roles.
- If time does not allow, staff and volunteers will review the Plan independently.
- At the direction of the Volunteer Coordinator, the Offsite Communications Coordinator begins contacting volunteers about the emergency and sending availability responses back to the Volunteer Coordinator.
- The Volunteer Coordinator will assign available volunteers to the Sanctuary or Offsite response teams.
- The Offsite Coordinator provides a list of volunteers on the Offsite Team to the ESC.
- If time and situation allow, the ESC and Offsite team will head to the Evacuation Site to review the site and evaluate any construction, repair, or set up needs.

## **EVACUATION SITE CODE YELLOW (Determination that evacuation is likely)**

- The Emergency Monitor will continue monitoring available informational outlets on the emergency and providing updates to the Onsite Communication Coordinator.
- The ES determines if evacuation is likely or if “shelter in place” if necessary. If evacuation is chosen, the ES informs the ESC that an evacuation is likely and requests that preparations to receive animals be started.
- If not already there, the ESC will head out to the Evacuation Site.
- The Offsite Communication Coordinator instructs the Offsite team to go to the Evacuation Site and relays any information on road blocks, traffic, construction or alternate routes that may impact travel.
- Upon everyone’s arrival at the Evacuation Site, the ESC will conduct an emergency protocol briefing, assign roles and review the evacuate animal placement at the site.
- The Offsite Team prepares to receive animals. See Evacuation Site Checklist in the Appendix for a detailed list of what to prepare.
- The Offsite Team identifies the enclosures with the animals’ names so appropriate enclosures can be identified easily and quickly upon animals’ arrival.

## **EVACUATION SITE CODE RED (Evacuation initiated by ES or mandated by authorities)**

- Under the Direction of the ESC, the Animal Transport staff assist the Offsite Team with the unloading and placing correct animal pairings into the appropriately labeled habitats.
- The Offsite team transfers the Animal Evacuation ID forms from the kennels to the appropriate habitats.
- Monitoring the animals after they arrive for signs of stress or other behaviors.

## **POST-INCIDENT REVIEW**

A review of the emergency, evacuation, and offsite care efforts should be conducted within a few days of an incident being resolved so that the effectiveness of the procedures and staff

responses can be evaluated. Discussions should include actions that worked well and actions that need improvement to help refine the procedures for future evacuation events. Subjects that should be addressed:

- Was onsite communication effective?
- Was the communication between onsite and offsite management adequate?
- Was the onsite staff response appropriate?
- What methods were tried to capture the animals, and which was most effective?
- If drugs were used, were they effective?
- Were there any issues with loading or unloading animals at either site?
- Was the evacuation equipment adequate for the Sanctuary needs?
- Were there any issues with the evacuation site?
- How did the animals handle being displaced?
- What methods were used to try to manage animal stress and how effective were they?

## **ESCAPED ANIMAL/RECAPTURE**

**(During Evacuation, at Sanctuary, and/or at Evacuation Location)**

W.O.L.F. has designed the facility to minimize the likelihood of an animal escaping to the best of our ability. The enclosures have been built to specifications designed to prevent wolves from jumping, climbing or digging out using any (or all) of the following materials: chain link fencing, welded fence panels and wildlife fencing. W.O.L.F. also strives to create comfortable and calm environments that help to reinforce group bonds within and between enclosures. Being territorial by nature, W.O.L.F. feels that most of its residents would be unlikely to leave their enclosure even if presented with the opportunity, and, if they did, they would be unlikely to stray far from their pack. However, this does not change the possibility that an escape may occur, especially in the event of evacuation, so a recapture procedure has been established. The following description is a brief overview of the recapture procedure. An in-depth version can be supplied upon request.

**Stay Calm:** Being outside of their territory is an uncomfortable situation for an animal, and if staff or volunteers become panicked, the animal will become more anxious and panicked. This would most likely result in them running further away from the ‘danger’ rather than seeking to reenter familiar and friendly territory.

**Stay Alert:** Make sure to keep the animal in sight at all times without making the animal feel endangered or pursued.

**Communication:** Use the radio or send someone to alert staff and volunteers that an animal has escaped so they can collect the appropriate recapture equipment: collars, leashes, treats, darting equipment and sedation drugs. Notify all essential contacts (as listed in the Appendix) for assistance, public safety, law enforcement, and potential sighting response.

**Coax the Animal:** Try to coax the animal to you or allow it a way back into its enclosure without allowing its companion to also escape.

**Darting:** If the animal is unable to be coaxed to you or back into its enclosure, darting is required. Staff or a trained volunteer will be responsible for darting the animal. Once darted you must keep visual contact with the animal until it is fully under the effects of the drug.

**Live Trap Capture:** In the event that coaxing the animal to return or darting the animal fails, live animal traps will be set up and baited to recapture the individual.

**Retrieving:** Once the animal has been captured (collared, darted, etc.) they must be returned to their enclosure and the cause of their escape corrected.

## APPENDIX AND REFERENCES

**This plan is supported by the following documents and information, which might be used in an emergency.**

- Emergency Contact Information
- Onsite Phone Message Instructions
- Onsite Phone Message Form
- Onsite Evacuation Radio Protocol
- Electronic Communications Protocol
- Animal Catchup Equipment List
- Essential Supplies List
- Essential Supplies Priority List
- Evacuation Site Check List
- Facility Map
- Animal Evacuation Sheet
- Animal Drugging Quick Reference Sheet
- Emergency Volunteer Contact List (Example)
- Animal Kennel ID Sheet (Example)
- Escaped Animal Example Flyer (Example)

Below is the reference to Federal Guidelines on what needs to be address and where to find the US Federal regulations:

*“Specific details of the Animal Welfare Act regulations regarding contingency plans can be found here: 9 CFR, Part 2, Subpart C, § 2.38(l)(1)(i-iv) and Subpart I, § 2.134(a)(1-4); Subpart H, § 2.102(a)(4) and (b)(3)9 CFR, Part 2, Subpart C, § 2.38(i)(4).”*

## EMERGENCY CONTACT INFORMATION – 03.30.2022

Name	Position	Assigned Role	Phone #
Shelley Coldiron	Executive Director		CO 970-685-2772 MT 406-291-2317 h 406-862-2884
LAURA J. DAVIS	Operations/Facility Dir.		303-656-5316
Jim Hillis	Maintenance Manager		720-254-3287
Kendra Kellogg	Development Manager		760-793-4612
Annette Londono	Office Coordinator		985-773-4236
Michelle Proulx	Animal Care/Education		c 970-691-3154 h 970-449-9674
Teva Stone	Veterinarian		970-217-6009
Olivia Van Vleet	Volunteer Coordinator		480-305-4430
Jessica Kole	Development Director		404-782-9448
Main Office	PO Box 1544 - Laporte, CO 80535		970-416-9531
Bunk House	1870 Spring Valley Rd - Bellvue, CO 80512		970-482-2056
Red Feather Cabin	16278 WCR 74E - Livermore, CO 80536		970-493-9305



## **ONSITE PHONE MESSAGE INSTRUCTIONS – 04.28.2021**

### Information to Report to the Offsite Coordinator, ES or ESC

- Catch up progress and ETA for departure from the Sanctuary
- Names and contact information for animal transport personnel
- Any issues, problems, or delays with evacuation efforts

### Information to Gather When Receiving Messages

- Date and time of the call
- The caller's name, agency affiliation (if any), and phone number
- Who they are calling for and if they require a call back
- What they are calling about
- The urgency of the message's information in relation to the evacuation to be distributed between relevant parties: the ES, EC, ESC and Offsite Coordinator
  - Immediate, answer soon, answer later
- Who took down the message

### Information to Relay to the EC over the Radio

- Urgent messages pertinent to activities taking place at the Sanctuary
- Status updates about the fire or county-issued changes to evacuation orders
- Changes in status between Code Blue, Yellow and Red from the ES
- Any issues, problems, or delays at the evacuation site

## ONSITE PHONE MESSAGE FORM – 04.28.2021

Date		Time		
Caller		Calling For		
Phone #		Agency?		
Urgency		Call Back?	Yes	No
Message Details				
		Taken By		

Date		Time		
Caller		Calling For		
Phone #		Agency?		
Urgency		Call Back?	Yes	No
Message Details				
		Taken By		

Date		Time		
Caller		Calling For		
Phone #		Agency?		
Urgency		Call Back?	Yes	No
Message Details				
		Taken By		

## **ONSITE EVACUATION RADIO PROTOCOL – 04.28.2021**

Radios are the primary means of communication at the Sanctuary. The following radio procedure is to be followed in the event of an evacuation.

- Each person onsite should have a radio for evacuations. If there are not enough radios, there should be one radio with each group of volunteers.
  - The EC, Volunteer Coordinator and Onsite Communications Coordinators should be assigned individual radios.
- If there is only one radio per group, the person holding the radio is the “group leader” and is responsible for keeping track of the other individuals assigned to that group.
  - If a radio-less individual needs to leave the group, they must let the group leader know where they are going, and, when finished with the activity, join back up with the same group leader they were originally assigned to.
- All radio communication should be relevant to the evacuation and communicated in a slow and clear manner.
  - Remember to hold down the talk button for a few seconds before speaking.
- Radio communications should always start with the individual’s name and the name of the person they are trying to reach.
  - i.e. “Michelle to Bob.”
- The person intended for the radio communication should respond with “This is \_\_\_\_\_.”
  - i.e. “This is Bob.”
- If the communication is for everyone onsite, the call should begin with your name followed by “to everyone.”
  - i.e. “Michelle to Everyone.”
- After receiving a generalized call, each person with a radio should respond with “Copy” to indicate they are listening before the initial person continues with the message.

## **ELECTRONIC COMMUNICATIONS PROTOCOL – 05.07.2021**

Electronic communications will also be used to share relevant information between W.O.L.F. Sanctuary personnel, Evacuation Teams, etc. including, but not limited to, emails, texting group chats, zoom meetings, conference calls. It is important that this information is communicated clearly and effectively. In order to ensure clear communication, the rules below must be followed.

- Keep communications short and to the point.
- During conferences we are happy to answer questions, but please put yourself on mute and type your questions in the “chat” section during the presentation.
- Do not reply to any email chains or texting group chats unless you are providing important or urgent information or you are specifically instructed to.
- If you have a question that does not pertain to the whole group, please ask a staff member through an alternate private communication rather than in a group communication.

## **ANIMAL CAPTURE/TRANSPORT EQUIPMENT – 04.28.2021**

- Cabin
  - Evacuation ID Forms (Emergency Protocols Binder)
  - Drug Reference and Animal Catchup Sheets (Emergency Protocols Binder)
  - Sedation Medications (Sink Cabinet or Closet Lockbox/Safe)
- Basement
  - Collars, Harnesses, and Leashes
  - Towels & Blankets
  - Cloth and Basket Muzzles
  - 1 – Snare Pole
  - 1 – Leash Pole
  - 3 – Manuel Injection Syringe Poles
  - 1 – Pneumatic Injection Syringe Pole
  - 1 – Dart Pistol
  - 1 – Dart Rifle with Scope and Range Finder
  - Darts & CO<sub>2</sub> cartridges
  - Medical Box
  - 6 – Head Lamps
  - 4 – Flood Lights
- Connex
  - 12 – Y-Poles
  - 8 – Shield Boards
  - 5 – Stretchers
  - 1 – Pole Net
  - 2 – Canvases
  - Bedding Material
- Yellow Shed
  - Extra Collars, Harnesses, and Leashes
  - Extra Towels & Blankets
- Outside the ATV Shed
  - Large, Extra Large & Giant Kennels
  - 1 – Live Trap Cage
- In front of habitats
  - Labeled Extra Large & Giant Kennels
- Chipper Field
  - Transportation Trailers - Hitch Ball, Tie Downs, Flood Lamps, Head Lamps, Fix-a-Flat

## **ESSENTIAL SUPPLIES LIST – 04.28.2021**

- Cabin
  - Current and Deceased Animal Records
  - Animal Med Log, Med Tray, and Medications
  - Radios and Chargers
  - Vehicle/Maintenance, Animal Care, Education, and Certification Records
  - Keys and Locks
- Basement
  - Additional Medical Supplies
    - Syringes, Needles, Fluids, Scales, Electronic Equipment
  - Canned Dog/Cat Food
  - Volunteer Coordinator Files
  - Cash Box
  - Volunteer, Building, and Vehicle Keys
- Connex
  - Kibble Dog Food Cans and Bags
  - Bedding
- Water Shed
  - Food Bowls
- Meat Shed
  - Coolers
  - Frozen Meat/Loaves
  - Scales and Cutlery
- Habitats
  - Locks

## **NON-ESSENTIAL SUPPLIES LIST – 04.28.2021**

If time permits, pack non-essential/personal items. These can include, but are not limited to:

- Artwork/Decorations
- Computers/Books
- Tools/Maintenance Supplies
- Poop Buckets and Shovels
- Assorted Supplies: Trash Bags, Paper Towels, Spoons, Citronella Spray, etc.
- Mr. Heaters and Fuel (Gas, Diesel, Propane)

## **SUPPLIES PRIORITY PACKING ORDER – 05.07.2021**

- Goes with First Transport Vehicle to Evacuation Site
  - Kibble Dog Food Cans and Bags
  - Food Bowls
  - Volunteer Keys and Locks
  - Bedding
  - Extra Collars, Harnesses, Leashes, Towels, and Blankets
- Goes with Second Transport Vehicle to Evacuation Site
  - Current and Deceased Animal Records
  - Coolers
  - Frozen Meat/Loaves
  - Scales and Cutlery
- Goes with Subsequent Vehicles to Evacuation Site
  - Animal Med Log, Med Tray, Medications, and Sedation Medications
  - Additional Medical Supplies
    - Syringes, Needles, Fluids, Scales, Electronic Equipment
  - Canned Dog/Cat Food
  - Mr. Heaters and propane canisters
  - Poop Buckets, Shovels and Miscellaneous Cleaning Supplies
  - Catchup Equipment
    - Collars, Harnesses, Leashes, Towels, Blankets, Cloth and Basket Muzzles
    - Snare Pole, Leash Pole, Y-Poles, Shield Boards, Stretchers, Pole Net and Canvases
    - Manuel Injection Syringe Poles and Pneumatic Injection Syringe Pole
    - Dart Pistol, Dart Rifle with Scope and Range Finder, Darts & CO<sub>2</sub> Cartridges
    - Medical Box
    - Head Lamps & Flood Lights
- Goes with Subsequent Vehicles to Storage
  - Artwork/Decorations
  - Computers/Books
  - Tools/Maintenance Supplies
  - Volunteer Coordinator, Vehicle/Maintenance, Animal Care, Education, and Certification Records
  - Cash Box
  - Building and Vehicle Keys
  - Radios and Chargers
  - Fuel (Gas, Diesel, Propane)

# **EVACUATION SITE CHECK LIST – 04.28.2021**

## **Things to check/repair the day before an evacuation (if possible):**

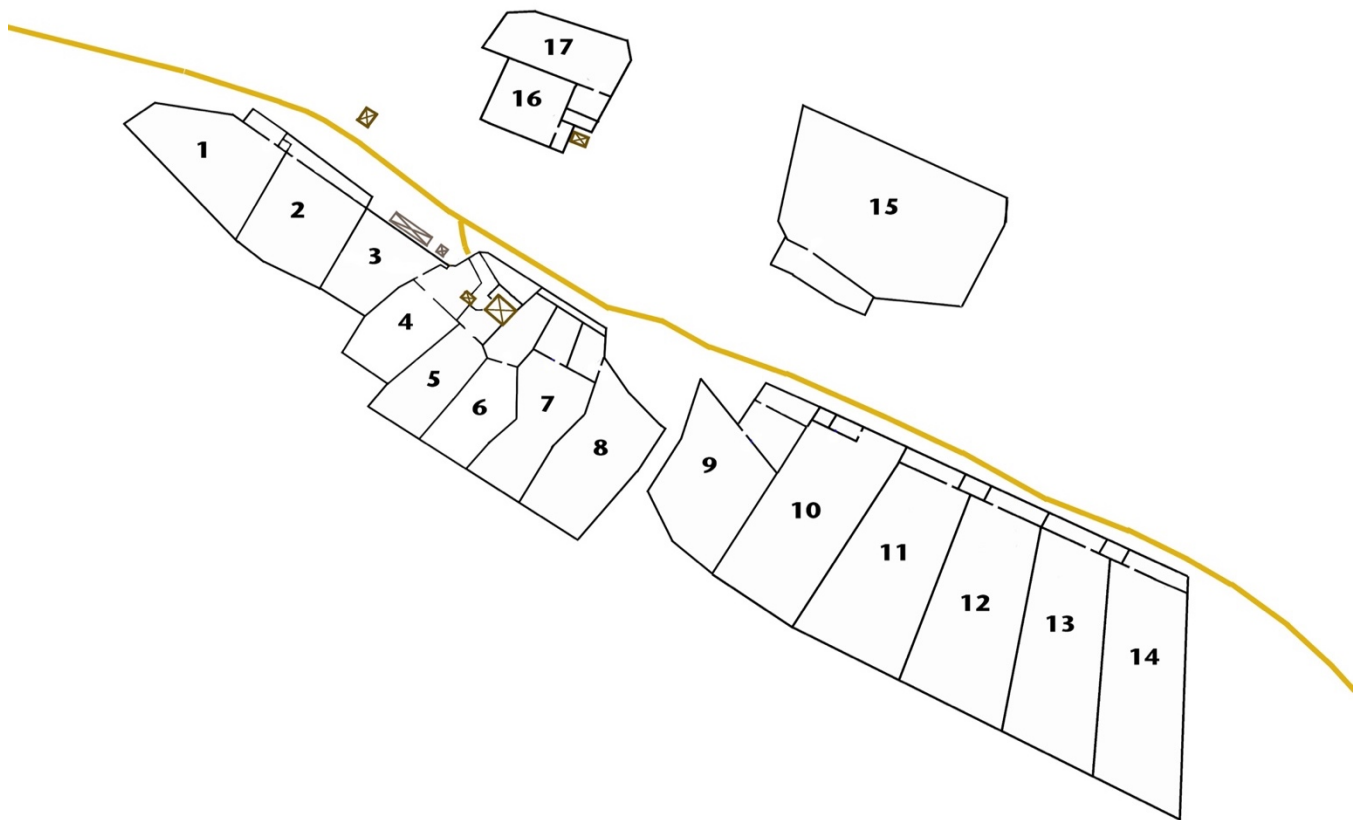
- Enclosures are completely built, secure, and ready to be inhabited.
  - Are there loose or broken wires?
  - Is the roof secure?
  - Is there dig guard? If so, is it covered or exposed?
  - Do the gates work?
  - Is there at least one shelter in each kennel?
  - Are there tarps or shade cloths in place on the kennels?
- If there is an overnight caretaker area, it is stocked and ready to be inhabited.
  - Is there power and/or heat to the building?
  - If fuel is needed for equipment or generators, is there enough onsite?
  - Is it clean and rodent free?
  - Is there working water and/or clean tanks to store water?
- The supply and meat storage areas are ready to use.
  - Are they clean and rodent free?
  - Is onsite cold storage for meat available? If so, is it functioning?
- There is water to the area, and it is ready to be used.

## **Things to have at the Evacuation Site the day before an evacuation (if possible):**

- Water and food receptacles
- Chains, clips and/or “enclosures” for securing water and food receptacles to fencing
- Materials for enclosure repair, shelter bedding, and mulch
  - Pliers, wire and bolt cutters, zip ties, hog rings and pliers, shovels, barrels, buckets, tarps/shade cloths
- Kibble
- Kennel locks
- Hoses
- Lights (if needed)
- Any necessary crate unloading equipment

## **Things to do the day of an evacuation a couple hours before animals arrive:**

- Add dry bedding to each shelter
- Clean, secure, and fill water buckets in the kennels
- Clean, secure, and fill (if applicable) water troughs in the kennels
- Clean and secure (if applicable) food receptacles in the kennels
- Determine where each pack will be placed



## FACILITY MAP – 03.30.2022

1. Tenali and Zakai
2. Ashima and Spartacus
3. Trigger and Tundra
4. Trigger and Tundra
- C. Pax
5. Sapphire and Topaz
6. Akela and Nala
7. Ember and Jacob
8. Kira and Takoda
9. Amaris and Indigo
10. Iver and Zoey
11. Nysa and Wayaho
12. Outlaw and Reese
13. Castiel and Mayari
14. Cree and Kovu
- 15.
16. Yuki
17. Kieran



## EMERGENCY VOLUNTEER INFO LIST (example)

Last Name	First Name	Active Level	Phone Number	Email
Smith	John	2	555-555-5555	emailaddress@emailaddress.com
Anderson	Mary	4	555-555-5555	emailaddress@emailaddress.com

Willing to Help		Help with Little Notice		Preferred Contact Method			Home Town	Distance to Sanctuary	Time to Sanctuary
Yes	No	Yes	No	Call	Text	Email			
X		X		X	X		Fort Collins, CO	25 miles	50 min
X			X			X	Denver, CO	70 miles	2 hours

Vehicle Make	Vehicle Model	Size Kennel That Will Fit in Cargo Area			Towing Capable		Towing Capacity	Type of Tow Hitch
		Large	XL	Giant	Yes	No		
Chevy	Suburban	X	X	X	X		5,000 lbs.	Ball Hitch
Subaru	Forester	X				X	N/A	N/A

# Animal Evacuation Reference Sheet

Revised: 03.30.2022

Recommended Catch-up Methods

Habitat	Animal Name	Social - Leashable	Social - Kennel	Un-social - Kennel	Sedation			Notes
					No	PO	IM	
2	Ashima	X	X			X		Car sick, difficult to leash, dislikes crates
17	Kieran	X	X			X		
12	Outlaw	X	X			X		Loves kennels
5	Topaz	X	X			X		
16	Yuki	X	X			X		Car sick
8	Kira	X				X		Rides better loose/not crated
Cabin	Pax	X				X		Rides better loose/not crated
2	Spartacus	X				X		Rides better loose/not crated
8	Takoda	X				X		Rides better loose/not crated
1	Tenali	X				X		Rides better loose/not crated
3-4	Tundra	X				X		
10	Iver		X			X		
7	Jacob		X			X		
1	Zakai		X			X		Stubborn about kenneling
6	Akela			X		X		Jumper/climber, may snap
9	Amaris			X		X		
13	Castiel			X		X	?	Hyperthermia
14	Cree			X		X	?	Will bite, difficult to catch, climber
7	Ember			X		X		Hyperthermia, jumper/climber
9	Indigo			X		X		
14	Kovu			X		X	?	Hyperthermia, jump/climb/dig
13	Mayari			X		X		May bite
6	Nala			X		X		Jumper/climber
11	Nysa			X		X	?	Hyperthermia
12	Reese			X		X		Hyperthermia
5	Sapphire			X		X	?	Capture Myopathy Possible
3-4	Trigger			X		X		
11	Wayaho			X		X		May bite
10	Zoey			X		X	?	Jumper/climber, may bite

## **Emergency Animal Sedation Reference Sheet - Oral Sedation Instructions**

Habitat	Animal Name	Weight	As Of	Drug Dose in mg - 11/19/21		
				Acepromazine	Trazadone	Gabapentin
1	Tenali	54.5 kg	3/18/22	--	100	--
1	Zakai	38.8 kg	8/27/21	25	100	600
2	Ashima	30 kg	5/23/21	50	200	1,200
2	Spartacus	48 kg	5/23/21	--	100	600
3-4	Tundra	~32 kg	3/18/22	--	100	300
3-4	Trigger	45.5 kg	9/7/21	50	100	900
Cabin	Pax	31.8 kg	8/26/21	--	100	--
5	Topaz	29.5 kg	9/19/21	--	150	300
5	Sapphire	34 kg	9/28/21	25	200	900
6	Akela	38.5 kg	11/7/20	50	150	1,200
6	Nala	36 kg	8/27/21	50	150	1,200
7	Jacob	44.9 kg	12/22/20	25	100	600
7	Ember	38.4 kg	8/27/21	50	150	1,200
8	Kira	38 kg	3/18/22	--	100	600
8	Takoda	42 kg	3/18/22	--	100	300
9	Amaris	54.3 kg	5/23/21	50	100	900
9	Indigo	48.3 kg	11/7/20	37.5	100	600
10	Iver	45.5 kg	2/19/21	--	100	900
10	Zoey	37.3 kg	10/1/21	50	150	900
11	Nysa	32.8 kg	10/1/21	50	150	1,200
11	Wayaho	51.3 kg	10/1/21	50	150	900
12	Outlaw	35.9 kg	3/19/21	--	150	900
12	Reese	50.5 kg	1/14/22	50	150	1,200
13	Castiel	33.2 kg	10/5/21	50	100	900
13	Mayari	33.2 kg	6/22/21	--	150	600
14	Cree	36.1 kg	10/1/21	50	250	1,200
14	Kovu	38.1 kg	11/7/20	50	200	1,200
16	Yuki	30.5 kg	11/29/21	--	200	300
17	Kieran	45.5 kg	10/5/21	50	100	600

**NOTE:** Acepromazine, Trazadone and Gabapentin are to be administered orally.

## ANIMAL KENNEL SHEET (example)



**W.O.L.F. Sanctuary**  
 PO Box 1544  
 Laporte, CO 80535  
 970-416-9531  
 info@wolfsanctuary.net

### Evacuation Site Information

Contact: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Location: \_\_\_\_\_



### Current Medications

No  
 Medications

<b>Name</b>	Tenali	<b>Sex</b>	IM	NM	IF	SF
<b>Companion</b>	Castiel	<b>Weight</b>	41.5 kg			
<b>Date Born</b>	28 - November - 2013	<b>Date Rescued</b>	23 - July - 2016			
<b>Microchip #</b>	985112004333881	<b>USDA #</b>	105			
<b>Color</b>	Brown & Grey	<b>Level</b>	3			
<b>Markings</b>						
<b>Notes</b>	Very social - will walk on a leash.					

## ESCAPED ANIMAL FLYER (example)



**Primary Contact Info**  
**W.O.L.F. Sanctuary**  
PO Box 1544  
Laporte, CO 80535  
970-416-9531  
info@wolfsanctuary.net

**Alternate Contact Info**  
Contact: Shelley Coldiron  
Phone #: 970-685-2772

<b>Name</b>	Cree
<b>Breed</b>	Wolf Dog
<b>Sex</b>	Spayed Female
<b>Weight</b>	~ 82 lbs
<b>Date Born</b>	06 - April - 2005
<b>Microchip</b>	004 632 093
<b>Color</b>	Brown Agouti
<b>Markings</b>	Scar on R elbow



**Cree is extremely skittish and will most likely avoid approaching people. If sighted, please call W.O.L.F. or Shelley Coldiron. Please do not try to approach as this will likely chase her further away.**