Risk Mitigation and Safety Protocols

XX Ranch

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Table of Contents

[Emergency Contacts 3](#_Toc191303118)

[Potential Hazards & Mitigation Strategies 4](#_Toc191303119)

[Animal-Related Risks 4](#_Toc191303120)

[Environmental Hazards 5](#_Toc191303121)

[Equipment Risks 5](#_Toc191303122)

[Human Factors 7](#_Toc191303123)

[General Emergency Protocol 8](#_Toc191303124)

[Specific Emergency Protocols 8](#_Toc191303125)

[Medical Emergency 8](#_Toc191303126)

[Fire on Property 8](#_Toc191303127)

[Fire Not on Property (e.g., nearby wildfire) 9](#_Toc191303128)

[Animal-Related Emergency 9](#_Toc191303129)

[Severe Weather 10](#_Toc191303130)

[Hazardous Material Spill 10](#_Toc191303131)

[Post-Emergency Procedures 10](#_Toc191303132)

[Training, Drills & Maintenance 10](#_Toc191303133)

[Transportation 11](#_Toc191303134)

[Appendix 12](#_Toc191303135)

[Safe Operating Procedures for a Skid-Steer 12](#_Toc191303136)

[Safe Operating Procedures for a Riding Lawn Mower 13](#_Toc191303137)

[Evacuation Plan 15](#_Toc191303138)

A copy of this document will be provided to all owners, ranch personnel, anyone working on-site, and neighbors to inform them of safety protocols, potential risks and how to mitigate them, and emergency procedures. This document will also be kept on hand in an easily accessible and central location.

# Emergency Contacts

NAME HERE, Owner: Cell XXX-XXX-XXXX, Work XXX-XXX-XXXX, Home XXX-XXX-XXXX

NAME HERE, Owner: Cell XXX-XXX-XXXX, Work XXX-XXX-XXXX, Home XXX-XXX-XXXX

NAME HERE, Ranch Manager: Cell XXX-XXX-XXXX, Work XXX-XXX-XXXX, Home XXX-XXX-XXXX

**Sheridan County Sheriff**

Dispatch: 307-672-2413

Non-Emergency Line: 307-672-3455

**Northeast Wyoming Game and Fish Department**

Office: 307-672-7418

**Fire Protection District(s)**

XX Ranch falls within the Sheridan Rural Fire Protection District, which is covered by the Goose Valley Fire Department. Their non-emergency line is 307-674-6844.

Big Horn Fire Department

Clearmont Fire District

Dayton Fire Department

Story Fire Department

Ranchester Fire Department

**XX Ranch Veterinarian**

XXX Vet Clinic, Dr. XXX

Phone: XXX-XXX-XXXX

Address:

Hours:

**Back-up Veterinarian**

XXX Vet Clinic, Drs. XXX

Phone: XXX-XXX-XXXX

Address:

Hours:

**Neighbors (residing) to the North:**

* NAME HERE, Cell: XXX-XXX-XXXX

**Neighbor (landowner) to the East:**

* NAME HERE, Cell: XXX-XXX-XXXX

**Neighbor (landowner) to the South:**

* NAME HERE, Cell: XXX-XXX-XXXX

**Neighbor (landowner) to the West:**

* NAME HERE, Cell: XXX-XXX-XXXX

**Local contacts with herd/animal movement availability**

* NAME HERE, Cell: XXX-XXX-XXXX
* NAME HERE, Cell: XXX-XXX-XXXX
* NAME HERE, Cell: XXX-XXX-XXXX

**Local contacts with truck and trailer availability for hauling animals**

* NAME HERE, Cell: XXX-XXX-XXXX
* NAME HERE, Cell: XXX-XXX-XXXX
* NAME HERE, Cell: XXX-XXX-XXXX

**Emergency Equipment and Critical Item Locations**

* GAS SHUTOFF LOCATION
* FIRE EXTINGUISHER LOCATIONS
* FIRE BLANKETS
* GENERATOR LOCATION
* FUEL LOCATION
* EMERGENCY COMMUNICATION LOCATION (RADIOS, CELL PHONE BOSTERS, ETC.)
* SPILL KIT LOCATION
* EQUIPMENT AND VEHICLE KEYS
* IMPORTANT DOCUMENTS

# Potential Hazards & Mitigation Strategies

## Animal-Related Risks

* **Livestock Aggression:** Livestock are large, sometimes unpredictable animals that can become aggressive, especially during breeding season, when protecting young, or stressed.
	+ **Potential Hazards:** Charging, kicking, or biting at handlers or visitors, causing injury.
* **Handling Injuries:** Injuries can occur when moving or restraining livestock, due to their size and strength.
	+ **Potential Hazards:** Broken bones, bruises, or more severe injuries to handlers.
* **Preventive Strategies for Animal-Related Risks:** XX Ranch uses humane and low-stress handling techniques. The owner’s approach to handling livestock considers the group herd dynamic, seasonal breeding behavior changes, environmental and situational factors, and health and physical condition. XX Ranch will always use safe handling practices and avoid unnecessary contact.
	+ XX Ranch does not permit anyone to be in the vicinity of livestock without the proper training, support and guidance.
	+ Anyone working animals is required to wear personal protective equipment (PPE) such as gloves, pants, and steel-toed boots.
	+ XX Ranch inspects its perimeter fence bi-annually and repairs as needed to ensure no risk to livestock or wildlife.
	+ All perimeter and corral gates include chains and carabiners for added protection.
	+ Anyone on the property will be made aware of the safe zones, located inside the fenced-in area of the owner’s house.

## Environmental Hazards

* **Weather Conditions:** Extreme weather (e.g., thunderstorms, high winds, heatwaves, blizzards) can create dangerous conditions for both people and animals.
	+ **Potential Hazards:** Heatstroke, frostbite, falling debris, reduced visibility, power outage.
* **Terrain:** Uneven or slippery ground, steep slopes, and water bodies can pose risks during daily operations.
	+ **Potential Hazards:** Slips, trips, falls, vehicle accidents.
* **Natural Disasters:** Events such as fire or flooding can create very impactful conditions for both people, animals, and structures.
	+ **Potential Hazards:** Burns, drowning, falling debris, unhealthy air quality, power outage.
* **Preventative Strategies for Environmental Hazards:**
	+ Owners will monitor weather forecasts through their on-site weather station, local news/radio, reports on social media, and applicable mobile apps such as Watch Duty, Windy, Wunderground, The Weather Channel, CodeRED, and Scanner Radio.
	+ Owners will only conduct operations during optimal weather conditions as often as possible. For work that must be completed during unfavorable conditions, participants will be provided with additional safety equipment as necessary (respective to the conditions).
	+ Owners utilize a generator for powering critical loads at the house, as well as a back-up power supply for wi-fi or cell phone booster.

## Equipment Risks

* **Vehicles and Machinery:** Ranch operations involve the use of trucks, ATVs, tractors, and other machinery.
	+ **Potential Hazards:** Accidents due to equipment malfunction, improper use, or collisions with animals.
* **Preventative Strategies for Equipment Risks:**
	+ XX Ranch conducts regular inspections and maintenance for all vehicles and equipment, following equipment manuals.
	+ Only knowledgeable and experienced people will be allowed to operate machinery.
	+ XX Ranch vehicles and machinery will rarely be operated by anyone other than ranch owners or ranch personnel. In the event that someone else does use the equipment, they will first be determined to be competent for use (only those with comparable experience) and be provided with explicit directions to the extent of the vehicles use (e.g., where it can be used, for how long, at what speed, etc.).
	+ Refer to the table below for required personal protective equipment (PPE) and operating requirements for each type of equipment.

|  |  |  |
| --- | --- | --- |
| **Equipment** | **PPE Requirements** | **Operation Requirements** |
| **Skid-Steer** | Gloves, closed-toe shoes, pants, long sleeve shirt, eye protection, ear protection | * Conduct a pre-operation inspection and follow safe operating instructions (see appendix).
* Must have experience operating skid steer prior.
* Must have driver’s license.
* Must wear seatbelt and lower lap safety bar.
* Must avoid terrain and operation that could result in tipping.
* Must carry loads low.
* Must maintain situational awareness.
 |
| **ATVs** | Helmet, gloves, closed-toe shoes, pants, long sleeve shirt, eye protection, ear protection | * Conduct a pre-operation inspection to ensure adequate gas supply and tires are operational.
* Must be 16 years or older to operate.
* Must carry cell phone or radio.
* Must follow owner-provided direction (i.e. allowed speed, distance, time).
* Cannot use on county road.
* Must stay on property or within 100 yards of the perimeter.
* Must maintain situational awareness.
 |
| **Side-By-Side** | Gloves, closed-toe shoes, pants, long sleeve shirt, eye protection, ear protection | * Conduct a pre-operation inspection to ensure adequate gas supply and tires are operational.
* Must wear a seatbelt.
* Cannot use on county road.
* Must stay on property or within 100 yards of the perimeter.
* Must maintain situational awareness.
 |
| **Riding Mower** | Gloves, closed-toe shoes, pants, long sleeve shirt, eye protection, ear protection | * Conduct a pre-operation inspection and follow safe operating guidelines (see appendix).
* Must always stay seated when on.
* Must only operate mower blades over area intended to be cut.
* Must stay on property or on right-of-way area.
* Do not operate near livestock.
* Must maintain situational awareness.
 |
| **Welder** | Welding helmet, gloves, closed-toe shoes, pants, long sleeve shirt, eye protection, ear protection | * Must water down area prior to welding and haul water to location in event of fire.
* Welding will only occur on property.
* Do not operate near livestock.
* Must maintain situational awareness.
 |
| **Truck/Trailer** | Eye protection (sunglasses) | * Conduct a pre-operation inspection.
* Must have current driver’s license.
* Must have chaperone if unskilled with trailer.
* Must maintain situational awareness.
 |

## Human Factors

* **Electric Fence:** New visitors may be unaware of the electric fence in use around the perimeter of the property.
	+ **Potential Hazard:** Being shocked
* **Human Errors:** Lack of training, fatigue, or distraction may lead to mistakes.
	+ **Potential Hazards:** Mishandling of livestock, improper use of equipment, or failure to follow safety protocols.
* **Visitor Behavior:** Visitors may not understand the dangers of interacting with livestock or ranch equipment.
	+ **Potential Hazards:** Unauthorized access to restricted areas, attempts to feed or approach livestock, or ignoring safety instructions.
* **Preventive Strategies for Human Factors:**
	+ Signage is posted by gates/common access points to warn visitors about the electric fence in use.
	+ Neighbors are provided with all safety protocols and warnings are provided when electricity for the fence is active.
	+ Wildlife cameras that are solar powered and use cellular service are installed at the entrance of the ranch and throughout the property to monitor for any safety issues.
	+ XX Ranch conducts regular training and refresher courses on all safety protocols.
	+ XX Ranch encourages a culture of safety and vigilance among employees to identify potential errors before they occur.
	+ XX Ranch limits work hours and mandates breaks to reduce fatigue-related errors.
	+ Only those determined to be competent on livestock behavior and handling will be allowed in unfenced areas with the animals – and only out of necessity.
	+ XX Ranch requires parties present to wear the appropriate personal protective equipment (PPE) appropriate for their activity on the ranch. PPE will be provided by owners if participants are unequipped. This can include safety glasses, ear plugs or ear protection, closed-toe shoes, long sleeve shirts, pants, hat, gloves, welder’s helmet, etc.

# General Emergency Protocol

1. **Assess the Situation:** Ensure your own safety before assisting others.
2. **Notify Emergency Services:** Call 911 and provide the following details:
	1. Location:
		1. XX Ranch address.
		2. The location of the emergency on the ranch.
		3. How you accessed the location.
		4. Helicopter landing zone if necessary.
	2. Description of the emergency.
	3. The number of people involved, and type of assistance required.

*Cell phone service is optimal in the following locations:*

* If the house has power, it provides a cell phone booster and a wi-fi signal.
* Overlooks (tops of hills without surrounding hills).

*Consider having the ranch name, address, and phone number on a sign at ranch entrance.*

# Specific Emergency Protocols

## Medical Emergency

*Depending on the injury:*

* Administer First Aid; The first aid kit and trauma kit are located where specifically, car, house, barn?
* If the injury is severe (e.g., broken bones, severe bleeding, suspected back injury, etc.), do not move the injured person unless necessary for their safety.
* Monitor the injured person’s condition until medical help arrives.

## Fire on Property

1. Yell “Fire” to alert any nearby parties.
2. *Depending on the size/severity:*
* **Contain the fire:** Only attempt to extinguish small fires using a fire extinguisher or fire suppression blanket if trained to do so.
	+ Fire extinguishers are located in the following areas: Where specifically, car, house, barn?
	+ An emergency fire blanket?
* **Call 911.**
* **Large Scale Containment/ Fire Fighting Efforts:** Only if trained to do so should large fires be fought.
	+ Utilize skid-steer to cut a fire line around structures and other critical infrastructure.
	+ Utilize hoses to wet structures, critical infrastructure, and vegetation that is surrounding.
* **Evacuate the area, (see appendix for Evacuation Plan).**

## Fire Not on Property (e.g., nearby wildfire)

* **Monitor Wildfire Activity:** Keep informed of wildfire activity and weather conditions using e.g., news/radio, CodeRed, local emergency management website/social media, applicable mobile apps such as Watch Duty, Windy, Wunderground, etc., social media reports, etc.
* **Take Precautions:**
	+ Mow and cut vegetation to create a defensible space around all structures.
	+ Fill water tanks and place in side-by-side/truck.
	+ Attach hoses at each outdoor spigot.
		- Explain each location
	+ Set up irrigation lines and sprinklers to protect structures.
	+ Ensure Skid-Steer has a full tank of fuel and bucket is attached.
	+ Hook up truck and trailers necessary for livestock evacuation.
	+ Ensure vehicles needed for evacuation are full of fuel.
	+ Pre-stage emergency supplies and important documents.

## Animal-Related Emergency

**Animal Escape:**

* Do not attempt to capture the animal yourself unless you are trained to do so.
* Secure the area by moving people to a safe location.
* In the unlikely event that an owner is not present, notify the owner immediately. Ranch owners have options for animal containment:
	1. Livestock will be “cake trained” - trained to come to the sound of a rumbling bucket full of cake protein.
	2. The owner may choose to move the portable panels that makeup the corral to encircle the livestock.
	3. In severe circumstances, the owner may choose to sedate or euthanize the animal(s).

**Animal Attack:**

* Keep others away from the area.
* Use loud noises or distractions to deter the animal **if safe to do so**.
* Administer first aid to injured individuals, following the medical emergency procedure.
* In the unlikely event that an owner is not present, notify the owner immediately. The owner will ensure the safety and attention of all present and then attend to the livestock to reestablish a calm, safe environment.

**Animal Injury or Entrapment:**

* Restrain the animal if possible.
* Attempt to remove the animal from the situation if safe to do so.
* Call the ranch veterinarian for treatment.

## Severe Weather

* **Monitor Weather Reports:** Keep informed of weather conditions using on-site weather station, news/radio, applicable mobile phone apps such as The Weather Channel, Windy, Wunderground, CodeRED, and local emergency management website/social media.
* **Seek Shelter:** In case of a tornado or severe storm, move to the basement or lowest area you can access in a safe and timely manner. In case of a blizzard remain inside.
* **High Winds/Lightning:** Move indoors or to a low-lying area away from trees and metal objects. Suspend outdoor activities until the weather clears.
* **Flooding:** Move to high ground away from any creeks or streams.

## Hazardous Material Spill

* **Isolate the Area:** Evacuate the area and prevent others from entering.
* **Notify Ranch Owners:** In the unlikely event that an owner is not present, notify the owner immediately.
* **Contain the Spill:** Only if safe and trained to do so, and wearing adequate personal protective equipment (PPE), use the PPE and spill kit located where?
* **Avoid Contact:** Do not touch or inhale any substances involved in the spill.

# Post-Emergency Procedures

**Incident Reporting**

* **Document the Incident:** Write an incident report, detailing the nature of the emergency, actions taken, and any injuries or damages sustained.
* **Submit Reports:** Submit the completed report to the ranch owners within 24 hours.

**Review and Debrief**

* **Conduct a Debriefing:** Meet with all involved parties to review the incident and discuss what worked well and what could be improved.
* **Update Emergency Plans:** Adjust emergency procedures as necessary based on the debriefing and any new information.

# Training, Drills & Maintenance

**Regular Training**

* **Welcome Training:** All visitors, employees, and volunteers will undergo initial safety training that includes this document and basic livestock behavior training (if animals are located at the ranch at the time).
* **Annual Training:** All employees, volunteers, and regular visitors must undergo annual training on these emergency procedures.
* **Owner Training:** One or more of the owners of XX Ranch is or has been trained in:
	+ Beef Quality Assurance Certifications
	+ Equine Certifications
	+ Pesticide Application License
	+ Commercial Driver License
	+ CPR, AED and First Aid Certification for Adult, Child and Infant
	+ Weather Spotter
* **First Aid/CPR:** Owners are trained in first aid and CPR.

**Emergency Drills**

* **Quarterly Drills:** Conduct quarterly emergency drills, including fire, severe weather, and animal escape scenarios, to ensure everyone is familiar with the procedures.
* **Evaluation:** After each drill, evaluate the effectiveness of the response and make necessary adjustments to the procedures.

**Equipment Checks & Maintenance**

* XX Ranch maintains an annual schedule for regular maintenance for the preventive protection of the house, equipment, land, fence, livestock, etc. Maintenance ranges from oil changes to mowing to checking fences for gaps and electrical current.
* Owners inspect emergency supplies monthly. This includes ensuring an adequate stock of personal protective equipment, first aid supplies, operational fire extinguishers, hazardous material spill kits, charged batteries, fuel, etc.

# Transportation

In most, if not all cases, transportation will be limited to owners. For the following section, transportation is referring to travel to/from the ranch for business purposes.

* Before each trip, the driver will conduct a [Department of Transportation (DOT) Pre-Trip Inspection](https://csa.fmcsa.dot.gov/safetyplanner/documents/Forms/Driver%27s%20Vehicle%20Inspection%20Report_508.pdf) to ensure everything on the vehicle and trailer are in working order.
* After each stop, the trailer hookups must be inspected and a quick walk around completed.
* When animals are in the trailer, the trailer doors must be locked.
* All traffic laws must be followed.
* **Animal Welfare During Transport**: When transporting animals, the driver will check on livestock during every stop. The driver will check for signs of animal distress (i.e. heavy breathing, constant agitation) and ensure ongoing safe conditions (i.e. adequate ventilation, solid standing area, etc.).

# Appendix

## Safe Operating Procedures for a Skid-Steer

1. Pre-Operation Inspection:
* Check Fluid Levels: Inspect fuel, engine oil, hydraulic fluid, and coolant levels. Top off if needed.
* Inspect Tires or Tracks: Ensure that tires are properly inflated or that tracks are free of damage and debris.
* Examine Safety Features: Verify that all safety features (such as seat belts, backup alarms, and warning lights) are operational.
* Check Attachments: Ensure that attachments (buckets, forks, augers, etc.) are securely mounted and free of damage.
* Look for Leaks and Damage: Inspect the machine for any visible leaks, cracks, or other damage to hydraulic lines, hoses, and fittings.
* Test Controls and Gauges: Make sure all controls, switches, and gauges are functioning correctly.
1. Use Appropriate Personal Protective Equipment (PPE):
* Safety Glasses or Goggles: Protects eyes from debris, dust, and other hazards.
* Hearing Protection: Earplugs or earmuffs to protect hearing from loud noises.
* Steel-Toed Boots: Provides foot protection from heavy equipment and debris.
* Gloves: Protect hands when handling equipment or performing maintenance.
* Dust Mask or Respirator (if needed): For work in dusty environments or when handling hazardous materials.
1. Starting the Skid Steer:
* Enter Safely: Use the designated steps and handholds to enter the cab, maintaining three points of contact (both hands and one foot, or both feet and one hand).
* Fasten Seat Belt and Lower Safety Bar: Always fasten the seat belt and ensure the safety bar is in place before starting the engine.
* Clear the Area: Make sure the area around the skid steer is clear of people, obstacles, and hazards.
* Check for Proper Gear: Ensure the machine is in neutral before starting the engine.
* Start the Engine: Follow the manufacturer’s starting procedure. Allow the engine to warm up to operating temperature before use.
1. Safe Operating Practices:
* Maintain Visibility: Always check your surroundings and ensure clear visibility before moving. Use mirrors, cameras, and other aids to maintain awareness.
* Operate at Safe Speeds: Avoid sudden or jerky movements. Use smooth, controlled actions to operate the machine.
* Travel Safely on Slopes: Travel up and down slopes, not across them. Keep the bucket low to maintain stability.
* Load and Unload Carefully:
	+ Keep loads low while moving.
	+ Do not overload the machine beyond its rated capacity.
	+ When dumping or lifting, ensure that the machine is on a flat, stable surface.
* Avoid Lifting with Sideways Force: Do not push or pull objects from the side; use front-mounted attachments.
* Never Carry Passengers: The skid steer is designed for a single operator. Never allow extra riders in the cab or on any part of the machine.
1. Safe Handling of Attachments:
* Engage Attachments Properly: Ensure attachments are securely fastened before operating. Follow the manufacturer’s instructions for attachment use.
* Use Appropriate Attachments for the Task: Do not use attachments for purposes other than their intended use.
* Keep Clear of Moving Parts: Stay clear of moving parts on attachments, such as augers, buckets, or grapples.
1. Post-Operation Procedures:
* Park Safely: Park the skid steer on a flat, level surface away from traffic and other hazards.
* Lower the Bucket or Attachment: Always lower the bucket or attachment to the ground before exiting the cab.
* Shut Off the Engine: Turn off the engine, set the parking brake, and remove the key.
* Perform a Post-Use Inspection: Inspect the machine and attachments for any damage or leaks.
* Clean the Equipment: Remove dirt, debris, and mud from the skid steer and attachments.

General Safety Reminders:

* Stay Alert: Do not operate the skid steer if you are fatigued, distracted, or under the influence of drugs or alcohol.
* Follow Manufacturer’s Guidelines: Always operate according to the manufacturer’s guidelines and safety recommendations.
* Communicate with Others: Use hand signals or radios to communicate with co-workers when working near the skid steer.
* Maintain Control at All Times: Keep both hands on the controls when operating, and do not reach outside the cab.

## Safe Operating Procedures for a Riding Lawn Mower

1. Pre-Operation Inspection:
* Check Fuel and Oil Levels: Ensure the mower has sufficient fuel and oil. Verify there are no leaks.
* Inspect Tires: Check the tires for proper inflation and look for signs of wear or damage.
* Inspect Mower Deck and Blades: Make sure the mower deck is clear of debris, and the blades are sharp, balanced, and securely fastened.
* Check Safety Features: Confirm that all safety features (e.g., seat belt, safety interlock systems) are functioning correctly.
* Examine Belts and Cables: Look for any signs of wear or fraying and replace them if necessary.
* Clear the Area: Remove any rocks, sticks, toys, or debris from the lawn that could be hit by the mower blades.
1. Use Appropriate Personal Protective Equipment (PPE):
* Safety Glasses or Goggles: Protects eyes from flying debris.
* Hearing Protection: Wear earplugs or earmuffs to protect hearing from the loud noise produced by the mower.
* Closed-Toe, Slip-Resistant Footwear: Prevents foot injuries and provides better grip.
* Gloves: Protect hands from cuts and provide better grip when handling equipment.
* Long Pants and Long-Sleeved Shirts: Protect skin from debris, sun, and possible contact with the blades or hot surfaces.
1. Starting the Mower Safely:
* Start in a Safe Area: Start the mower on a flat, stable surface, not on slopes or uneven terrain.
* Engage the Parking Brake: Ensure the parking brake is engaged before starting.
* Sit Properly in the Seat: Sit upright with both feet on the footrests and both hands on the controls.
* Keep Bystanders Away: Ensure children, pets, and other bystanders are at a safe distance from the mower.
1. Safe Mowing Practices:
* Operate at a Safe Speed: Avoid mowing at high speeds, especially on slopes or uneven terrain.
* Mow in the Proper Direction:
	+ For slopes, mow up and down rather than across to prevent tipping.
	+ Avoid sharp turns or sudden stops on slopes.
* Avoid Wet Grass: Wet grass can cause the mower to slip or lose traction.
* Stay Clear of Obstacles: Keep an eye out for obstacles such as trees, rocks, and uneven terrain.
* Never Leave the Mower Unattended While Running: Always shut off the engine, remove the key, and engage the parking brake before dismounting.
* Avoid Mowing in Reverse: Mow in reverse only when absolutely necessary, and check for obstacles or people behind you before doing so.
1. Blade Operation:
* Engage Blades Safely: Engage blades only when you are ready to start mowing. Keep hands and feet away from the blade deck.
* Disengage Blades When Not Mowing: Disengage the blades before crossing driveways, walkways, or gravel paths.
1. Handle Fuel with Care:
* Refuel Safely: Turn off the mower and allow it to cool before refueling. Refuel in a well-ventilated area away from open flames or sparks.
* Use the Correct Fuel: Use only the type of fuel recommended by the manufacturer.
1. Post-Operation Procedures:
* Turn Off the Mower: Before dismounting, turn off the mower, remove the key, and wait for all moving parts to stop.
* Clean the Mower: Remove grass clippings, leaves, and other debris from the mower deck and other areas.
* Inspect for Damage: Check for any damage or wear to the mower blades, belts, or other parts.
* Store Properly: Store the mower in a safe, dry area away from children and pets.

General Safety Reminders:

* Follow the Manufacturer's Guidelines: Always follow the specific safety instructions and guidelines provided in the operator's manual for your model.
* Avoid Distractions: Do not use a cell phone or engage in any other distractions while operating the mower.
* No Extra Riders: Never allow additional riders, including children, on the mower while it is in operation.

## Evacuation Plan

This plan is to ensure the safe and efficient evacuation of people and livestock in the event of an emergency, such as fire, flood, severe storm, or other natural disaster or emergency. The plan outlines procedures to ensure the safety of people, livestock, and property when an evacuation is necessary.

**Emergency Evacuation Team**

Identify who will be responsible for each of the following:

* Evacuation Monitor (monitoring evacuation orders and situation, conducting head counts at assembly areas):
* Resources Manager (gathering emergency supplies and important documents):
* Livestock Decision Maker (managing livestock movement and decisions):
* Driver of vehicles:

**Communication During Emergency:**

* Family members and staff should have cell phones or radios to communicate with each other and coordinate activities. Power outages may hinder cell phone usage, so secondary communication resources might be required.

**Evacuation Triggers:**

* **Fire on Property:** A large-scale fire that cannot be controlled.
* **Wildfire Threats:** Nearby wildfires that directly threaten the property.
* **Severe Weather:** Tornado, flooding, or severe storms that pose a threat to safety.
* **Hazardous Material Spill:** A spill of any hazardous chemicals that cannot be contained safely.
* **Medical Emergency:** When evacuation is necessary for medical reasons.

**Evacuation Locations:**

* **Safe Zones:** Areas within the ranch that are designed for shelter during an emergency. This includes the house and any structures with fireproofing or secure shelter.
* **Assembly Point for People:**
	+ Designate an area near the house where everyone should meet to ensure all individuals are accounted for. This assembly point should also be where evacuation vehicles are staged.
	+ Designate a secondary assembly point in case the primary area is unsafe.
	+ Identify an offsite assembly point to gather once everyone has evacuated the property.
* **Evacuation Site for Livestock:**
	+ Designate an area on the property where livestock can be corralled and loaded onto trailers safely and efficiently. A secondary assembly point might need to be designated if possible, using portable panels.
	+ Pre-designate trailers and truck routes, marked for easy access during an emergency evacuation.
	+ Using the Evacuation Monitor identified above, identify where livestock are to be taken. If large herds are being evacuated, the Livestock Decision Maker identified above will work with neighbors, local agencies, and others to determine where livestock will be taken.
* **Evacuation Routes:**
	+ Identify a primary evacuation route for vehicles and trailers to exit the property.
	+ Identify a secondary evacuation route for vehicles that can ideally allow trailers to use as well, but might not be suitable for them.
	+ Identify a tertiary evacuation route that might only allow evacuation by foot, horseback, or ATV.
	+ Routes should be clearly marked and accessible, even in low visibility or adverse conditions.

*Create a map that clearly identifies each attribute noted above and attach it to this plan. Maps should be printed off and kept in evacuation vehicles.*

**Evacuation Process:**

1. **Alert the Team:**
	* Notify all present on the property about the need for evacuation.
	* Use any available communication method (cell phones, radios, loudspeakers, or sirens).
2. **Evacuation Team Responsibilities:**
	* Those identified above should begin to execute their responsibilities.
3. **Evacuate People First:**
	* Ensure the immediate safety of all people on the ranch.
	* Account for all individuals by checking the designated assembly points.
4. **Evacuate Livestock:**
	* **Step 1:** Secure any loose animals and direct them toward designated holding areas using portable panels, cake training, or any available containment methods.
	* **Step 2:** Prepare trucks and trailers for transport. Have these vehicles positioned and ready in advance of any evacuation to minimize delays.
	* **Step 3:** Evacuate livestock systematically, starting with the most vulnerable or high-risk animals. Ensure all animals are properly loaded before moving.
5. **Evacuate Equipment and Valuables:**
	* Gather essential equipment or valuables including emergency supplies and important documents and secure them in a safe area or transport vehicle.
6. **Evacuation Routes:**
	* Using the evacuation routes outlined above and maps, identify which route will be taken and clearly communicate that to all identified drivers.
7. **Evacuation of Critical Infrastructure (if necessary):**
	* If needed, ensure that any critical infrastructure (like generators or fuel tanks) is evacuated or secured to minimize the risk of further harm.
8. **Communication During Evacuation:**
	* Keep in contact with local authorities (fire departments, sheriff’s office) and neighbors for updated information and coordination. Notify them of the evacuation status if necessary.
	* Use pre-established radio or phone systems to maintain communication with all parties involved in the evacuation.
9. **Post-Evacuation Check:**
	* After evacuation, ensure that all individuals and animals are safe at the designated shelter or evacuation area.
	* Monitor for any injuries and assist with medical needs as necessary.
	* Notify emergency services and owners about the status of evacuation.

**Evacuation Resources:**

* **Livestock Transport Vehicles:** Pre-positioned trucks and trailers for livestock transport, with full fuel tanks.
* **Portable Panels:** For corralling and securing animals in the event of an emergency evacuation.
* **Emergency Supplies:** First aid kits, trauma kits, fire extinguishers, extra fuel, flashlights, batteries, food and water, medications, contacts and eyeglasses, clothing, and blankets for evacuation shelters.
* **Emergency Communication Tools:** Cell phones, radios, walkie-talkies, computers, or any other forms of communication to ensure coordination, plus charging cords and back up batteries.
* **Important Documents:** Licenses, ID cards, passports, registration paperwork for vehicles, livestock, and brands, wills, trusts, deeds, and other important documents. These documents and copies of them should be kept in digital format and in a fireproof safe that can withstand an emergency, or be easily retrievable during an evacuation.

**Evacuation Drills:**

* **Quarterly Evacuation Drills:** The ranch will conduct quarterly drills to ensure all personnel and anyone working on-site are familiar with the evacuation procedures. This will include evacuation of both people and animals.
* **Debrief and Evaluation:** After each drill, a review will be held to evaluate the evacuation procedures and make necessary adjustments.

**Special Considerations:**

* **Vulnerable Individuals:** Ensure special care is taken to assist children, elderly persons, and anyone with limited mobility during the evacuation process.
* **Animals with Special Needs:** If any livestock have specific care needs (such as medical conditions), ensure they are given priority during transport and evacuated to the appropriate shelter.