

**JEFFERSON COUNTY HORSE COUNCIL
LARGE ANIMAL EMERGENCY EVACUATION TEAM
PO BOX 1177 ~ GOLDEN, CO 80402-1177
www.JeffcoHorse.com**

VOLUNTEER REQUIREMENTS

Our priorities are the SECURITY, SAFETY & WELFARE of all the animals as well as of the volunteers

For liability reasons no one under age 18 is allowed to volunteer even with an adult's supervision. We do prefer that volunteers have some horse experience; but we welcome those who are also willing to work hard, be flexible and follow directions.

SECURITY – These animals have been officially impounded by the Jefferson County Sheriff's Department, therefore **NO ONE** is allowed near the evacuated animals without a visitor pass or ID Badge from the Emergency Evacuation Office. ANY volunteer in these areas must be working his/her assigned shift and wearing his/her name badge. **Volunteers are required to check in at the office immediately at the start of EVERY shift** to sign in and receive a name badge. At the end of every shift, volunteers are required to sign out at the office and return his/her name badge.

SAFETY & WELFARE – All volunteers work under the supervision of a Barn Manager. Barn Managers hold a short meeting at the beginning of each shift and assign tasks for that particular shift. **NO** task of any kind (especially the handling of any animal in any way) is allowed to be done until specifically instructed by a Barn Manager. Volunteers are always encouraged to go to a Barn Manager with any questions or concerns. The animals are arriving under stressful conditions and are in unfamiliar surroundings; therefore the atmosphere must be kept quiet and calm. We ask volunteers to help us monitor health problems or injuries by reporting anything unusual to a Barn Manager immediately. (For example, let the Barn Manager know about an animal who can't or won't get up, has no appetite, has no manure or urine in its stall or pen, is in distress, not drinking, etc.) Please Note:

- **ONLY** the Vet, Owner or Barn Manager will make decisions regarding the animals' care.
- To avoid any potential health complications, we feed the horses **GRASS HAY ONLY**, and **ONLY** the Vet, Owner or Barn Manager may give ANYTHING else to the animals. This includes treats of any kind.
- **ONLY** the Haulers, Owners, Vets or Barn Managers will handle or manage the animals in any way. Please **DO NOT handle any of the animals** (this includes helping to unload, lead or otherwise interact with any animal in any way) **unless EXPLICITLY instructed to do so by a Barn Manager!**

VOLUNTEER DUTIES –

- **WATER** – Volunteers fill water buckets, dumping and cleaning those with manure or debris in them.
- **HAY** – Volunteers feed only the horses while watching for signs of moldy hay. Other animals (goats, sheep, pigs, llamas, etc.) will be fed by the Barn Manager's instructions only.
- **STALLS** – Volunteers pick out only the soiled bedding. Additional shavings are not allowed to be added unless specifically instructed by a Barn Manager. Once a stall has been vacated, scoop shovels are used for stripping the entire stall and buckets are sanitized.

Volunteers are responsible for recording all requested information on a daily care card located with each animal. Keeping good records is **ESSENTIAL** in helping us monitor and assure the wellbeing of all the animals.

SCHEDULING SHIFTS – We are very grateful for your commitment to help us, and we appreciate that your time is valuable. Given the unpredictable nature of any event, we never know how many animals we will have at any one time, what their special needs will be, or how long they might remain at the facility. Please recognize that we will do our best to schedule our volunteers accordingly.

THANK YOU! We wouldn't be able to do this without the help of volunteers like you!