EMERGENCY OPERATIONS PLAN
Developed by

Chief Jason Weber, Marin County Fire Dept.
&
Halleck Creek Ranch Executive Director
Molly Scannell
August 2019

1740 OLD RANCHERIA RD.
NICASIO, CA 94946
415-662-2488
Making the Call
☐ Stay calm
☐ Be accurate
☐ Location of Emergency
☐ Telephone number of the telephone being used
☐ The caller’s name
☐ What happened
☐ The number of victims
☐ The victim’s condition
☐ The help being given

Remember
DO NOT hang up first - dispatcher may need more information

Emergency Information

This Phone Number Is: 415-662-2488

This Address Is: 1740 Old Rancheria Road

Nicasio; nearest cross street is Nicasio Valley Rd

Directions Are: Go straight onto Old Rancheria Road. (Look for green and white Halleck Creek sign at beginning of road.) Follow road 2-1/2 miles to a fork in the road; there is another Halleck Creek sign here Take left fork over big wooden bridge. Veer right through Halleck Creek gates when you come off bridge.

Sheriff: 911 or 415-499-6373 or 415-472-0911
Fire: 911 or 415-488-4321
Woodacre Dispatch Direct: 415-473-6717
Public Info Recording: 415-473-7191

HCR Staff:
555-555-5555 Ranch Caretaker, John Doe
4555-555-5555 Executive Director, Jane Doe
555-555-5555 Program Director, Tom Doe
555-555-5555 Vol Coordinator, Mary Doe
555-555-5555 Board Chair, Joe Doe

Veterinarians:
Dr. Jim Doe 555-555-555
Dr. Jamie Doe 555-555-555
Ranch Readiness

How to prepare your property for wildfire

Disclaimer: The content of this document is provided as a courtesy. The information and/or images contained within this document is designed for and intended to be used for the conditions that exist at Halleck Creek Ranch (HCR).

Information and/or images contained in this document are not intended to be offered as expert advice or services, and should not be used in place of consultation with appropriate professionals. The information contained in this document should not be considered exhaustive and the user should seek the advice of appropriate professionals.

In no event shall HCR and its agents, employees, directors and officers be liable for any liability, loss, injury or risk (including, without limitation, incidental and consequential damages, personal injury/wrongful death, lost profits or damages) which is incurred or suffered as a direct or indirect result of the use of any of the material, advice, or guidance in this document, whether based on warranty, contract, tort, or any other legal theory and whether or not HCR or any of its agents, employees, directors and officers is advised of the possibility of such damages.
Ranch Readiness Plan

Actions to Take at HCR
May 15 - November 1

• Be sure that ALL staff members are registered with ALERT MARIN (https://www.marinsheriff.org/services/emergency-services/alert-marin) and NIXLE (text your zip code to 888777 for mobile alerts)
• Keep trailer hooked up to truck if possible  gas tank full
• Defensible space around all buildings and sheds (incl. Pump house)
• Clean gutters on all structures
• Weed whack under any electric fence lines
• Put water tank in trailer manger and fill with water
• Put 100’ hoses on all spigots:
  o Main office, both sides
  o Near front of hay barn
  o In back (inside) of hay barn
  o In field across from office
  o On corner of Caretaker's house
  o Under apple tree near Caretaker's house
  o On hook up in pump house
• All hoses to have spray nozzles
• 10’ Metal ladders, shovels and buckets alongside main office and Caretaker’s house
• Place filled water troughs along alleyway to be used as potential paddock in emergency
• Check contents of both the Human Evac Go-Box as well as the Equine Evac Go-Box; update as needed
• Check Contents of Emergency Info Box on exterior of main office; update as needed
LIVESTOCK

- Clear defensible space around your barns, pastures and property just as you do your home. PRC 4291 requires clearance around all structures on your property.
- Plan ahead, know where you would evacuate the animals Contact your local fairgrounds, stockyards equestrian centers, friends etc. about their policies and ability to take livestock temporarily in an emergency. Have several evacuation routes in mind. If you don’t have your own truck and trailer, make arrangements with local companies or neighbors before disaster strikes. Make sure your neighbor have your contact numbers (Cell phone, work, home, etc.).
- Have vaccination/ medical records, registration papers and photographs of your animals (proof of ownership) and your Disaster Preparedness Kit.
- If you must leave your animals, leave them in a preselected, cleared area. Leave enough hay for 48 to 72 hours. Do not rely on automatic watering systems. Power may be lost.
- **Do not wait until the last minute to start evacuating!**

Livestock Disaster Preparedness Kit

- Hay, feed and water for three days
- Non-nylon leads and halters
- First aid items
- Wire cutters and a sharp knife
- Hoof pick
- Leg wraps
- Shovel
- Water buckets
- Plastic trash barrel with a lid
- Portable radio and extra batteries
- Flashlights

During a wildland fire, local animal rescue organizations work with law enforcement and fire departments to rescue as many animals as they can. In battling a wildfire, firefighters will do what they can but they are not responsible for evacuating your livestock. Firefighters may cut fences or open gates to free trapped animals.
After an Earthquake

- Locate everyone in the home. Check for serious injuries. Give first aid if needed.

- If it is dark, do NOT turn on a light switch or light a match. Either could ignite any gas in the air. Use a flashlight.

- Check for fire. Call 911 and evacuate if you cannot immediately extinguish it.

- Check for leaking propane gas. If you suspect a leak, turn off the propane at the tank(s). Immediately open windows to vent the area.

- Preserve your water supply. If water lines are broken, shut off the main water valve at the pump house or source. If the water heater is leaking, shut off the intake and outlet valves above the unit. The water in the heater is safe to drink and should be preserved.

- Check for electrical hazards. If you smell or suspect damage to the electrical system, either turn off the affected circuits or shut off the main breaker.

- Check for structural damage. Vacate immediately if there are major cracks in the walls, chimney or foundation. Aftershocks can bring a weakened home down.

- Evacuate to the Rally Point (Nicasio Square) in as few vehicles as possible. Be sure vehicles exit the ranch by going under the bridge, not over, in the event of unseen structural damage.

When a wildfire is approaching

- Alert everyone on the property.

- Turn off the propane at the tanks.

- Do not turn off the electricity.

- Close all windows. Leave unlocked.

- Remove all shades and curtains (except metal curtains) from windows.

- Move furniture to the center of each room, away from windows and doors.

- Close all interior doors.

- Do not turn on the irrigation. Firefighters may need the water.

- Move cars out of the way of emergency responders.

- Take your “Grab and Go” boxes near the first aid kit & in hay barn.

- Leave the lights on so firefighters can see in smoky conditions.

- Leave the doors UNLOCKED.

- Leave a note on the front gate indicating that you have evacuated.
Evacuation

How to prepare for evacuation
Stay Safe.
Stay in Touch.

REGISTER TO RECEIVE EVACUATION NOTICES & FIRE INFORMATION

**ALERT MARIN**
Emergency Alerts

**WHEN DO WE USE IT?**
- When ACTION is needed at a SPECIFIC ADDRESS
- Imminent flooding, wildfires, and evacuations with life safety implications
- During-event information about evacuation routes, shelters, transportation
- Other public safety incidents where lives may be at risk

**SIGN UP AT ALERTMARIN.ORG**

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**NIXLE**
Information Notices

**WHEN DO WE USE IT?**
- When INFORMATION is needed in a ZIP CODE
- Road closures, general updates, issues affecting larger areas
- Post-disaster information about shelters, transportation, or supplies
- Police activity and general public safety information

**TEXT YOUR ZIP CODE TO 888777 FOR MOBILE ALERTS**

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**SOCIAL MEDIA**
Twitter, Facebook, NextDoor

**WHEN DO WE USE IT?**
- Less critical and low-level UPDATES intended for larger populations
- Traffic updates, road closures, incident updates, and contact information
- Safety announcement, power outages, minor issues, frequent updates
- Disaster recovery resources

**TWEET.COM/MARINGOV**
**TWEET.COM/MARINHERIFF**
**TWEET.COM/MARINCOUNTYFIRE**
or Text “Follow MARINGOV” to 40404

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During wildfires, Marin residents should be prepared to monitor multiple sources for fire and life safety information. Emergency managers will use several methods to distribute fire information: Alert Marin, Nixle, Social Media, local TV and radio, and social media (Facebook and Twitter) are the primary outlets. Don’t neglect to use your own senses - look, listen, and smell for signs of fire and changing conditions!
PRE-EVACUATION PREPARATION STEPS

When an evacuation is anticipated, follow these checklists (if time allows) to give your ranch the best chance of surviving a wildfire.

Evacuation Checklist – How to Prepare for Evacuation:

Inside the Structures

- Shut all windows and doors, leaving them unlocked.
- Remove flammable window shades, curtains and close metal shutters.
- Remove lightweight curtains.
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter; turn off pilot lights.
- Leave your lights on so firefighters can see your structures under smoky conditions.
- Shut off the air conditioning.

Outside

- Gather up flammable items from the exterior of the structures and bring them inside (patio furniture, door mats, trash cans, etc.).
- Turn off propane tanks.
- Move propane BBQ appliances away from structures.
- Connect garden hoses to outside water valves or spigots for use by firefighters. Fill water buckets and place them around the house.
- Don’t leave sprinklers on or water running, they can affect critical water pressure.
- Leave exterior lights on so structures visible to firefighters in the smoke or darkness of night.
- Put your Emergency Supply Kit in your vehicle.
- Back your car into the driveway with vehicle loaded and all doors and windows closed. Carry your car keys with you.
- Have a ladder available and place it at the corner of the house for firefighters to quickly access your roof.
- Seal attic and ground vents with pre-cut plywood or commercial seals.
- Patrol your property and monitor the fire situation. Don’t wait for an evacuation order if you feel threatened.
- Check on neighbors and make sure they are preparing to leave.
EVACUATION ORDER

Fire is expected to arrive in less than 1 hour, with threat to civilian life. Evacuate immediately, do not delay to gather belongings or prepare the property. EVACUATE ALL PEOPLE IMMEDIATELY- do not stop to move horses or gather supplies.

Humans - NOT horses

- Evacuation Coordinator
  - Note: This person will be the LAST to leave the property!
  - Gather all persons in the courtyard immediately for evacuation
  - Take a head count and document the names of people on property
  - Assign a staff member to stage at entrance gate (with list of names) to track each person as they leave the property (to ensure no one is left behind!)

- Logistics
  - If possible, identify drivers with vehicles that provide maximum seat capacity (6 or more) and assign those as your drivers (but don't waste a lot of time on this, if people are hell-bent on driving their own vehicles, let them, but LEAVE AS A GROUP!
  - Divide passengers into vehicles and document who the driver and passengers of each vehicle are (VERY IMPORTANT: WE ARE ACCOUNTABLE FOR THESE PEOPLE!)
  - Send someone ahead on a quad with radio to manage traffic on the road
  - Give radios to FIRST vehicle to leave, and to LAST vehicle to leave
  - Instruct drivers to meet at the Nicasio Square for further instructions

EVACUATION WARNING

Fire is expected to arrive in 2 hours or more, with threat to civilian life. Evacuate as soon as possible. A short delay to gather your evacuation kit and prepare the property may be okay.

Humans

- Evacuation Coordinator
  - Note: This person will be the LAST to leave the property!
  - Gather all persons in the courtyard immediately for evacuation
  - Take a head count and document the names of people on property
  - Assign a staff member to stage at entrance gate (with list of names) to track each person as they leave the property (to ensure no one is left behind!)

- Logistics
  - If possible, identify drivers with vehicles that provide maximum seat capacity (6 or more) and assign those as your drivers (but don't waste a lot of time on this, if people are hell-bent on driving their own vehicles, let them, but LEAVE AS A GROUP!
  - Divide passengers into vehicles and document who the driver and passengers of each vehicle are (VERY IMPORTANT: WE ARE ACCOUNTABLE FOR THESE PEOPLE!)
  - Don't forget to account for the Operations Person(s) who may be sheltering the horses in place
  - Send someone ahead on a quad with radio to manage traffic on the road
  - Give radios to FIRST vehicle to leave, and to LAST vehicle to leave
  - Instruct drivers to meet at the Nicasio Square for further instructions

Horses

- Operations
  - Begin the process of sheltering the horses in place (see section titled "Shelter-in-Place")
PROPERTY MAP

EVACUATION ROUTE
Shelter-in-Place

How to shelter-in-place with humans and horses
SHELTER IN PLACE

Community members should stay secured in current location. Sheltering in place may be used when evacuation would cause a greater threat to life.

Humans

• Evacuation Coordinator
  o Take a radio to communicate with your Logistics Team Leader
  o Gather all persons in the courtyard immediately for sheltering in place
  o Take a head count and document the names of every person on the property
  o Consider sheltering in the tack room with the doors closed if/when fire comes through

• Logistics
  o Take a radio to communicate with your Evacuation Coordinator
  o Gather the following supplies to take while sheltering:
    ➢ Human Evacuation box (in right-hand bathroom, on shelf in shower)
    ➢ Human First Aid kit (in right-hand bathroom, in white cabinet)
    ➢ Equine Evacuation box (in hay barn on shelf above white shelving)
    ➢ Equine Grab-and-Go first aid kit ((in hay barn on shelf above white shelving)

Horses

• Operations
  o NOTE: Stop and SEEK SHELTER if at any time conditions become too hazardous to be outdoors and exposed!
  o Move the horses from the paddocks surrounding the hay barn to the paddocks along the alleyway, using the equine shelter-in-place map
  o Leave halters for each horse either hanging on a fence post near their gate OR on the ground in the dirt nearest the gate (dirt in not flammable!)
  o If time allows, move grain (not hay!) to the middle of the courtyard and/or arena (especially the barrels of Stable Mix pellets)
  o Park the truck, horse trailer, quads and welder/generator in the middle of the arena or courtyard to prevent them from burning in the fire
  o Seek shelter with the rest of the group and notify the Evacuation Coordinator that you've returned to the group
Equine Evacuation

Roles and responsibilities during equine evacuation
EQUINE EVACUATION

We will NOT evacuate horses in the order given by officials is an Evacuation Order or Shelter-in-Place. VERY CAREFUL consideration will be made with regards to evacuating horses during an Evacuation Warning.

The process of safely and effectively evacuating our horses will be lengthy and will likely take, at minimum, three hours (and still, that’s only 9 minutes per horse!). A fire that moves just 3 mph is one that firefighters cannot outrun!

Evacuation Coordinator (EC)
• Equipment needed: Radio, Evacuation Binder, pen and paper, cell phone, headlamp and safety vest
• Location: If possible, stand in one location and place yourself with clear visual of entire property
• Responsibilities:
  o Assign tasks and jobs for the incident/emergency and distribute equipment accordingly
  o Assignments include:
    ➢ Planning (1 person)
    ➢ Logistics Team Leader (1 person)
  o Accept or decline additional volunteer assistance
  o Send home unnecessary personnel and volunteers
  o Acquire information on the incident via the radio (AM740, AM810, or FM88.5) or by calling the Public Information Line and/or dispatch in Woodacre, the Marin County Fire Dept (MCFD) twitter feed, or the Facebook or Instagram accounts for MCFD

Planning: Reports directly to the Evac Coordinator
• Equipment needed: Roster of horse haulers and evac sites, cell phone
  o Get trailers in route or on standby!
    ➢ Using the list of contacts, phone as few people as necessary to procure enough trailers to haul the horses
      • DO NOT leave voice mails - only accept help from people you speak directly to, and who confirm they will come!
      • Note: HCR's trailers will fit a max. of 8 horses; HCR owns 20 horses + 3 goats
      • Inform haulers that the staging site for trailers will not be at HCR, but instead at the neighbor’s (____ Somewhere Drive), and that there will be a sign identifying it as such on the fence along the road
    ➢ Using the list of Receiving site contacts, confirm a receiving site for the horses
    ➢ Use the staff contact list to assign someone off-site to be the Receiving Site Director
    ➢ Once these tasks are completed, this person can shift into another role i.e. horse handler or traffic manager

Logistics: Reports to the Evac Coordinator
• Equipment: Radio, pen and paper
• Location: If possible, stand in one location and place yourself with clear visual of entire property (ideally near the Evacuation Coordinator, as YOU report to THEM.
• Assign the following roles/teams. THESE PEOPLE REPORT TO YOU, NOT THE EC.
  o Staging Site Director (1 person) (radio, directions to receiving site, equine evac box)
  o Horse Handlers (multiple people) (radio, equine ID tags, duct tape)
  o Traffic Managers (multiple people) (radio, headlamp, safety vest)
  o Supplies Manager (1 person)
**EQUINE EVACUATION** (continued)

**Staging Site Director**
- Equipment needed: Radio, safety vest, cellphone, horse ID cards, Acepromizine (Ace) with syringes and needles, printed directions to receiving site, roster of horses, sharpies, spray paint
- Location: Neighbor's barn - 1_____ Somewhere Drive
- Responsibilities
  - Trailer Coordination
    - Coordinate in-coming trailers and line them up (have them park) parallel to one another in field next to barn, facing the road to exit
    - DO NOT park trailers or vehicles in such a way that they block the road or driveway!!!
  - Horse Coordination and Tracking
    - Number horses using spray paint or grease sticks *before* they get loaded into the trailers
    - Record which horses are in which trailers on roster sheet, as well as what number they were marked with
    - Use sharpie to record each horse's number on their correlating horse card
    - Support horse handlers in the process of loading horses into trailers
    - Give haulers the equine ID cards that correlate to the horses in their trailers
    - Give haulers copy of printed directions to the receiving site
    - ALL trailers will leave TOGETHER, led by a Traffic Manager on a quad so as to prevent traffic on the road!

**Horse Handlers**
- Equipment needed: Radio, white ID tags for horses, duct tape.
- Location: Halleck Creek Ranch <---> Neighbor's barn (_____ Somewhere Drive)
- Responsibilities
  - Catch and halter horses in order of loading using the "Order of Horse Loading" page in the Evac Binder
  - Put ID tag in each horse's mane, securing them with duct tape
  - Calmly walk horses down the road to the staging area (Neighbor's barn) in pairs, at minimum
  - Calmly load horses into trailers, trying to keep horse friends together
  - Return immediately to HCR to prepare additional horses for evacuation

**Traffic Managers**
- Equipment: Quad, Staging Site signs for Katie's entrance, radio, headlamps
  - Traffic Manager #1
    - Stage at entrance to neighbor's along the road to direct trailers into her driveway
    - Be sure to tack the Staging Site signs on her fence near the address numbers
  - Traffic Manager #2
    - Stage on HCR quad with headlights on @ Rancho Nicasio-side of narrows on Old Rancheria
    - Help escort trailers through the narrows by riding ahead of them, stopping and notifying on-coming vehicles that there are trailers coming
EQUINE EVACUATION (continued)

Supplies Manager
- **Equipment:** Safety vest, cellphone, flashlight/headlamp, empty trash cans/storage boxes, vehicle large enough to put supplies in
- **Responsibilities:** Gather and load the following items from HCR property:
  - Main Office:
    - Laptops (3: Program Director’s, Volunteer Coordinator’s, Instructor’s)
    - From locked filing cabinet:
      - (key to unlock cabinet is located in (secret hiding spot))
      - Top drawer: Green binder containing lesson plans and rider profiles
      - Middle drawers: Staff, rider and volunteer files
      - Bottom drawer: Horse files
  - From right-hand cabinet above Volunteer Coordinator’s desk:
    - Horse Records binder (black, contains horse-related documents)
    - Lesson Schedule binder (blue, contains lesson schedules)
  - “Portable” Office Trailer (Executive Director’s office):
    - Laptops (2: Executive Director’s and Administrative Assistants)
  - Horse supplies:
    - Water buckets to go to receiving site
    - Medication for horses
    - Horse First Aid Kit

Receiving Site Director
- **Equipment:** Equine First Aid Kit (supplies manager will deliver this from ranch to site), cellphone, roster of horses, contact info of haulers, duct tape, extra halters, lead ropes.
- **Location:** To be determined, depending upon location/nature/movement of disaster
- **Responsibilities:**
  - Set up paddocks/stalls/high-lines
  - Label stalls if at mass evacuation site, i.e. fairgrounds
  - Set up water troughs and feed bins for easy filling
  - Find feed: Don’t forget, NO HAY for Iggy!
  - Plan how and where horses will be put for duration of the evacuation
  - Greet trailers and calmly support the unloading and placement of horses
STAFF PHONE NUMBERS

**DO NOT share these phone numbers with others unless given specific permission**

(names and phone numbers have been omitted to protect privacy; you'll need to include your own)
## Important Emergency Contact Numbers

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Name</th>
<th>Phone #</th>
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<tbody>
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</table>

## HCR Equine Evac Contact List of Potential Haulers

<table>
<thead>
<tr>
<th>Call Order</th>
<th>(listed in order of size)</th>
<th>Phone</th>
<th>City</th>
<th>Size/Type of Trailer</th>
<th>ETA to HCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Example</td>
<td>555-555-5555</td>
<td>Novato</td>
<td>6 horse gooseneck stock</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gate Code</th>
<th>Possible Evac Locations</th>
<th>Phone</th>
<th>Address</th>
<th>City</th>
<th># of horses</th>
<th>Trailer turn around?</th>
<th>Directions printed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>Example Ranch, Joe</td>
<td>555-555-5555</td>
<td>1 Somewhere Drive</td>
<td>Novato</td>
<td>21, all</td>
<td>yes, lots of room</td>
<td>yes</td>
</tr>
</tbody>
</table>
Order of Horse Loading
During an Emergency

Order of horses to evacuate by horse trailer:

1. Kaleki
2. Emmett
3. Jazzy
4. Finn
5. Historia
6. Buck
7. Lily
8. Coatsey
9. Iggy
10. Reno
11. Buddy
12. Talulah
13. Skippy
14. Biscotti
15. Minnie
16. Bella
17. Stella
18. Odie
19. Harry
20. Sam

<table>
<thead>
<tr>
<th>Trailer #1</th>
<th>Trailer #2</th>
<th>Trailer #3</th>
<th>Trailer #4</th>
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<tbody>
<tr>
<td>5. Historia</td>
<td>11. Buddy</td>
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<tr>
<td>6. Buck</td>
<td>12. Talulah</td>
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</table>
August 25, 2018

Nice Neighbor
1234 Right Next Door
Somewhere, CA

HCR Equine Evacuation Plan

Dear John Doe,

I wanted to follow up on our recent conversation and your kind offer to allow us to use your property in the unfortunate event that we might have to evacuate our horses from Halleck Creek Ranch. As I mentioned to you, the bridge across the creek that is the main access to our ranch may not be able to accommodate trailers that we might have to bring in to evacuate our horses. If we could stage trailers on your property, we would be able to walk our horses over/under the bridge and to your property, where we could load and evacuate them in the trailers. This will prevent us from inadvertently blocking the road, allowing emergency vehicles and evacuation traffic to pass as needed.

Obviously, we hope to never have to avail you of your kindness, but if I believe that an evacuation order is likely or that circumstances require quick action to evacuate our horses, I would contact you immediately before we staged any trailers on your property. Once the trailers are on your property, we would do our best to minimize any disruption to you and evacuate our horses as quickly as possible.

Please excuse the formality of this letter, but I was hoping to be able to document your permission to use your property in the event of an evacuation. As you know, at such times things can get confusing, and I simply want to make sure that if I’m challenged or questioned by anyone (i.e. law enforcement) when evacuating our horses, I would be able to show that I have your written permission to stage horse trailers on your property.

Again, many thanks for you kind support of Halleck Creek Ranch.

Sincerely,

Landowner

Acknowledged and Agreed:

Nice Neighbor (Have neighbor sign and agree here) 6-17-19
Utility Shut-Off Instructions

How to turn off the water, gas and electricity
Electrical shut-off

- OFFICE -

Electrical panel shut off. Located on left hand side of office.

Lock combination - TRIP

To shut off office and bathroom power pull MAIN power switch (located at top of panel) down.

To turn power back on push up.
Water shut-off

Green shed located at the far end of arena.

To shut off all water to ranch twist the blue left and right hand side knobs clockwise.
Gas shut-off

Two propane tanks located on property.

One propane tank located between caretaker house and barn.

Second is located behind main office.

To shut off gas on BOTH tanks turn knob on top of tank clockwise.

To shut off gas to caretaker house turn RED knob located on the BACK of caretaker house.

To shut off gas to office turn round knob clockwise located on the back right hand side of office.
Electrical Shut Off

- House and Barn -

To turn off power to care taker house and barn flip main switch (first switch on the right) to the right.
Misc. Lists

Lists of contents of human and equine grab-and-go boxes, etc.
Human Evacuation Go-Box Contents

- N95 Face Masks
- Bandanas (4)
- Drinking water bottles (3)
- Baby wipes
- Whistle
- Knife/multi-tool
- Instant cold pack
- Charging cables for phones
- Car charger
- Bandage variety pack
- Mini flashlights + batteries
- Crank radio/flashlight
- Paper + pen

Equine Evacuation Go-Box Contents

- 21 written name tags for horses
- 29 blank tags + pen
- 1 Radio + 2 batteries
- 1 roll duct tape
- 5 livestock marking pens
- 3 mini flashlights + batteries
- 4 N95 masks
- 4 bandannas
- 3 bottles of drinking water
- 3 pairs leather gloves
- 2 zip ties
- Paper + pen
- Sharpie pen
- Dormosedan (sedative) gel: 1 oral syringe
- Acepromazine (Acensedative)
- 3ml syringes & needles
- Typed list of animals on property
- Printed map of locations of animals
- Reflective safety vests
Contents of Emergency Information Box on Exterior of Main Office

- Google Map with Marked Locations of Animals
- List of Animals Located on Ranch, including:
  - Names
  - Ages (birth year)
  - Descriptions (type, breed, color, gender)
  - Number (i.e. 1 through 33)
- Google Map with Marked Locations of Electrical, Gas and Water Shut-Offs
- Emergency Info Card with Staff and Vet Phone Contacts

Equine Identification

**Equine ID Care should include:**
- Horse Name, Breed, Age
- Identifiable Markings
- Medications
- Feeding Details
- Vaccine Info
- Veterinarian name and contact
- Important Info about the Horse

**Equine ID Mane Tag should include:**
- Ranch Name
- Horse Name
- Contact Phone Numbers
- Important Info about the Horse
WILDFIRE EVACUATION CHECKLIST

If evacuation is anticipated and time allows, follow this checklist to give your family and home the best chance of survival. Complete the Family Communication Plan on the opposite side for each family member and keep in your “Go Kit(s).”

ON YOUR PERSON

☐ Dress all family members in long sleeves and long pants - heavy cotton or wool is preferable no matter how hot it is.
☐ Wear leather gloves, head, and eye protection - full coverage goggles are best.
☐ Cover your face with a dry bandanna or (cotton or wool) scarf over an N95 respirator.
☐ Carry a headlamp and flashlight (even during the day), cell phone, and spare battery.
☐ Carry car keys, wallet, and ID on your person.
☐ Drink lots of water and stay hydrated.
☐ Put your “Go Kit” in your vehicle.

PETS & ANIMALS

☐ Locate your pets and place in carriers NOW. You will not be able to catch them when the fire approaches.
☐ Be sure your pets wear tags and microchips.
☐ Place carriers (with your pets in them) near the front door, with fresh water and extra food.
☐ Prepare horses and large animals for transport and consider moving them to a safe location early, before evacuation is ordered.

INSIDE THE HOUSE

☐ Shut all windows and doors (interior too) and leave them unlocked.
☐ Remove combustible window shades and lightweight curtains; close metal shutters.
☐ Move furniture to the center of the room, away from windows.
☐ Shut off gas at the meter or propane tank; turn off pilot lights.
☐ Leave indoor and outdoor lights on for firefighters.
☐ Shut off air conditioning and house fans.

OUTSIDE & IN NEIGHBORHOOD

☐ Gather up combustible items outside the house (patio furniture, children’s toys, door mats, trash cans, etc) and place in garage or move them at least 30’ from structures (optionally: place in your pool).
☐ Close propane tank valves. Move small tanks away from structures.
☐ Connect garden hoses to outside water valves or spigots for use by firefighters. Attach squeeze-grip nozzles if you have them.

Fill water buckets and place them around the outside of house, especially near decks and fences. Don’t leave sprinklers on or water running - they are ineffective and can reduce critical water pressure for the entire neighborhood.

☐ Hosing your roof down is dangerous and ineffective. Clean your gutters and blow leaves away from house instead (only if time allows).
☐ Back your car into the driveway so it is facing out, with vehicle loaded and all doors and windows closed.
☐ Unlock and prop open fence and side gates.
☐ Place ladder(s) at the corner(s) of structures for firefighters.
☐ Seal attic and ground vents with pre-cut plywood or metal covers.
☐ Patrol your property and monitor the fire situation.
☐ Don’t wait for an evacuation order if you feel threatened.
☐ Check on or call neighbors and make sure they are aware and preparing to leave.
☐ Assist elderly or disabled neighbors.
☐ Carpool to reduce traffic when evacuating!

WILDFIRE & EMERGENCY “GO KIT”

Put together an emergency supply kit in advance and keep it easily accessible. Plan to be away from your home for an extended period of time. Each person should have their own Go Kit. Backpacks work great for storing these items.

☐ Bandana, N95 respirator, goggles, leather gloves
☐ Water bottles and food
☐ Map marked with two evacuation routes (if possible)
☐ Prescription medications
☐ Change of clothing
☐ Extra eyeglasses or contact lenses
☐ Extra set of car keys, credit cards, cash
☐ First aid kit
☐ Flashlight and headlamp with spare batteries
☐ Battery-powered radio and extra batteries
☐ Copies of important docs (birth certificates, passports, insurance policies, etc)
☐ Pet food and water, leashes, pet supplies and medications
☐ Spare chargers for cell phones, laptops, etc.
☐ Sanitation supplies

Items to take only if time allows:
☐ Easily carried valuables
☐ Family photos and other irreplaceable items
☐ Personal computer and digital information backups on hard drives and/or disks
Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children
Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

Through its *Ready* Campaign, the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. *Ready* asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.
Important Contacts

Lists of important contacts
Halleck Creek Service Providers:

Problem:  
Name of Company (Person to contact):  Contact #:

Heating:  
Smith's Heating  555-555-555

(Make your own list for your own home/facility/barn)
Neighborhood Contacts:

(add your own)