Storm Season & Beyond- Are you ready?

Critical Incident Disaster Plan

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Back to Nature Wildlife Refuge
FWRA- January 2025

Critical Incident Disaster Plan

- A "**contingency plan**" is one of the most important documents you must have.
- Maintain and update annually at minimum.
- May be state requirement.
- Is a USDA requirement if you are licensed under them.

- Mindful design approach-
  - Integrate all the requirements of all the governing agencies into one "**facility plan**", covering all the required basics while additionally filling out their required forms.
  - This should ensure you have done due diligence to comply and go beyond the requirements..
  - Do this whether you are obligated in your state or not, but because you will be better prepared in the event an incident happens- big or small.
  - Every facility and situation is unique and there is no one size fits all.

Critical Incident Disaster Plan

- Why have a plan?
  - Because disasters & unexpected incidents can happen quickly and without warning or ability to plan ahead.
- Any proactive preparation efforts may make the difference between saving your animals, your facility (and its reputation), your volunteers, and maybe even yourself.
- You will need to address 4 key factors:
  - **WHEN** you will activate your plan.
  - **WHAT** actions you will take to execute your plan.
  - **WHO** is responsible for taking action.
  - **HOW** will you accomplish it.

WHEN

- WHEN will you activate your plan?
- Emergencies come in all shapes and sizes and are not limited to just storms.
- Examples of situations that could arise:
  - Hurricane, tornado, severe weather, heat wave, cold spell, facility fire, brush fires, power outages or down lines, trees down, vehicle accidents, road closure, animal escapes, loss of personnel.
- Some situations are predicted, while others are in the moment and action must be taken immediately.

WHAT

- WHAT actions will you take?
- A carefully considered and written action plan should be in place to execute in response to each emergency situation in your plan that may arise affecting your operations.
- While you cannot plan for every possible situation, being as prepared as you can to address whatever may come up, will give you a greater chance of executing your plan successfully.

WHO

- WHO will be responsible for taking action and how while executing your plan?
- There must be written roles and responsibilities with assigned duties for staff and volunteers. This will be key to your successful planning and preparation and will directly affect your plan's execution through the duration of the event.
- Training of the staff and lead volunteers is extremely important to do on a regular basis.

HOW

- HOW will you carry out the plan?
- In planning and preparation phases, consider the supplies you will need, and how you will obtain them. And also a plan if you are unable to get the supplies you need before or after the event.
- If you have mutual aid agreements in place with other facilities, be sure that they are up to date, staying in constant communication throughout the planning process and uphold your promise to assist.

Critical Incident Disaster Plan

- Make sure that your team of staff, volunteers, interns, are aware of the **location** of the plan and that lead or key people have some working knowledge of what is in the plan so it can be executed to the best of everyone's abilities.
- The plan is only as good as those who know and understand their roles.

Critical Incident Disaster Plan

- DON'T FORGET TO PLAN for other possible unexpected situations.
- What if you are the licensee, you are away at symposium, on vacation and an emergency arose?
  - Create a guideline in your plan with expectations that can be reasonably executed by whoever the duties are assigned to or designee.
- Assigned duties (and to who) are required to be listed in your USDA disaster plans. Including the documentation of training of your plan.

Critical Incident Disaster Plan

- First and foremost…

TAKE A DEEP BREATH & STAY CALM

- If you cannot stay calm and think it through, the impending disaster will not be the only disaster you will mitigate.

Critical Incident Disaster Plan

- It would be impossible to address or detail every scenario, but most situations will have a common theme- the goal is just to plan the best you can and execute without hesitation.
- Start by closing down and locking the facility after escorting all public citizens and release non-essential people (less liability to worry about)
- Situations may happen immediately or spontaneously, but with hurricanes- you have preparation time

Critical Incident Disaster Plan

- Key personnel (staff/volunteers) should have an idea of their role immediately-but do not put them in harms way!
- You should have already had the conversation about **IF** they want to assist. Those that do not, send them home to safety without penalty for their decisions. Those who want to help will need a role/responsibility that is in alignment with an incident command system.

Critical Incident Disaster Plan

- In a potential evacuation situation-Do you stay or do you leave? If you stay, are you mentally prepared and understand that help may not be able to come for an extended period of time or in time- if at all. And is it safe to stay?
- Do you take the animals with you? Pros/cons and how do you choose? How will you track who they are with and where they are?
- Do you euthanize compromised animals when major storm events are near? What is your window of opportunity to stop/cut off releases prior to a predicted huge weather event?

Critical Incident Disaster Plan

- Do you have enough housing and resources to take them/ keep them offsite for a possible extended period of time? Where do you and/or they go?
- Do they have accommodations and permission to take them where you will go? Copies of permits will be needed and communication (between the licensee or designee) with your governing agencies is an absolute necessity.

Critical Incident Disaster Plan

- Be proactive and inform the governing agencies of the location information and who has the animals and their qualifications-if they are not all with the licensee or at the facility.
- Follow-up reporting with the governing agencies should happen as soon as the impending situation has happened or danger has passed and you have quickly evaluated the aftermath. Ask for assistance if needed. And again inform them when the animals have been returned to the main facility site.
- Be reminded, that regardless of the situation, the licensee is still responsible for all of the animals and their care. So, thinking ahead is extremely critical.

Critical Incident Disaster Plan

- If you are a volunteer or staff and you are assisting with evacuation or offsite housing of animals through the duration of a storm or disaster situation- you have now taken on the full responsibility for the safety, care and well being of those animals until they are returned to the licensee/facility.

Critical Incident Disaster Plan

- Considerations before allowing this to happen-
- This is only in an emergency situation - unless you are already an "Off-Site Volunteer" (in Florida was formerly referred to as a "Sub-Permittee") and have permission to care for rehab patients

Critical Incident Disaster Plan

- When designing your plan, try not to be exclusive to a specific incident but broad enough to cover numerous multiple situations. Be sure to include if an incident happens at an "off-site volunteer's" home while animals are under their care. Start with a basic plan and grow it to add more possible situations.

Critical Incident Disaster Plan

- Naturally occurring incidents and more can happen
  - hurricanes, storms and/or lightning that could cause fires (land/structural/electrical), earthquakes, flooding, tornado, extreme temperatures hot/cold, disease outbreaks, animal escapes, death onsite, hazardous material situation, attacks (animal/people) and on and on.. Start with what applies and add on.

FWC Critical Incident Disaster Plan Form

INSTRUCTIONS

- This two part form is to be completed and submitted or retained on file as indicated:
  - Part-A: To be completed and submitted with the initial or renewal application requesting authorization for the possession of captive wildlife.
  - Part-B: To be completed and retained at the licensed premises where wildlife is housed or maintained.
  - Part-B of the Captive Wildlife Critical Incident/Disaster Plan shall be made available upon request to Commission personnel. All employees and/or volunteers should be informed of the facilities critical incident/disaster plan.

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
DIVISION OF LAW ENFORCEMENT

CAPTIVE WILDLIFE CRITICAL INCIDENT/DISASTER PLAN

PART A: Complete and submit with initial or renewal application for license/permit. Please Print.

I. Applicant or Licensee Information:

Name: _____ Phone: ( ) –

Business Name: _____ Phone: ( ) –

Mailing Address: _____

_____ _____ _____
City State Zip Code

II. Facility Information: Location where wildlife is maintained

Facility Address: _____

_____ _____ _____ _____
City State Zip Code GPS Coordinates

Flood Zone: ☐ Yes ☐ No

III. Emergency Contact: (Person not living at facility location)

Name: _____ Phone: ( ) –

Business Name: _____ Phone: ( ) –

Mailing Address: _____

_____ _____ _____
City State Zip Code

IV. Veterinarian Contact Information:

Veterinarian:

Name: _____ Phone: ( ) –

Business Name: _____ Phone: ( ) –

Mailing Address: _____

_____ _____ _____
City State Zip Code

I certify that as part of the critical incident/disaster plan, **Part B** of this form is maintained on file at the facility location where wildlife is housed or maintained. Furthermore said information will be made available for inspection upon request of commission personnel. Said information indicates a detailed emergency plan, inventory of capture and transport equipment, and a schematic or graphic depiction of the facility.

_____ _____ _____
Name (Print) Signature Date

PART-A: Submitted with application for initial or renewal license/permit. Please print form with responses.

I. Applicant or Licensee Information:

NAME: Enter full name as indicated on the application for a license/permit requesting authorization for the possession of captive wildlife.

PHONE NUMBER: Enter emergency contact phone numbers for the applicant or licensee including business, home and/or cellular as applicable.

BUSINESS NAME: Enter Business name, if applicable, as indicated in the application for a license/permit requesting authorization for the possession of captive wildlife.

MAILING ADDRESS: Enter complete mailing address including City, State and Zip Code as indicated on the application for a license/permit requesting authorization for the possession of captive wildlife.

II. Facility Information: (Location where wildlife is maintained)

FACILITY ADDRESS: Enter the complete address for the facility location as indicated in the application for a license/permit requesting authorization for the possession of captive wildlife.

GPS COORDINATES: Enter the GPS coordinates in Degree, Minutes, and Seconds format for the facility's main entrance/exit. Leave blank if the coordinates are unknown.

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
DIVISION OF LAW ENFORCEMENT

CAPTIVE WILDLIFE CRITICAL INCIDENT/DISASTER PLAN

PART A: Complete and submit with initial or renewal application for license/permit. Please Print.

I. Applicant or Licensee Information:

Name: _____ Phone: ( ) –

Business Name: _____ Phone: ( ) –

Mailing Address: _____

City _____ State _____ Zip Code _____

II. Facility Information: Location where wildlife is maintained

Facility Address: _____

City _____ State _____ Zip Code _____ GPS Coordinates _____

Flood Zone: ☐ Yes ☐ No

III. Emergency Contact: (Person not living at facility location)

Name: _____ Phone: ( ) –

Business Name: _____ Phone: ( ) –

Mailing Address: _____

City _____ State _____ Zip Code _____

IV. Veterinarian Contact Information:

Veterinarian:

Name: _____ Phone: ( ) –

Business Name: _____ Phone: ( ) –

Mailing Address: _____

City _____ State _____ Zip Code _____

I certify that as part of the critical incident/disaster plan, **Part B** of this form is maintained on file at the facility location where wildlife is housed or maintained. Furthermore said information will be made available for inspection upon request of commission personnel. Said information indicates a detailed emergency plan, inventory of capture and transport equipment, and a schematic or graphic depiction of the facility.

Name (Print) _____ Signature _____ Date _____

III. Emergency Contact (Individual that does not reside at the facility location)

NAME: Enter the name of an individual responsible for assisting with emergency response or that may assist in providing contact information for the licensee/permittee in the event of a critical incident or disaster.

BUSINESS NAME: Enter the business name for the emergency contact if applicable.

MAILING ADDRESS: Enter the complete address including City, State and Zip Code for the individual responsible for assisting with emergency response or that may assist in providing contact information for the licensee/permittee in the event of a critical incident or disaster.

PHONE: Enter emergency contact phone numbers for another individual responsible for assisting with emergency response or that may assist in providing contact information for the licensee/permittee in the event of a critical incident or disaster. Include business, home and/or cellular numbers as applicable.

IV. Veterinarian Contact Information

NAME: Enter the name of the Veterinarian used to provide veterinary services for wildlife maintained at this facility.

BUSINESS NAME: Enter the Business name or clinic name for your Veterinarian.

MAILING ADDRESS: Enter the complete address including City, State and Zip Code for Veterinarian or Animal Clinic used to provide veterinary services for wildlife maintained at this facility.

PHONE: Enter contact phone numbers for the Veterinarian or Animal Clinic used to provide veterinary services for wildlife maintained at this facility. Include business and/or cellular numbers as applicable.

PART B: To be retained on file at the facility location and made available for inspection

I. **Emergency Plan** (Attach additional sheets as necessary)

Specific plan of action to be taken in the event of an emergency (natural disaster, fire, etc.) and critical incident:

PART-B: This Part is to be kept at the facility location and made available for inspection.

I. Emergency Plan: Enter a detailed plan that specifies what to do (who, what, where, when and how) in the event of a disaster and critical incident, to include:

-Levels of Action (Pre-event, Event, and Post-event)

-Action plan for securing wildlife on site.

-Action plan for evacuation including:

-Stating where all wildlife will be located and providing location and contact information.

-State how long the wildlife may be maintained at this location.

-Action plan for re-entry to facility.

All employees and/or volunteers at the facility are to be familiarized with the emergency plan.

II. Capture and Transport Equipment Inventory

A. Chemical Capture Equipment

(☐) Not Applicable

Emergency Contact Information:

Name: _____ Phone: ( ) –

Address: _____ Phone: ( ) –

_____ _____ _____

City State Zip Code

B. Physical Capture Equipment

(nets, catch poles, gloves, hooks, tongs, etc.)

Emergency Contact Information:

Name: _____ Phone: ( ) –

Address: _____ Phone: ( ) –

_____ _____ _____

City State Zip Code

C. Transport Cages and Vehicles

Emergency Contact Information:

Name: _____ Phone: ( ) –

Address: _____ Phone: ( ) –

_____ _____ _____

City State Zip Code

-CHEMICAL CAPTURE EQUIPMENT: Enter a detailed list of all equipment utilized for chemical capture (including drugs, delivery systems and supplies) and the location where this equipment is stored.
-EMERGENCY CONTACT INFORMATION: Enter the emergency contact information (including name, complete address, and contact phone number(s)) for the person(s) authorized to utilize such equipment. Attach additional sheets as applicable.

-PHYSICAL CAPTURE EQUIPMENT: Enter a detailed list of all equipment utilized for physical capture (including catch poles, nets, tongs, and other capture equipment) and the location where this equipment is stored.
-EMERGENCY CONTACT INFORMATION: Enter the emergency contact information (including name, complete address, and contact phone number(s)) for the person(s) authorized to utilize such equipment. Attach additional sheets as applicable.

-TRANSPORT CAGES AND VEHICLES: Enter a detailed list of all equipment utilized to temporarily house and/or transport wildlife, and the location where this equipment is stored.
-EMERGENCY CONTACT INFORMATION: Enter the emergency contact information (including name, complete address, and contact phone number(s)) for the person(s) authorized to utilize such equipment. Attach additional sheets as applicable.

III. Facility Information Checklist (Attach photo or drawing depiction of the facility lay out to indicate the following)

- ☐ Site plan of facility
- ☐ Location of access points to facility if access is controlled by fences, gates, etc.
- ☐ Location of area(s) where captive wildlife is kept
- ☐ Location of supplies (food, medicines, capture equipment, etc.)
- ☐ Location of each electricity and gas shutoff switch/valve

IV. Miscellaneous Emergency Supply Checklist

- ☐ Food
- ☐ Generator(s)
- ☐ Water
- ☐ Ice
- ☐ Medical Supplies
- ☐ Misc. Supplies

Location of storage and/or contact information for obtaining supplies

V. Current Animal Inventory (Attached)

III. Facility Information Checklist:

Attach supporting documentation that includes a schematic or graphic depiction of the facility indicating the location of the following, as applicable:

All facility access points (entrance(s) and exit(s)), diagram(s) of areas where wildlife is housed, location where emergency supplies are stored, location of each electrical and gas shut-off

IV. Miscellaneous Emergency Supplies Checklist:

Check applicable boxes or list any other miscellaneous emergency supplies. Document location where supplies are stored or contact information for obtaining supplies.

V. Current Animal Inventory

Attach a complete inventory of the wildlife maintained at the facility location. Include the total number of each species and any identifying methods (microchip number(s), tattoo(s), mark(s), scar(s), etc.). switch/valve.

Northwest Region 3911 Hwy. 2321 Panama City, FL 32409-1658 (850) 265-3676 **24-Hour Law Enforcement:** **(850) 245-7710**	**North Central Region** 3377 E. US Highway 90 Lake City, FL 32055-8795 (386) 758-0525 **24-Hour Law Enforcement:** **386-758-0529**
Northeast Region 1239 S.W. 10th Street Ocala, FL 34474-2797 (352) 732-1225 **24-Hour Law Enforcement:** **352-732-1228**	**Southwest Region** 3900 Drane Field Road Lakeland, FL 33811-1299 (863) 648-3203 **24-Hour Law Enforcement:** **863-648-3200**
South Region 8535 Northlake Boulevard West Palm Beach, FL 33412 (561) 625-5122 **24-Hour Law Enforcement:** **561-625-5122**	**Monroe and Collier County** **24-Hour Law Enforcement:** **305-289-2320**

State Warning Point Emergency: 1-800-320-0519 or 850-413-9911 Non Emergency: 850-413-9900 www.floridadisaster.org	Florida Department of Agriculture and Consumer Services Division of Animal Industry 850-410-0900 www.flsart.org

PART-B is to be kept on file at the facility location and made available for inspection upon request of Commission personnel.

USDA FORMS

OMB Control No. 0579-0479 (pending)

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
ANIMAL CARE

CONTINGENCY PLANNING PROGRAM

INSTRUCTIONS: This optional form or an equivalent format may be used to meet the requirement for a written Contingency Plan. This form may be used as a guideline for developing and writing a Contingency Plan. Pages or blocks which do not apply to the facility should be marked N/A. If the space provided is not adequate for a specific topic, additional sheets may be added. Ensure the additional sheets include Section and Item Numbers.
For more information, see 7 U.S.C. 2131-2159; 7 CFR 2.22, 2.80, and 371.7.

SECTION I. ESTABLISHMENT OF CONTINGENCY PLANNING PROGRAM

1. LICENSEE/REGISTRANT NAME	6. SITE NUMBER
2. BUSINESS NAME	
3. USDA LICENSE/REGISTRATION NUMBER	7. HOME TELEPHONE
4. STREET MAILING ADDRESS	8. BUSINESS TELEPHONE
5. CITY, STATE, AND ZIP CODE	9. EMAIL ADDRESS

SECTION III. IMPORTANT CONTACT INFORMATION

1. ATTENDING VETERINARIAN	10. POWER COMPANY
2. USDA INSPECTOR	11. GAS COMPANY
3. EMERGENCY MANAGEMENT AGENCY	12. WATER COMPANY
4. ANIMAL POISON CONTROL CENTER	13.
5. ANIMAL EVACUATION SITE	14.
6. FIRE DEPARTMENT	15.
7. POLICE DEPARTMENT	16.
8. HOSPITAL	17.
9. POISON CONTROL CENTER	18.

SECTION II. MAINTENANCE OF PROGRAM

Facilities must develop, document, and follow a contingency plan to provide for the humane handling, treatment, transportation, housing, and care of their animals in the event of an emergency or disaster. Make sure your contingency planning addresses the basics by completing this optional form.

The process of contingency *planning* is more important than an actual plan, especially if the plan is never revisited. Review your plan once a year, at minimum. Practice your plan through drills with employees. Use the reviews as an opportunity to improve your plan (e.g., add new triggers you had not thought of before, update contact information for all employees, add backup sources for feed, assess your training). Make sure your contingency plans as well as all annual review documentation are available to USDA upon request.

For more tips on planning, visit
https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/sa_animal_welfare

I have read and completed this Contingency Planning Program and understand my responsibilities.

Licensee / Registrant _____ Date _____

IN THIS SPACE LIST THE DATES AND INITIAL WHEN YOU REVIEWED AND CONDUCTED DRILLS ON THIS PLAN. ADD MORE PAGES AS NEEDED.

USDA FORMS

SECTION IV. SITUATIONS THAT WOULD TRIGGER YOUR CONTINGENCY PLAN

(Add more pages as needed.)

What are common risks to your animals? What types of hazards have you experienced in the past at your facility?

Here are some examples.

- ☐ Electrical outages
- ☐ Faulty HVAC systems
- ☐ Fires
- ☐ Animal escapes
- ☐ Feed and water supply disruptions
- ☐ Road closures
- ☐ Natural disasters such as

☐ Other situations:

List other hazards and provide details below.

USDA FORMS

SECTION V. SPECIFIC TASKS TO PREVENT AND RESPOND TO POTENTIAL HAZARDS LISTED IN SECTION IV *(Examples of tasks required in emergency situations: Animal evacuation to temporary housing; shelter-in-place; provide backup sources of food and water; provide backup methods of sanitation, ventilation, bedding; provide backup veterinary care and medications; contact local emergency management, public safety and/or law enforcement; contact all employees; contact your USDA Inspector; contact your Attending Veterinarian; establish Safety Leader)*	SECTION VI. RESPONSIBLE PERSON FOR THE TASK	SECTION VII. DETAILS NEEDED TO PERFORM THE TASK *(Consider physical materials, other resources, and training)*
(Example only) *Use back-up animal feed*	*Animal Husbandry Manager* *Cell 111-111-1111*	*Plan for 2 alternate feed sources at all times, keep 7 days' emergency feed on hand in Storeroom 1, use and replace emergency feed stock monthly to prevent spoilage; train staff on monthly stock rotation*
(Example only) *Contact all employees in emergency situation*	*Staff Manager* *Cell 222-222-2222*	*Maintain a way to contact employees when they are both on-site and off-site; keep contact list updated; perform drills to ensure all employees are trained*

BACK TO NATURE
WILDLIFE REFUGE
& EDUCATION CENTER

CRITICAL INCIDENT DISASTER PLAN

UPDATED January 2025

BACK TO NATURE WILDLIFE REFUGE & Education Center

Critical Incident Disaster Plan

INDEX

BACKGROUND INFORMATION

This Emergency Plan is designed to cater for most emergency situations – hurricanes, floods, fires, toxic fumes, tornadoes, animal escapes, world health crisis events and so on. While it cannot preempt every type of problem, it does provide a useful planning and preparation guide. All refuge volunteers should be aware of the contents of this guide so that they will have the background knowledge to be able to react professionally in every situation.

We may be expected to assist wild animals as well as temporarily house domestic animals (until transfer of domestics can be made). If not directly impacted, Back to Nature may be networking with other rehab facilities and may be receiving animals from other parts of Florida to lighten their load and do what we can to help them get back on their feet. We will need every available volunteer to help with the extra workload. This may include assisting other agencies, such as FWC, USFWS, USDA, Animal Services- Orange and Osceola, Local Police Department or Sheriffs Offices if requested and if we are able and capable of assisting.

BACKGROUND INFORMATION CONTINUED…

The timeline checklists in this plan are designed with hurricanes in mind. In the case of wildfires or other short notice emergencies, the checklists should be used as a guide. Each item may not be appropriate for every occasion. Commonsense must be used.

The Evacuation Checklist will be used if there is likely to be a direct hit by a hurricane, or if fire or toxic fumes or other reason threatens the refuge.

In all situations, keep calm! Well thought out actions are better than panic reactions.

This plan will begin updates prior to hurricane season each year for any necessary changes to be implemented by April 1st.

The refuge will be divided into zones. Zones 1-5, beginning at parking lot of facility and continuing throughout the entire property, including the rehabilitation area. The level of an emergency will be rated within that zone by degree of importance. The current zones are as follows:

Zones:

Zone 1- Parking Lot

Zone 2- Front Entrance & Buildings

Zone 3- Wildlife Walk

Zone 4- Rehabilitation Area

Zone 5- Honey Bee Trail

SUPPLY CHECKLIST

INVENTORY the following items by April of each year ALL STAFF ASSIST

Many of these items are already available at the refuge and should be checked/serviced, etc. Other items should/can be requested from the general public. All items listed may not be needed.

- Bleach/Chlorine, Dawn dish soap, & other specialty cleaners
- Flashlights, Solar lights
- Batteries (all sizes)
- Air Tight Containers/Totes with lids
- Trash bags/Zip Lock Bags- all sizes
- Rubber/plastic Garbage Cans and lids (without holes)
- Pet Carriers/Cages/Water Bottles (lickers) and dishes (possibly look for biodegradable plates)
- Rubber Boots (any sizes), Rain Gear
- Bottled Water (Bottles/Gallons), Gatorade (powdered/pre-made), Assorted drinks/flavor packets
- Gas Generator, Gas cans and gasoline for gas generators/Oil for generators
- Heavy-duty extension cords and appropriate generator cords
- Air Mattresses and hand pump/sleeping bags/camping equipment

SUPPLY CHECKLIST CONTINUED…

- Lanterns/Portable camp gas stove and fuel
- Tarps (any size), Zip ties & Bungee cords (any size), C-clips/fasteners/Rope/Bread ties/hair ties
- Ice Coolers
- Seal a meal & bags, 2 week supply dry dog/cat food -Can be placed in cans, totes or 5 gallon buckets
- 2 week supply canned dog/cat food and HAND cranked can openers and knives on hand at all times
- 2 week supply base foods goat feed, cracked corn, monkey biscuits, emu feed, tortoise and rodent chow, waterfowl food, bird seed and all milk/hand feeding &critical care formulas on hand at all times.
- Syringes/needles and basic medications (assorted) to be on hand and nebulizing solutions in lock cabinet. Inhalation anesthesia solutions in double lock cabinet. Update treatment protocols if needed.
- Service lawn equipment and be sure extra parts available- filter, spark plug, blade, string as available
- Check fire extinguishers to ensure are in date, in working order and at their proper locations.

Note: BTN Gas Generators and equipment should be run monthly to ensure working properly. (Orange County)

A schedule should be set up to check these items monthly during Hurricane season. (BTN Staff)

An inventory list of on hand items and items needed shall be posted and checked off and dated as obtained. (BTN Staff)

GENERAL PREPAREDNESS – Begin by April 1st each year

1. Hurricane season is likely the most likely incident this plan will relate to but will not be limited to only that type of event. Hurricane season is from June 1 and runs through Nov. 30 every year. It is certainly possible for other events to occur and precautions must be taken accordingly for any possible situations.

2. All staff and volunteers must read or re-read this plan annually and sign to be sure their responsibilities are understood, and to inform them of any updates and/or changes. Reading of the plan will be part of the volunteer orientation program. (Assistant Director)

3. During hurricane season, monitor the Weather Channel and weather alerts daily, charting any potential threatening storms. This task may be assigned based on availability and access to monitoring. A weather radio will be placed in the Food preparation and Clinic Building for monitoring. (Director & Assistant Director)

4. Ensure that wood, metal, aluminum, etc., (any thing that could become a projectile) lying around BTN is kept to a minimum & stored/secured especially during hurricane season. Keep recycling cleaned up consistently. (Animal Care Supervisor & Project Manager)

5. Maintain smaller amounts of frozen foods more frequently during storm season when possible. Minimize freezer space if possible and keep extra bags of ice in freezers as possible. This will keep the freezer cooler and keep electric costs down. Have freezer key ready to lock freezers down for impending hurricane. (Animal Care Supervisor and Animal Care Staff)

GENERAL PREPAREDNESS CONTINUED…

6. Keep extra stock on hand of dry feed, as the feed stores will have minimal product in the event of a disaster situation. Keep additional storage containers on hand during the season. (All staff monitor)

7. Begin collecting for the supply checklist, ensuring that the most needed supplies are kept at excess. Except for frozen items. (Director & Assistant Director with all staff assistance)

8. Remove dead tree branches and trim other limbs as necessary. Remove/Recycle any unnecessary flammable items to minimize fire risk. This should be done regularly as a regular practice. (Director & Assistant Director)

9. Fill rain catch barrels with water when there is a threat of fire (these are extra trash cans/barrels placed in strategic locations). Especially during dry season. Must stay covered to prevent mosquito larvae. (All staff monitor)

10. Keep the Volunteer/Intern list up to date. Assistant Director will make sure that all staff has the latest list. A Lead volunteer or designee by Volunteer Coordinator may make the initial contacts for requesting assistance, as directed. Contact may be made through call, text, email, or through the best group means which is the Volunteer/Intern FB page.

GENERAL PREPAREDNESS CONTINUED…

11. Inventory cages and carriers to ensure enough will be available for permanent animals and expected and current rehab. Check to be sure all are in safe and good working order. Correct/dispose of/acquire additional as necessary. Send requests on FB, BTN newsletter and website. Contact news media as needed (Director, Assistant Director, BTN Board).

12. Check all carts and wheelbarrows ensuring the tires are properly inflated and in good order. (Project manager, Animal Care Supervisor)

13. Be sure generator is checked, ready and all necessary cords, oil and fuel are available and accessible. (Orange County)

14. Update the Emergency Housing form as needed. (Director/Assistant Director)

15. Check all saws to be sure are in good working condition/repair as necessary- pole, hand, electric, gas, battery. (Director, Assistant Director, Project Manager)

VOLUNTEER ASSISTANCE

In the event of a rapid callout being required (wildfires, fumes, etc.), the following will be making the necessary calls: Brief all volunteers on the situation, plan, and safety procedures.

Primary: Assistant Director/Volunteer Coordinator

Alternate: Animal Care Supervisor or other designee

The volunteers will be been arranged into three groups:

Group A: 1st responders -Staff and Lead volunteers, and those with home locations closest to BTN

Group B: Back up – Volunteers a bit further out, capable of assisting with the situation at hand but may take longer to respond or reach BTN

Group C: Will not rarely be called for activation due to distance or health reasons- but possibly still utilized, dependent upon the situation.

Only Group A will be contacted unless additional help is determined to be needed.

The Staff and Lead volunteers are in constant communication on typical day to day basis consistently already. The BTN Volunteer/Intern FB page and texting will be the main source of contact through the storm.

72 HOURS BEFORE -Hurricane ALL STAFF & LEAD VOLUNTEERS ASSIST

1. Start putting away anything left that might fly around. This should be monitored consistently during hurricane season already so it does not become a last minute effort.

2. Call for extra water delivery, although during storm season, extra is best to always have on hand during peak season.

3. Double check all tie downs on cages and cage roofs. Tie down/secure any cages/roofs that aren't secure.

4. Remove all recyclables. Scrub and secure recycling containers to serve as rain catch barrels.

5. Clean all garbage cans and tie cans to fence at key points. Keep lids on until 12-hour mark.

6. Prepare all carriers and transports. Be sure they are safe, secure, and in good working order.

7. Executive Director will work with Media Laison (if not them)to prepare the PSA to fax or email for each radio and TV station. Media Laison will be responsible for ensuring the distribution to each station or point of contact. A designated person will be appointed to distribute the PSA's to the media. (Media laison may be the Executive Director if necessary)

8. Make arrangements and release all rehabilitation animals ready for release.

72 HOURS BEFORE CONTINUED…

9. Start and run generators and other and other gas equipment to be sure they are still working. Fill all available gas containers. Be sure extra oil, of appropriate kinds are on hand.

10. Advise Boni of any details or any necessary information on the emergency.

11. If time and weather permits- mow and clean the grounds to minimize bugs, snake hiding, standing water, etc., minimizing a larger job later, then secure all lawn equipment and tools.

12. Be sure all vehicles necessary are gassed up. Double check that additional fuel and oil was purchased for any other equipment.

13. Create list of animals approved to be housed offsite and which staff person is responsible. Be sure to have the have Emergency Housing consent forms filled out and each person has a copy of the facility permits. Send the list to FWC (Rick Brown), USDA (David Mersereau) and USFWS (Resee Collins) immediately once it is determined if we will be evacuating, this would likely be at the 36-48 hour mark. (Director & Assistant Director coordinate)

14. Contact all volunteers with the latest information on our situation at the refuge and the plan to be carried out via FB, email, text or phone. (Assistant Director or designee)

15. Be sure all public visitors are escorted out of the facility and the parking lot gates are locked down except as needed for volunteers. Place signs on the gates and post on website and other social media indicating we are closed temporarily due to impending weather conditions. It is unsafe to have them in the facility as we are in preparation mode. (All staff)

36-48 HOURS BEFORE

1. Assistant Director/Volunteer Coordinator or designees will call volunteers on first response list to give update.

2. Remove vulnerable animals and put in carriers or cages. Get them to safe housing if necessary. Be sure that adequate food, dishes, bedding and cleaning supplies are available for the animals leaving the compound grounds. Copies of letters of emergency consent to house for BTN remain onsite and copies of permits must accompany the animals at all times. (Director is responsible for relaying this information to FWC,USFWS & USDA and follow-up after the storm, etc.) (All staff assist)

3. Place all food bins on one side of food room (to make space for extra shelter houses pulled from cages). Be sure all food bins are clean and stocked with lids tight and bungeed closed. Secure dishes in sealed totes or trash bags if possible in the event the food shed is damaged. (All staff assist)

4. Remove all dishes, toys, bedding, and shelter houses from cages where animals removed, wash and dry them, then put them in the food room. Anything that could be a projectile needs removed, secured or tied down. (All staff & lead volunteers assist)

5. Clean and secure cages, fastening any benches or shelters remaining to the sides of the cage to prevent them from flying if possible. Ensure locking the cage behind you, as well as the perimeters. (All staff & lead volunteers assist)

6. Remove hoses from spigots and secure them to fences. Turn off water at ball valves located on each line and at the well in case of pipe line break. (Animal Care Supervisor & Project Manager)

36-48 HOURS BEFORE CONTINUED…

7. Place all bedding into garbage bags and tie shut. Place bags into available garbage cans and secure lids to prevent bedding from getting wet if available or necessary to protect from weather. (Volunteers/Interns assist)

8. The Executive Director will notify FWC, USFWS and USDA of any animals being housed off site and the contact information of the BTN person housing them.

9. Deposit all onsite funds & make sure extra cash available for emergencies when credit card purchases cannot be made. (Director)

10. Be sure all evacuation routes are clear of debris and any items that could impede safety. (All Animal Care Staff & volunteers)

11. Remove Solar lights and any other lights hanging outdoors, heat lamps, fans and cords and secure inside building or a shed. (Animal Care Staff & volunteers)

24-36 HOURS BEFORE

1. Put 1 cup of bleach in each of the cleaned garbage cans and fill the cans with water. Attach other cans/wagons and do not fill so they collect rain water. If can is not full, leave lids off and place lids in food shed. (Volunteers)

2. All items under wash table put neatly into the food shed. (Volunteers)

3. Double check the outside solar lights, electrical cords or electrical sources to be removed, secured up off the ground, and turned off and unplug everything possible, placing cords and fixtures inside shed for temp storage. (Director/Assistant Director)

4. Turn the freezers and fridges to the coldest setting. If ice has not been placed in them, if available, do so at this time and then lock them. Be sure the key is in the food room and also in the key box. (Director/Assistant Director)

5. BTN Staff will do a safety check of the refuge and ensure everything is secure, all animals are safe, etc. Final check of loose items, etc. (Go through Checklist)

24-36 HOURS BEFORE CONTINUED…

6. Be sure all medications are put up and locked down tight in lock cabinets. (All BTN Staff)

7. All staff onsite will ensure that all personnel is evacuated and gates are locked down and that everyone is out. Lock down compound.

8. Get to safe place. You *DO NOT* have permission to return on your own to the refuge until after the storm passes and the all clear is given by the Director and/or Assistant Director.

9. By now (at the 12 hour mark) the facility should be secured, evacuated from staff, volunteers and interns and locked down. Everyone should be at their safe place and in final preparations for storm passing.

After the Storm

1. Volunteers **DO NOT** attempt to reach BTN until it is safe to do so and only when/if a curfew is not in effect and you have been requested to do so. Please exercise extreme caution when driving due to debris and possible down power lines and tree limbs.

2. **Back to Nature is already designated as a non-smoking facility. DO NOT SMOKE** – after a disaster, there may be gas leaks and numerous toxins in the air that could become flammable, and toxins on the ground that could be ignited very easily. If you must, you are required to go completely off BTN grounds- which means down the street. DO NOT throw butts down. DO NOT extinguish in water as there could be flammable materials in puddles.

3. Go through post storm checklist once it is safe to do so.

4. There will likely be debris all over. Please exercise extreme caution and common sense. Closed toe shoes/water/rain boots and shirts must be worn. Bring raingear and work gloves will be needed. Hard hats may be required in some areas, depending on damage.

5. Habitat assessments will be done by staff and lead volunteers to determine if safe to return animals as quickly as possible. This is the main focus.

6. Once the facility is assessed for safe return of animals, ALL animals are required to be back onsite within 24 hours. All the governing agencies will be notified by Executive Director or Assistant Director that all animals are onsite and accounted for and give facility assessment report.

WILDFIRE OR BRUSH FIRE

In the event of a wildfire or brush fire, most times there may not be a preventable option. These may happen due to a lightning strike, a control burn that got out of hand or carelessness of humans.

However, should this happen there are steps that can help minimize the threat to the facility or assist until help arrives.

1. Keep all brush/debris cleaned up as much as possible. This is called fuel, named as such because it gives the fire fuel to keep going.

2. Maintain trees and moss the best possible.

3. Keep all fire extinguishers up to date (October is usual inspection time) and test fire alarm system as instructed by the monitoring company, Signature Systems.

4. Water hoses must be adequate length and in good condition and able to reach the property fence line in the event the fire is on adjoining property. Be sure spray nozzles are also properly working and in good repair on each hose.

5. If you see something, CALL FOR HELP FIRST while evaluating the situation. The staff may call for an immediate evacuation of all visitors to be escorted to safety. Evacuate the premises of all non essential personnel also. Assign willing volunteers specific areas to look out for burning embers, fires, etc.

WILDFIRE OR BRUSH FIRE CONTINUED…

6. Remove all animals possible from the enclosures closest to the fire first. Then the ones the most sensitive to smoke and then the ones that are furthest away. Move them to a safe area or begin evacuating them off premises immediately- depending on the nature of the emergency.

7. The fire department will use water tanker trucks to assist if necessary, (no fire hydrants nearby). The water tanker will hook up in the parking lot to the "dry stand pipe" by handicapped parking and at the hammerhead at the dry standpipe. The water will be pulled through the standpipe to the fire truck. This procedure takes time, as we do not have a reliable source of water onsite to address this need. There will be lag time for this technique.

8. It may take up to 20 minutes for arrival (as per fire department staff) since they have to fill the tankers with water to assist. We will be on our own until they arrive. It is our duty to wet everything the best we can to slow down the fire.

9. In the event of a brush fire, the fire extinguishers WILL NOT be useful, the water hoses are our best bet until help arrives (as per fire department staff).

10. Be sure to wear a mask or breathing apparatus or a hankerchief that is wet down to try to prevent smoke inhalation. Masks will be by each first aid kit located in each building.

REFUGE EVACUATION

A short notice evacuation of the refuge is probably one of the most difficult and stressful things imaginable for the Staff, volunteers and the animals. It will only be done as a last resort.

REMEMBER: SAFETY FIRST

DO NOT PUT YOURSELF OR ANY OF THE ANIMALS IN JEOPARDY BECAUSE OF YOUR PANIC REACTION TO A DIFFICULT SITUATION

NORMAL HANDLING AND SAFETY PROCEDURES APPLY

DO NOT TOUCH AN ANIMAL YOU ARE NOT TRAINED OR AUTHORIZED TO HANDLE

REFUGE EVACUATION CONTINUED…

Once it has been determined that the refuge needs to be evacuated:

NO ANIMALS ARE TO LEAVE THE REFUGE WITHOUT THE APPROVAL OF THE LICENSEE (Debbie Helsel).

1. The Class II animals or those too large and not able to be transported easily or safely will be safely secured onsite inside their habitats with barnyard animals remaining loose inside their habitats. Only the Director is currently permitted to house them offsite in an emergency situation.

2. The primary evacuation place for the smaller animals if possible- will be determined based on the emergency. The smaller animals may also be taken to a secure building and some may be taken out of the local area that is expected to be affected, but no more than 60 miles. These animals will be with staff or approved lead or core volunteers. At this point, Emergency housing forms will be filled out and that information will be provided to the necessary agencies by the Executive Director or designee. This is last resort.

3. The Executive Director and/or Assistant Director will brief all volunteers on the situation, the plan, and a reminder of safety procedures and concerns.

4. Place a sign on the front gate and parking lot gates telling the public that due to the impending storm/emergency, the refuge is temporarily closed for visitation, but if they have an injured wild animal to call the number listed. Post on social media sites and website about the temporary closing for the storm. (Assistant Director)

REFUGE EVACUATION CONTINUED…

5. Get all available carriers and place them at the entrance to the cages of the medium and small animals. Perches for Birds of Prey needed as well. These items should be ready and stored in a safe area nearby for the animals. (All Staff assist)

6. Remove animals from enclosures cages, using proper handling techniques and place in appropriate cage or kennel and take them to the staging area for identification and pick up by designated keepers during the storm. Once all the animals that are going to be evacuated have been removed from their cages, make a final check of the cages and grounds to ensure that everyone is accounted for (animals and volunteers). (All staff assist)

7. Perform a lock down of all areas. (All staff assist)

8. Be sure all gas, water and electrical sources have been stored and/or turned off properly. (Director & Assistant Director)

9. Get all volunteers out of the facility. Secure and lock the main entrance gates. In the event of lightning, ensure everyone gets indoors, keeping clear of metal buildings, cages and trees. (All staff assist) Director & Assistant Director will ensure staff has safely left the compound grounds)

IN THE EVENT OF AN EMERGENCY EVACUATION DURING BUSINESS HOURS:

Follow the emergency evacuation routes. They will be posted on each door of the buildings and by each access gate within the compound. Absolutely NO civilian should be in the compound.

IN THE EVENT OF FIRE OR RISK OF BUILDING FIRE

In the event of a fire in a building, pull the fire alarm and evacuate the building of animals and personnel as quickly as possible while assessing the situation. Grab the fire extinguishers and do the best you can if it is safe to do so until help arrives. Evacuate the facility until the fire department gives the all clear it is safe to return. Remember it can take up to 20 minutes for fire/rescue. Do Not risk your life

POSSIBLE RISK OF FIRE especially during dry season

Keep the refuge raked and debris cleaned up to prevent additional fire "fuel". Prepare the refuge for an evacuation in case it becomes necessary. See evacuation checklist.

Connect and have available all water hoses. Un-kink the hoses. Make sure all hoses and nozzles in good repair and working order.

If impending fire only, such as brush or structure fire nearby, start wetting down all vulnerable areas: All roofs and wooden structures, trees, plants…

Ensure fire point drums/rain barrels are full of water AND buckets are available nearby.

ACTUAL FIRE

1. Radio staff: "ACTIVE FIRE EMERGENCY ACTIVE FIRE EMERGENCY" and give the Location. CALL 911 immediately. It may take fire/rescue up to 20 minutes to arrive.

2. Stay calm!

3. Evacuate public from entire facility until situation is handled/resolved, to ensure safety of individuals and animals. Remove any vulnerable animals if possible. Follow the emergency evacuation routes. USE EXTREME CAUTION AND CONTROL TO NOT CREATE PANIC IN VISITORS.

4. While ensuring safety, dial 911, if fire in a building, the alarm should have already been sounded by monitoring system. Do not rely on the system to always be 100% accurate as sometimes systems can fail, use common sense and visual observation too.

5. Lock refuge down from public access once evacuated. Remember to check bathrooms also.

6. If burning embers start coming over BTN, evacuate any vulnerable animals and personnel as quickly and safely as possible from that area.

7. Fight fires as necessary with hoses and buckets of water, until qualified help arrives. Wet down everything in the potential path of the fire.

8. IF AN ELECTRICAL FIRE, call 911, shut off the main breaker to the building. The fire extinguishers WILL be used. WATER IS NOT the best option here. DO NOT turn power back on until checked by licensed electrician for safety. An investigation by the fire marshal will happen at this point.

Animal Escapes

Should an animal escape at the facility the following should be immediately initiated:

1. Immediately alert/radio the staff or call out/yell for help.
2. Track its movement and **do not lose sight of the animal** or have someone watch it while you get help.
3. Lockdown the facility as fast as possible and have a volunteer escort public citizens outside the perimeter fencing or into a building, if potentially dangerous situation.
4. Round up all staff and volunteers to assist the safest way possible. Monitor the gates and possible escape routes. If it is a bird and can fly, there isn't a way to catch it unless it is non-flighted.
5. Grab nets and gloves quickly.
6. Once secured and back into enclosure, the enclosure must be inspected for potential breaches in safety and all personnel retrained in safety procedures.
7. If the animal escapes the facility, the governing agencies must be notified immediately. Do not lose sight of the animal if at all possible and call in more volunteer help to assist in locating and retrieving the animal.

Venomous snakes

1. Alert staff right away.
2. Do not approach and do not lose sight of the animal but monitor from a safe distance. Staff will determine the best way to address the situation.

Power Outages

Short term power outages due to afternoon storms or other:

1. BTN staff will report the outage to OUC's power outage line (407)423-9018. The response is typically 1-2 hours.
2. Do not empty any drinking water containers in the habitats until after the water has been restored.
3. Minimal opening of refrigerators and chest freezers.
4. If multiple hours or the well has an issue from the outage, a boiled water alert may be sent to BTN by the contracted well company.

Power Outages CONTINUED…

Long term power outages due to severe storms, power line damage, structural damage etc.

1. If reporting to OUC's power outage line (407)423-9018 has been done and it will be a longer time period before restoration of power, the generator may be needed to power the well and the refrigerators/freezers intermittently if we only have access to a single generator.
2. Move any product possible to staff/volunteer homes that is expensive and important- if possible. Additionally reach out to Audubon, Walmart and Publix to see if they could temporarily house some of the product while we work to restore power. This decision will be made pending circumstances and time delay.
3. Ice down what is possible, be sure to have additional Zephyrhills water onsite and call for more to be delivered.

OTHER SCENERIOS- What to do if:

DOWN TREES

On the way to BTN you encounter trees down in the road that prohibits you passing with your vehicle. What do you do?

- If it is storming badly, you should not be on the road, go home or get to someplace safe quickly.
- If trees are down, blocking the road making it impassible, call BTN staff and advise them of the situation. *Contact 911 to advise them. Stay back and assess the situation. If you have not been trained in any disaster preparation, DO NOT get out of your vehicle! Wait for help to arrive.
- If it is dark outside DO NOT get out of your vehicle. Wait for help to arrive.
- Even if you have been trained on disaster preparation, until you have done a complete and thorough visual check of the area DO NOT get out of your vehicle. Roll down your windows and look very closely all around and above you- and assess the situation. Report back to BTN staff before proceeding.
- Tree down at the facility- immediately notify staff while ensuring the safety and security of the animals in the area.
- If a limb is on the enclosure, stay there and maintain the security of that animal until assistance arrives as safely as possible. Try to keep yourself and the animal calm. If there is an injury to the animal, it will be assessed and the veterinarian called

OTHER SCENERIOS CONTINUED…

DOWN POWER LINES with trees/limbs down

- Use extreme caution as power lines could be down also in relation to tree limbs down and you may not be able to see them. DO NOT TOUCH & DO NOT GO NEAR THEM, DO NOT get out of your vehicle!!!
- If it is just a small limb with no impact and you have a small saw, safety glasses and gloves you may be able to safely trim a few branches to gain passage.
- If not, and you are close to the facility not that far away, you may be able to park on the side safely (and not block any other drivers or workers that might remove the tree limb) and walk to the facility. Use extreme caution that there could be other limbs down or power lines. If it is dark, DO NOT attempt this. This would be the most dangerous of all situations.

OTHER SCENERIOS CONTINUED…

"Off Premise Volunteer" emergencies:

1. Fire at off premise location. Get the animals outside as quickly as you can but do not risk your life. After calling 911, call Director & Assistant Director immediately for assistance. BTN will alert the proper authorities for assistance for help in getting the animals out of the affected area. If Rescue arrives before BTN can get in, alert the Fire Dept and police that BTN animals are inside/onsite. If it is safe, get them outside as quickly as possible and away from smoky areas. Do not allow members of the public to directly handle (if they assist, make sure proper safety protection is used) and do not remove them from the property site without Directors direct permission.
2. Medical emergency for an animal in your care. Call Director & Assistant Director immediately.
3. Medical emergency for you. Have the phone numbers of BTN staff posted at your home and have family or authorities contact the Director and Assistant Director immediately so arrangements can be made to retrieve the BTN animals immediately.

"Off Premise Volunteer" emergencies continued:

4. Water main break or flooding. Get the animals to higher ground and contact BTN Director & Assistant Director immediately.
5. In the event of a catastrophic flooding incident that no preparation time exists, do the best you can but do not risk your own life. BTN will do its best to try to find a way into flooded area to rescue BTN animals. Assistance from FWC, other entities or the public with resources may be utilized.
6. Hurricane incident with home damage- be sure the animals are secured and contact Director & Assistant Director immediately.

LIST OF ITEMS TO BE UPDATED (BY JUNE 1) – ANNUALLY

To be updated/completed by June 1 annually or more often as needed

1. Get generator out and have checked and get running. Be sure we have the proper cords for the generator and label generator as to where plug ins are- if not clearly labeled on machine already. Create a "how to" manual and a schedule for running monthly or bi-monthly.

2. Encourage volunteers to have their own emergency/disaster plan in place. This reminder can be done at orientation but reminded during peak seasons.

3. Need list of current:

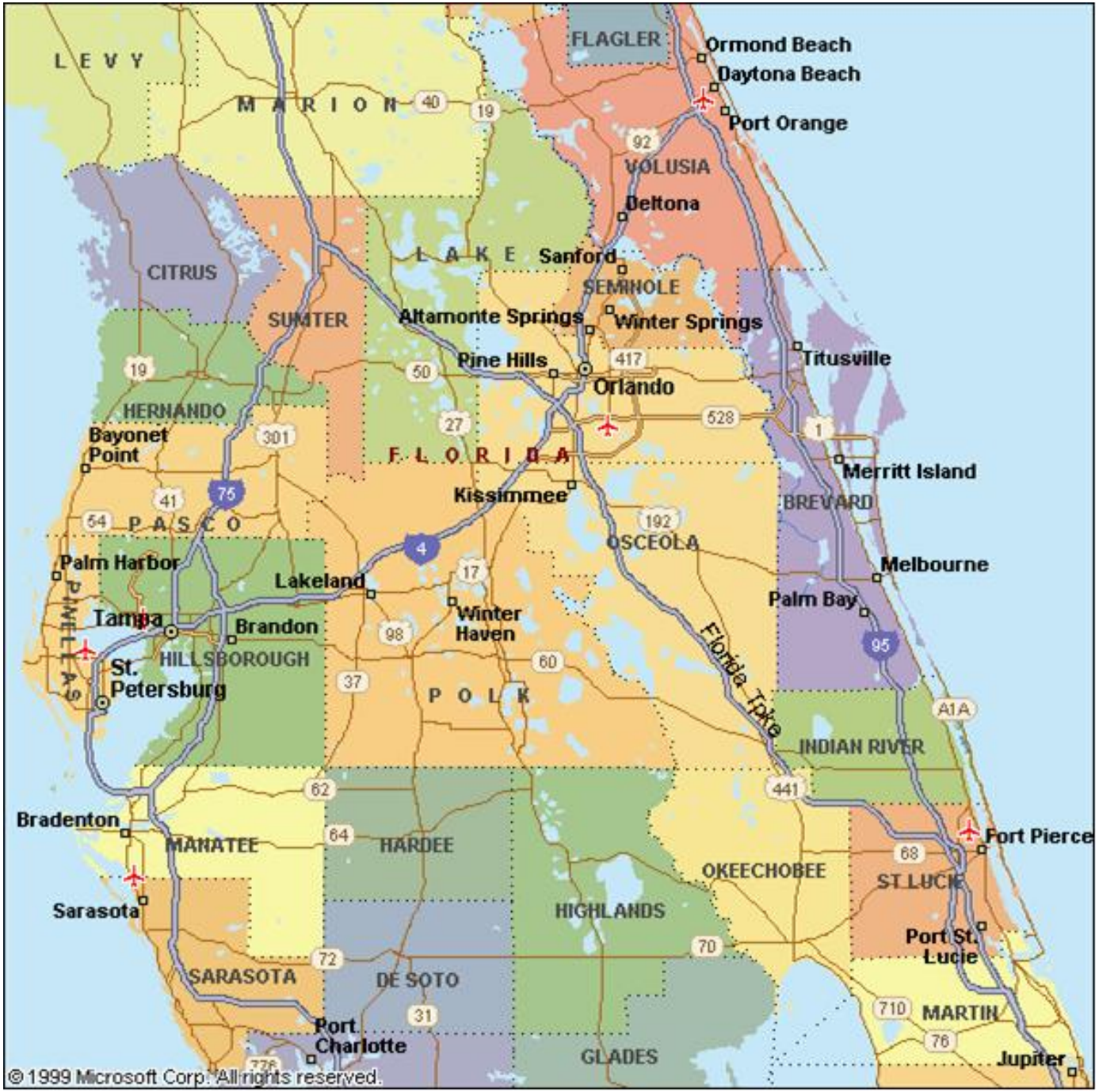
    a. Definitions/Acronyms
    b. Update contact phone numbers for Orange County & Osceola County Animal Services
    c. Copies of mutual aid agreements (if necessary)
    d. Map of refuge- including emergency exits and gates
    e. Map of Central Florida
    f. Hurricane Tracking map -laminated for storm tracking
    g. Updated PSA's – pre and post emergency
    h. Update contact information and phone numbers for media outlets

LIST OF ITEMS TO BE UPDATED CONTINUED

4. Need current map of refuge, rain barrel/fire point drum locations, fire extinguishers, water sources, as they may serve as fire drums
5. Checklist of supplies on hand and estimate supplies needed- get wish list out to public
6. Update Volunteer Assistance Team and emergency contacts for all staff and volunteers
7. Copy of letter for FWC, USFWS and USDA with emergency housing form to house animals offsite included with this plan- only used in the event of an extreme emergency requiring evacuation.

Saffir/Simpson Hurricane Scale

CAT	Winds & Effects	Surge
1	74-95 mph (64-82 kt)	4-5 ft
	No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, and trees. Also, some coastal flooding and minor pier damage.	
2	96-110 mph (83-95 kt)	6-8 ft
	Some roofing material, door, and window damage. Considerable damage to vegetation, mobile homes, etc. Flooding damages piers and small craft in unprotected moorings may break their moorings.	
3	111-130 mph (96-113 kt)	9-12 ft
	Some structural damage to small residences and utility buildings, with a minor amount of curtainwall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.	
4	131-155 mph (114-135 kt)	13-18 ft
	More extensive curtainwall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.	
5	155 mph+ (135+ kt)	18 ft +
	Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.	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MARION
FLAGLER
Ormond Beach
Daytona Beach
Port Orange
VOLUSIA
Deltona
LAKE
Sanford
SEMINOLE
CITRUS
SUMTER
Altamonte Springs
Winter Springs
Pine Hills
Orlando
Titusville
HERNANDO
Bayonet Point
FLORIDA
Kissimmee
Merritt Island
BREVARD
PASCO
OSCEOLA
Palm Harbor
Lakeland
Melbourne
Palm Bay
Tampa
Brandon
Winter Haven
PINELLAS
HILLSBOROUGH
St. Petersburg
POLK
Florida Tpke
INDIAN RIVER
A1A
Bradenton
MANATEE
HARDEE
Fort Pierce
OKEECHOBEE
ST LUCIE
Sarasota
HIGHLANDS
Port St. Lucie
SARASOTA
DE SOTO
MARTIN
Port Charlotte
GLADES
Jupiter
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DEFINITIONS

- *OCSO- Orange County Sheriff's Office*
- *OCAS- Orange County Animal Services*
- *OSCAS Osceola County Animal Services*
- *ESF 17- Emergency Support Function 17, the section of the state disaster plan pertaining to animals*
- *OEM- Office of Emergency Management*
- *EOC- Emergency Operations Center*
- *DART- Disaster Animal Response Team*
- *SART- State Animal Response Team*
- *SERT- State Emergency Response Team*
- *FIRE POINT DRUMS/BARRELS- Water drums (trash cans/rain barrels etc) that can either hold water during dry seasons for added fire protection, or that can catch rain water.*
- *PSA- Public Service Announcement*
- *HAMMERHEAD- Turnaround spot within the refuge grounds for firetrucks*

Back to Nature Wildlife Refuge Emergency Housing Form

In the event of a disaster or emergency, temporary emergency housing of rehabilitation patients and/or permanent resident education animals off premises may be needed until the emergency situation or disaster has subsided.

The following person(s) have the permission of Back to Nature Wildlife Refuge to temporarily house & provide care for animal(s) listed below. Food/medications provided for approx.. 3-5 day stay. If estimated to be longer than 5 days, the instructions will be adjusted on a case by case basis. Regulating Agencies will be notified of this temporary emergency housing. Volunteers that live in apartments or mobile homes will not be considered for these situations.

Staff/Volunteer _____ *Years w BTN*_____

*Address*_____*Cell*_____

_____

2 major cross streets & GPS location

_____

_____

Full alternate location address in event of evacuation & 2 cross streets & GPS location

_____

Back to Nature Wildlife Refuge Emergency Housing Form CONTINUED…

List animal escape prevention measures (example: totally enclosed room or garage without windows, cages kept with locks secured unless providing care, etc)

_____

Species & quantity to be housed temporarily

_____

_____

Food & medications needed for the temporary housing

_____

*List safety equipment available at temporary location (gloves, net etc)*_____

Copy of current permits provided? FWC _____ USFWS _____ USDA_____
Emergency contact for volunteer (name/address/phone)

_____

Date FWC, USFWS & USDA notified of temporary emergency housing _____

Date FWC, USFWS & USDA notified of return to BTN _____

Back to Nature Wildlife Refuge Emergency Housing Form CONTINUED…

I _____ understand that I am only providing emergency temporary housing for BTN animals listed and that they are the sole responsibility of Back to Nature Wildlife Refuge and its licensees. I will provide proper care for the above animals under the direction of BTN only, through the duration of the emergency situation, and will return them to BTN immediately as I am directed to. I will keep appropriate records of their care as directed by BTN and I will not allow anyone to touch or handle the animals who is not a current volunteer and has not been approved by BTN to assist in their care.

I understand that failure to follow the rules set by BTN may result in a loss of my volunteer status permanently. (print, sign and date)

_____ *Date*

_____

Rabies Pre-exposure _____Last RV titer _____ Tetanus _____

Approval by BTN Staff sign/ date _____

Food/Supplies

_____

_____

_____

_____

THANK YOU AND STAY SAFE!