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| **Fund for Animals**  **Cleveland Amory Black Beauty Ranch** | | **Operational Management System** | | |  |
| **Number** |  | **Author** |  | **Effective Date** | Enter Date. |
| **Security Level** |  | **Approval** |  | **Revised Date** | Enter Date. |
| **Title** | Animal Capture Team Manual | | | | |

**Purpose:** **To provide information regarding the operation of the Animal Capture Team**

**ANIMAL**

**CAPTURE TEAM**

**MANUAL**

**TABLE OF CONTENTS**

**Page**

**Team Members 2**

**Emergency Situations 3**

**Code RED 3**

**Code YELLOW 4**

**Public Events 5**

**Code *BREACH 7***

**Code *ATTACK 7***

**Code INTRUDER 8**

**Code 911 8**

**Code *GREEN 8***

**EMPLOYEE’S ACKNOWLEDGEMENT 9**

***Animal Capture Team***

**Name Title Contact**

All positions are noted on the staff schedule. It is the responsibility of the chemical capture team members to know their assignments. If you have unscheduled time off and/or call in sick, it is your responsibility to find a replacement or delegate someone to find another team member to cover your shift.

**EMERGENCY SITUATIONS**

Emergency situations will be communicated with Codes. All staff and volunteers must be familiar with each code and its definition, as well as the appropriate response to each code.

When calling a code, please speak slowly and clearly. Panicked voices cannot be understood over the radio. After a code is called, all staff must maintain radio silence unless:

1) They are the Escape responder. The Escape responder is the designated staff member who is responsible for following the escaped animal and providing communication to the rest of the capture team.

2) Additional emergency codes must be reported.

3) In response to a direct inquiry from the Escape responder.

If a Code is a drill and not an actual escape, the phrase “This is a drill,” will precede the calling of the code, and will be repeated after the calling of the code. For example: “This is a drill. Code Red, Code Red, Code Red, near carport, chimps. This is a drill.” If the phrase “This is a drill” is not announced, assume that you are in a genuine emergency situation.

The Escape Team is led by the senior most capture team member in each department. If an escape occurs in the primate area, then the senior most capture team member will assume the role of escape team. He/she will immediately designate their assistant. The veterinary team will automatically be responsible for obtaining and preparing the tranquilization equipment. In the event that the vet team is not available, the Escape Team will then designate a backup person to be responsible for obtaining the equipment.

*Vendors and Contractors:* Vendors and Contractors who are working on the property (as opposed to making a delivery) for the first time must be given the vendor/ contractor emergency response summary, read the protocol, and sign the acknowledgement page. After they are trained, they must check in with the department where they are going to be working. The department will be responsible for their safety and departure time. If a staff member lets a vender/contractor in the gate, it is the responsibility of that staff member to make sure that the vender/contractors check in with the respective department. Additionally, the Director of Facilities or Maintenance Manager must be notified when a vendor/contractor who will be working on the grounds arrives and departs from the sanctuary.

**CODE RED**

**Chimpanzee / Tiger Escape / Other Primates (Coyote / bobcats)**

Code ***Red*** is defined as an unconfined (i.e. not restricted inside a building or enclosure) primate, tiger, bear, bobcat or coyote escape. In other words, a dangerous animal has escaped from his/her enclosure and is loose on the property.

If an employee witnesses or discovers a chimp or tiger escape, the employee calmly and clearly announces over the radio: “Code Red, Code Red, and Code Red” followed by the animal(s) identification and last known location. Then seek shelter in safe location immediately.

***Example: “Code Red, Code Red, Code Red, 1 tiger has escaped inner perimeter of big cat habitat, location unknown. Escape responder do you copy?”***

***Or “Code Red, Code Red, Code Red. 2 Macaques on road near intern house, escape responder do you copy?”***

Following the announcement of Code Red, there is to be complete radio silence by staff. **Employees are to use the radio only in response to ESCAPE RESPONDER inquiries or instructions, or to announce additional emergency information (Code Attack or Code Breach; see below.)**

At this point the escape responder will acknowledge and repeat the code, stating: “Confirm Code Red. Attention all staff: We are under a Code Red, “. At this time, the escape responder will perform roll call to confirm each person is available to fulfill their assigned rolls on the capture team.

**Escape Responder Capture Equipment responder Safety responder**

**Communications Assistant Transport and Recovery**

All remaining staff will proceed to safe location and wait for contact from communications responder to confirm their safety. The senior most employee is responsible for ensuring all team members are located and safe. Remain in safe location until “Code Green” is called.

**If Code Red is announced over the radio:**

***All personnel, volunteers, vendors, contractors, and sanctuary guests are considered to be at greatest risk for an animal attack and must proceed immediately or are directed to a secure location.***

All staff must immediately proceed to the nearest safe area. If you are unable to enter a building, enter an automobile and lock the doors. An empty enclosure is not as safe but it is a safer location than out in the open. Await further instructions from the E.

Buildings that personnel may take refuge in include: Hospital, Kitchen, Lower Office, Intern House, Plumbing room, Visitor Center, and Education Center. Once all personnel are inside the building, precede to the most interior room, locking all doors possible. Remain secured in this location until the Escape responder calls a ‘Code Green’ (see below) or other instructions are given.

Responsibilities:

**Department Supervisors** are responsible for securing and identifying the location of all volunteers, contractors, and community service workers assigned to them for that day. Also, they are responsible for identifying the location of all staff under their supervision, and reporting the location of the staff when requested by the communications person. If you are not able to identify the location of all staff and/or vendors, report that to the communications person as soon as possible.

**Maintenance Supervisor** is responsible for reporting to the communications person (when asked) the presence of any vendors or contractors working on site, and their location. During a Code Red or Code Intruder vendors and contractors working on site will be instructed to enter a safe location. The communications person will then ask Maintenance Supervisor to identify the location and status of vendors/contractors to ensure their safety.

**CODE YELLOW**

**All other native & exotic wildlife**

Code Yellow is defined as an unconfined animal of minimal threat to the public. This can be any animal which has escaped his/her enclosure and requires additional assistance in recapturing. (Horses, Cattle, deer, pigs…)

If an employee witnesses or discovers an escaped animal and requires additional people to assist in returning the animal to its’ enclosure, then the employee can radio “Code Yellow, Code Yellow, Code Yellow, followed by animal ID, last known location and type of assistance required. Please specify if escape responder or capture team is required. Clearly communicate what is needed for the animal’s safe return.

1. Contact the Team Lead of that department and inform of escape with description of animal and location.
2. Team’s Escape responder will evaluate situation and determine best method of re-capturing escaped animal(s).
3. Escape responder will convert code YELLOW into code RED if animals becomes a threat to human safety.
4. Clear the area of all non-essential personnel.
5. Keep visual on the animal. If he/she is heading away from the enclosure, keep eyes on the animal(s) while staying back far enough to remove all pressure from animal. Chasing the animal only tires everyone and causes most animals to move even further away from enclosure. Allow them the opportunity to return to enclosure on their own.
6. Check all doors, gates and fences to ensure additional animals don’t escape or enclosure is secured for animals return.
7. Contain other animals in lockouts, pastures or houses, and open a door/gate for the escapee to reenter the enclosure.
8. Once animal(s) are contained, call Code Green.

It is not necessary for remaining staff to proceed to safe location unless instructed to do so, however, all precautions should be taken to ensure safety of interns and volunteers. They are not to assist with any escaped animal.

**Capture Team roles:**

**Escape responder – (Command) Department Lead**

***ICS Command: Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident (https://training.fema.gov/is/courseoversview.aspx?code=IS-700.a)***

When an animal escapes from an enclosure, it will most likely be while shifting the animal to a new area; therefore, it is the responsibility of the senior most department team member to act as the Escape responder. If the event occurs during non-working hours, the senior most capture team member will assume the role.

For Instance, if a chimp escapes; \_\_\_\_\_\_\_\_will be Escape responder, followed by \_\_\_\_\_\_. If a tiger or bear escapes, then \_\_\_\_\_\_\_will assume the role. Both teams have cross trained in their respective departments and are able to provide assistance to each other in these roles and as assistants.

The Escape responder will assume the role of incident commander and therefore be responsible for majority of radio communications and instruction of capture team members as the escape progresses.

They will begin by -

1. Confirm escape code and ability of each team member to fulfill their assigned role:
2. *Escape responder b. Capture Equipment responder c. Safety officer*

*d. Communications e. Transport & recovery*

*(If any member is unavailable, ensure backup person responds)*

1. Instruct capture equipment team on how to proceed to animals’ last known location. If Vet team is unavailable, then secondary Escape responder assumes the role of capture equipment responder.
2. Confirm Safety and Firearm member has obtained firearm, in case of Code Attack (see below), and proceed to secure main perimeter gates.
3. Instruct communications to begin calling auxiliary buildings and offsite personnel
4. Advise capture equipment team on best approach to animals’ location.
5. Notify transport and recovery responder to obtain proper equipment needed to safely transport animal back to enclosure for recovery.
6. Once all animals are recaptured and secured, the Escape responder must call “Code Green, Code Green, Code Green”, which is defined as all animals are secure.
7. Gather all staff at shell space of hospital to debrief and collect statements.

**Capture Equipment Responder (Operations) Vet Staff**

***ICS Operations: Conducts operations to reach the incident objectives. Establishes tactics and directs all operation resources. (https://training.fema.gov/is/courseoversview.aspx?code=IS-700.a)***

Vet staff will most likely be in best location to obtain chemical immobilization supplies and drugs. The vet vehicle is stocked with an immobilization kit and drugs. Therefore, unless they are otherwise committed, the vet team will be responsible for capture equipment and darting the animal.

1. Secure capture equipment including; nets, dart guns, immobilization kits and PPE.
2. Access immobilization drugs and begin loading darts.
3. Transport capture equipment to location of animal unless instructed otherwise.
4. Locate and dart animal, start timer once darted.
5. Capture equipment responder becomes responsible for tracking the animal once darted, while the assistant will be responsible for tracking and recovery of the dart.
6. Capture equipment responder will make initial approach to sedated animal and confirm safe approach.
7. Monitor animal throughout transport.
8. Record medical records and fill out capture data forms.
9. Remain with animal until full recovery (able to stand) is made.
10. Account for all drugs and return to appropriate safe.
11. Clean immobilization equipment, dispose of used darts and put away all capture equipment.
12. Conduct inventory on all darting equipment and drugs.

**Safety & Firearm Team (Safety) Facilities**

***ICS Safety Officer: is responsible for advising the Incident commander on issues regarding incident safety, conducts risk analyses, and implementing safety measures. (https://training.fema.gov/is/courseoversview.aspx?code=IS-700.a)***

1. Assess situation for any possible safety issues to persons or property.
2. Obtain firearm (Handgun or rifle) and load weapon.
3. Secure exterior gates so no one is able to enter property
4. After exterior gates are secured, go to last known location of escaped animal and await instructions from the Escape responder.
5. Once animal is contained and firearm is no longer needed, assist transport and recovery team with caging and equipment for transport.
6. Re-open exterior gates.
7. Unload, clean and return firearm to secure location

The following positions are supporting roles to the capture team and can be filled by non-capture team members when needed.

**Communications (Public Information Officer) Office Staff**

1. Ensure all personnel are secure and their locations identified via text message or call. Missing personnel are to be noted and a search will be conducted by the communications person via text or phone call
2. Notify the Sanctuary Director and/or Veterinary Medical Director as soon as possible.
3. Contact staff/interns that are off property; call their cell phone notify them they cannot enter property.
4. Communications will begin monitoring access gates and prevent entrance into property until Code Green is called
5. Call any surrounding properties when/if instructed by the Escape responder
6. Contact 911 when/if instructed by Escape responder
7. When any escape code is called, contact the following buildings if inhabited by people:
   1. Visitor’s Center
   2. Doris Day Education Center
   3. Intern Houses (2)
   4. Guest Housing

**Assistant (Planning) Department Caregiver**

1. Provides and drives a vehicle for Escape responder or capture equipment responder
2. To best of ability keeps visual of escaped animal
3. Provides assistance with capture equipment such as nets, rifles etc.
4. If dart is used, assistant will be responsible for tracking and locating used dart and proper disposal of dart
5. May be asked to fill many rolls including assisting capture team with monitoring immobilized animal during transport, gathering or carrying additional supplies for capture responder
6. Assist transport responder with caging and supplies as needed and provide clear route for transportation of animal (open/close gates).

**Transport and Recovery Responder (Logistics) Facilities**

* 1. Gather proper transport cage, ropes, chains and necessary tools
  2. Provide equipment for purpose of moving transport cage back to enclosure, i.e.: tractor, skid steer or backhoe
  3. Assist in moving animal into transport cage at the request of the capture equipment responder or escape responder
  4. Ensure cage security for transport and determine best route for return of animal
  5. Clean and return transport cage and equipment to storage location

**PUBLIC EVENTS**

Preventive steps

1. All cleaning and shifting of animal enclosures will be done prior to event start time.
2. Visual triple check of locks will be implemented during events hours when animals absolutely need to be shifted.
3. Capture equipment team will verify that all darting equipment is stocked and functioning properly. This includes the firearm.
4. During an escape all visitors will be instructed to go to a safe location and lock all the exterior doors.
5. Safe locations that will accommodate large groups of people are the following:
   1. Veterinary Hospital Shell Space/Large Animal Clinic
   2. Education Center
   3. CABBR Visitor Center

**Additional Codes:**

**CODE BREACH**

Code ***Breach*** is defined as any dangerous animal that has breached the outer perimeter fencing and left sanctuary property. (hoof stock do not apply) If a staff member witnesses a loose animal leaving sanctuary property, call “Code Breach, Code Breach, Code Breach”, location, and identity of animal if known. Await instructions from the Escape responder.

If Code Breach is called, the Escape responder will confirm receipt of the code.

Instruct communications to call 911 to inform them of the situation and request emergency assistance.

**CODE ATTACK**

Code ***Attack*** is defined as an animal physically attacking a human being. When an animal attacks a human: Call “Code Attack, Code Attack, Code Attack”, state location and identity of the animal and human if known.

Secure yourself in a building or vehicle and attempt to discourage further attack and render first aid, if able to do so safely. If a person has been badly injured, immediately call 911.

If Code Attack is called, the Safety team will confirm receipt of the code and must immediately proceed to the location of the attack with loaded firearm in hand and assess the situation.

All team members will respond as outlined in a Code Red situation.

**CODE INTRUDER**

If a hostile intruder, as defined below, is observed, notify the Director of Facilities and Sanctuary Director to the location of the individual(s) in question. If there is without a doubt a hostile intruder, call “Code Intruder, Code Intruder, Code Intruder” followed by the location, general description, and type of weapon if known and applicable. Safety team is responsible for instructing communications to make the initial 911 call and verify over the radio to the staff that law enforcement has been contacted.

Code Intruder is used in the following situations:

1. Armed individual who is not a law enforcement officer is observed on the property. If you see an individual openly carrying a firearm or other deadly weapon on the property, call Code Intruder.
2. If you witness an assault or are victim to an armed or unarmed physical assault by another individual, whether this individual is known to you or not. Code Intruder is called even if the assailant is an employee, volunteer, vendor, contractor, guest, or other authorized personnel.
3. If an individual against whom you personally have a legal restraining order enters the property.
4. If an authorized or unauthorized individual refuses to leave the property after being requested to do so.

When a Code Intruder is called, all staff, volunteers, guests, vendors, contractors, and other authorized persons must immediately lock themselves into a secure area, as they would in response to a Code Red. If possible to do so safely, close all of the windows of the buildings, and then move away from windows and doors. Do not attempt to confront the intruder.

The safety team will coordinate with law enforcement or designate personnel to coordinate with law enforcement as needed. Employees must maintain radio silence unless they witness the intruder assaulting another person, or they are the victim of an assault themselves.

*Once law enforcement is on site, all personnel must follow the instructions of law enforcement officers.*

The safety team will call Code Green when the intruder is no longer a threat. Once Code Green is announced, all staff must immediately proceed to the Visitor Center. The ESCAPE RESPONDER will determine all staff and other personnel are accounted for, and initiate a search for any missing individuals as needed.

**CODE 911**

UNRESPONSIVE OR SEVERELY INJURED HUMAN

If an unresponsive or severely injured human is found call Code 911 followed by the location and identity of the individual. The designated Communications person will call 911 and request an ambulance. The communications person will direct an employee to meet the ambulance and direct it to the injured/unconscious employee’s location. The CAPTURE EQUIPMENT RESPONDER, Director of Facilities and/or Sanctuary Director will respond to the scene to administer first aid until help arrives.

**CODE GREEN**

Code ***Green*** is defined as all animals are secure following an escape (or the threat of a hostile intruder has been removed; see below.) The Escape responder will call “Code Green, Code Green, Code Green” when all animals have been recaptured. Once Code Green is announced, all staff must immediately proceed to the shell space of hospital. The Escape responder will determine all staff and other personnel are accounted for, and initiate a search for any missing individuals as needed. Once the Escape responder has determined all personnel are accounted for, the Escape responder will coordinate return of the animals to their enclosure. Once the animals are in their enclosure, the Escape responder will initiate an investigation into the escape along with the Sanctuary Director and Veterinarian.

Relevant OMS document for reference:

CABBR Disaster Plan

Snake Handling Policy

Severe Weather-Animal Care

CABBR_K

**Acknowledgement**

I acknowledge that I have received the CABBR Animal Capture Team Manual and that I have read and understand the procedures.

I understand that this manual is a directive for me in the event of an animal related emergency, and have had an opportunity to meet with the Capture Team to request clarification of the procedures and its contents.

I understand and acknowledge that any information included in this manual may be, without advanced notice, modified or eliminated and will supersede this manual. All changes to this manual will be communicated as soon as it is appropriate to do so, however, failure to communicate will not affect the implementation or administration of the revised procedures and directives.

I understand the original of this acknowledgment form will be placed in my personnel file, and the Capture Team will give me a copy of the form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
EMPLOYEE NAME (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
EMPLOYEE’S SIGNATURE

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_