

Winter Protocols & Safety Notes

- Gate Gate at bottom of drive to be CLOSED except when volunteers at the site actively feeding - if alone and prefer to keep it closed for security that's ok
- Drive the Driveway is plowed when needed and the hill is treated with "salt/sand" mix for traction when needed - any time service is needed please let us know
If the drive is icy or hasn't been plowed yet - it may be safer to park at the open area at the bottom of the hill - that hill facing north is the last to thaw
There is a box by the gate and one at bottom of hill with pickled sand and a spade in case you need traction if stuck
CAA may refuse to attend if stuck in ditch so don't risk it if you can't make it up
Do NOT park blocking the drive itself as this can prevent the plow truck from getting in when he arrives
- Doors Doors are locked at all times except when volunteers are on site and the master alarm system is set when no one is expected.
- Alarm The security alarm needs to be turned off BEFORE someone unlocks the doors and after all volunteers are done for the day and doors are locked - this is done remotely by directors
IF ARRIVING EARLIER THAN EXPECTED OR STAYING LATER THAN SCHEDULED LET US KNOW - the alarm is directly linked to Police / Fire for response
- Heaters We have **Baseboard heaters** in the building - you MUST be careful to **never leave anything against or too close to those heaters** to prevent items from melting or starting a fire
- Water The outside water taps are set up to NOT freeze during the winter - they may take a few beats but very rarely freeze up. If they do there are always large water jugs avail
Keep watering cans inside and full in case of power outage and do not attach anything to the outside taps that doesn't allow water to drain back below frost line when in the "off" position

Heated Water Bowls

The animals will have heated water bowls to ensure they have access to water regardless of weather. If the bowls are frozen we need to trouble shoot
If just ONE bowl is frozen - check if plugged in properly - if not - replace the plug and allow to heat for a while until ice can be removed - if it was check GFI or take inside to see if working - check wire or heating coil for damage
If ALL the bowls in an area are frozen check the electrical GFI - ask someone to show you where they are if doing winter care. Reset the GFI and allow bowls to heat for a couple hours so you can easily remove ice and refill. If the GFI trips again - unplug all bowls in that area - reset the GFI - then plug in bowls one a time with a count of 10 between each one until you find the one with the short that's tripping it - remove that bowl and replace it with a new one - mark it for the maintenance team to check if it can be repaired (this is most often due to the wires having being chewed)

When refreshing waters for heated bowls - dump old water into a BUCKET not into the walk way or the enclosure- wipe out the bowl to clean it and then refill from watering can - if bowl is badly fouled then unplug and bring inside to wash before refilling . **DO NOT IMMERS ELEC TRIC COIL IN WATER** - use hot soapy water inside the bowl to scrub.
Do NOT use a hammer or bang on the bowls/buckets to break up ice - these are quite expensive and cold plastic will easily crack - warm them up to remove ice
a bit of boiling water from the kettle on top can quicken the process

Ice / Water spills

If there is ice build up in the common areas please spread some wood chips or shavings to help keep the area safe or pickled sand if on walk ways and not in animal care areas
If you spill water in the walk ways please put some wood shavings down right away to soak up and prevent ice forming

- Laundry Please start laundry loads as soon as you arrive since the machines should not be left running when you leave and **never forget to shake out ALL debris before putting into laundry baskets and again before putting into machines**

- Feeding **DO NOT OVERFEED** - the critters are only getting fed once a day since that is all they need and in many cases they are in winter mode and would prefer to sleep the days away
uneaten food will just freeze, be wasted and attract rodents

- MEDS **If an animal is on meds once a day - it will show on their chart as "mid day" since that is the most common time for winter feeds - those meds should be given when feeding/cleaning the animal on their once a day care**

If an animal is on **meds twice a day - those meds should be done FIRST THING on your shift** so that the evening meds can be done with enough time between doses -
so always check for these at beginning of shift please

Dress in Layers

Most of time during winter feeds will be spent outside - dress accordingly !!! Nice thick socks especially for the "raccoon" boots
Layers will allow you to remove layers when you come back inside for dishes, cleaning etc without over heating