



**America's Teaching Zoo
Procedure Manual**

Procedure No. 2.4.3

*Fire Preparedness and
Response/Evacuation Procedure.*

Revised 7/1/11

2.4.3 Fire Preparedness and Response/Evacuation Procedure

I. Purpose

This procedure is not a fire prevention plan, but procedures for preparedness and response should evacuation of the animals be needed due to a fire threatening or occurring at America's Teaching Zoo or any other emergency requiring evacuation of the animals. The goals of this procedure are to:

- A. Provide fire information needed for the safety of Zoo staff, patrons, and animals.
- B. Quickly and safely secure Zoo grounds.
- C. Provide rapid and efficient warning and information to Zoo staff and patrons.
- D. Ensure the safety of Zoo patrons when evacuation is necessary.
- E. Evacuate or secure Zoo animals in as safe a location as possible and evacuate guests, students, and Zoo staff as needed.

All new zoo staff/faculty employees and EATM students will be trained in this procedure within the first month of starting the program. Drills will be scheduled and conducted three times a year to include practice once a year for each type of emergency.

II. Pre-fire Preparedness

The Zoo shall prepare and maintain an emergency calling tree, a complete and current list of personnel addresses, phone numbers, and personal limitations. This list shall be updated each semester, e-mailed to EATM staff and faculty and located in the EATM Office phone book. Zoo faculty and staff will have input important contact numbers into their cell phones.

The Zoo shall identify and have in stock all the supplies needed should a fire occur at or near the Zoo. See Appendix A and Appendix B.

The Zoo shall prepare and maintain a specific division response plan in accordance with the Moorpark Community College master response plan.

Grounds Maintenance Department shall maintain brush clearance in accordance with the Ventura County Fire Department's (VCFD) recommendations.

Fire extinguishers shall be checked and refilled yearly by a licensed company. This is scheduled by the Maintenance and Operations Department.

EATM staff needed to attend the emergency after regular Zoo hours will be compensated for extra time worked

III. Line of Command

The Zoo Operations Supervisor shall be responsible for and direct the Zoo's fire response effort. In the absence of the Zoo Operations Supervisor, the Zoo Operations Assistant shall act as Zoo Operations Supervisor.

In the absence of both of these individuals, the following chain of command shall be assumed:

1. Instructional Lab Technician 1.
2. Part time Zoo Operations Assistant.
3. Behavioral Enrichment Technician.
4. Full Time Faculty.
5. Part Time Faculty.

The first staff or faculty member on the scene of a fire shall be designated as the Zoo Emergency Coordinator and shall announce over the radio that they have assumed command and the location of the Command Post. They shall remain in command until a more qualified and higher-ranking staff member assumes command. The Incident Commander shall assign a staff member to act as the Zoo's representative at the Fire Department's Command Center. The Incident Commander shall communicate through radios and inform others as the incident progresses.

IV. Initial Notification of Fire

The first Zoo staff member who becomes aware of a fire on or off Zoo grounds must report the fire to the Campus Police Office at ext. 1455. The reporting staff member should attempt to keep the fire in clear sight from a safe distance until help arrives.

When notifying Campus Police Office, the staff member shall indicate:

- A. WHO is speaking.
- B. WHERE the call is coming from, including call-back number.
- C. The LOCATION of the fire.
- D. WHAT kind of material is on fire and how much.
- E. The DIRECTION the fire is heading.
- F. If there are injured employees, visitors, or animals.

When notifying the Campus Police Office by telephone, do not hang up until instructed to do so. If possible, stay by the telephone in case the Campus Police Office calls back requiring additional information. Failure to report a fire, regardless of the size, the danger it poses, or how it was started, shall be considered neglect of duty and is grounds for discipline.

Upon learning of a fire on campus, the Campus Police Office shall radio dispatch an Officer to the reported fire site to verify the location and progress of the fire. Small fires should be extinguished by Zoo staff or the Officer if safe to do so.

V. Other Instructions

The Grounds Maintenance and Operations Department shall be responsible for:

- A. Assisting in the assessment of damages to facilities.
- B. Supplying equipment and operators for debris removal, and implementing clean up.
- C. Having transport vehicles, utility vehicles, and tools available, as well as information regarding water resources Zoo-wide.
- D. Hooking up water hoses throughout the interior of the Zoo. Do not pre-wet area unless directed by VCFD or the Zoo Emergency Coordinator.
- E. Grounds Maintenance/Custodial Services staff shall be ready to assist in other areas of the Zoo as needed when directed by the Zoo Emergency Coordinator or VCFD representative.
- F. Brush clearance.

VI. Lines of Communication

Campus Police

Once notified, the Campus Police Office shall be the designated communications center throughout the fire. The Campus Police Office shall:

- A. Give location where Campus Police vehicles shall escort VCFD service vehicles onto Zoo grounds. If deemed necessary also request VCSD back-up and assistance.

Zoo Emergency Coordinator

- A. Alert Zoo via general broadcast over the PA System that there is a fire on Zoo grounds.
- B. Immediately contact the following individuals by telephone or radio, thus starting the office line of communication and Emergency phone tree.

(Addendum A):

1. Zoo Operations Supervisor's Office, who shall notify:
 - a) Zoo Veterinary Staff ext. 1628
 - b) Division Department Chair. ext. 1744
 - c) Division Dean. ext. 1459
 - d) Butterfly Manager (805) 359-0896

VII. Evacuation Instructions

- A. The order to evacuate the Zoo of patrons or staff shall come from any of the following:

- a. Zoo Operations Supervisor.
- b. Zoo Emergency Coordinator.
- c. VCFD Incident Commander.

The Zoo PA system shall be used to broadcast who is to evacuate (patrons and/or staff).

The Zoo staff and EATM students shall direct the orderly evacuation of patrons off Zoo grounds.

- B. The Zoo Operations Supervisor's Office shall have a telephone with them at the evacuation site and the appropriate phone numbers. In the event of an evacuation of the EATM Office, all staff shall meet in the Zoo 2 Building.
- C. The Student Safety and First Aid Manager shall be responsible for maintaining the emergency personnel information for all Zoo staff and students and assisting with the check-in/-out of staff and students should an evacuation occur. Contact lists are located in Zoo phone book in EATM Office. They will be updated every semester and will include:
 1. Student contact information.
 2. Staff contact information and emergency calling tree.
 3. Emergency Consortium Contact Information and Supplies Available.
- D. SCHOOL GROUPS: In the event that the fire occurs when a school show in session, an EATM Student shall be assigned to obtain the school attendance list from the EATM Office and position themselves at the main gate to check with each school group exiting that all party members are accounted for. School groups will be directed to the "M" parking lot.
- E. PREPARATION FOR ANIMAL EVACUATION: There are 3 stages in a fire emergency. It may not be possible to evacuate all of the Zoo's animals, but every attempt will be made to do so. The following preparations should be made:

Stage 1 Preparations

- a. Student crate manager will distribute crates from the crate storage shed to each area per the master list of crate sizes needed for each animal in each area. Zoo van and truck will be used to move each group of crates to the Areas.
- b. Outside each area crates will be assembled. Once assembled, the correct size crate per master list will be placed outside each animals enclosure.
- c. Each crate will be labeled using masking tape and indelible marker. A strip of masking tape should be put above each crate door and using

indelible marker label the animal it will hold by common name and the animal's name.

- d. Zoo 1 classroom will be used to stage crated animals for evacuation. **DO NOT CRATE ANY ANIMAL UNLESS DIRECTED TO DO SO BY STAFF.** Each vehicle number and list of animals it will move should be posted along walls of Zoo 1.
- e. Towels, blankets, and sheets should be moved into Zoo 1 to cover crates as they arrive.
- f. Three students will be stationed in the Zoo 1 front office to help manage zoo communications and monitor fire status via Ventura County Fireline website.
[http:// 38.101.117.146/fireline/](http://38.101.117.146/fireline/)
- g. Agoura Animal Shelter will be contacted (818-991-0071) for location recommended that animals be evacuated to.

Stage 2 Preparations

- a. Depending on location and severity of the fire danger, remove animals only as need arises and only when instructed to do so by the Zoo Emergency Coordinator. Form and station capture teams headed by the most experienced or highest ranking staff member. Each team should have a radio.
- b. Give first priority to securing animals that can be crated. Detailed information as to which animals shall be secured can be found on laminated cards in the emergency boxes.
- c. The Student Trainer assigned to an animal shall be considered the "contact person" for that animal. **Students crating animals must be directed to do so by staff before any animal capture or restraint is attempted.**
- d. A student will be stationed at the zoo entrance to log every student and staff member in and out.
- e. Load evacuation box into lead vehicle. See Appendix B on page 37.

Stage 3 Preparations

If it is necessary to relocate animals off Zoo grounds, animals shall be transported to the evacuation location specified by Agoura animal shelter.

- a. As each animal is crated it should be moved to Zoo 1 classroom and grouped with others designated to go in the same vehicle. They should be placed under the number sign for each vehicle.
- b. Vehicles should be transferred to the Zoo from Maintenance and operations. Each vehicle shall be numbered using masking tape and laminated vehicle numbers located in the emergency boxes.
- c. A list must be compiled for each van identifying the animals in the van.
- d. Load vans as directed by staff.

- e. Staff will determine vehicle drivers. Do not leave the zoo until directed to do so. Vehicle drivers must have a valid California Driver's License.
- f. Student Trainers assigned by Staff shall monitor the animals in the vans at the relocation site.
- g. Staff will coordinate schedule for students and staff to monitor animals at the evacuation site.

VIII. Volunteers

Volunteers must be directed to stay at the front of the Zoo to assist in non-animal related capacities.

- A. Volunteer forms must be filled out by volunteers before assisting.
- B. Laminated instruction cards for volunteers will be in the Emergency Box in the Zoo 1 Office.

IX. Return to the Zoo

Ventura County Fire Department will give permission to return to the Zoo as soon as it is safe to do so. Zoo Emergency Coordinator will direct return of animals to the zoo.

X
Dean of Student Learning

Revision No. 5
Original April 6, 2004