

JH Ranch Fire Emergency Procedure Plan

Prepared: 5/27/15

Updated 11/18/2024

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STANDARD FIRE PREPARATION (Keith Hodge)

As part of our Standard Fire Preparation, JH Ranch complies with all regulations written by Cal-Fire as they apply to a "Camp" Setting.

While all regulations consider certain authority, we want to call close attention to the following regulations:

These regulations include:

- Fire Extinguishers located inside of every structure
 - Clearly labeled
 - Easily accessible
 - Inspected monthly
- Smoke Alarms located inside of every structure
 - Inspected monthly
- Defensible space created around all structures
 - Pine needles, leaves, etc. swept away from all structures in 30 foot radius
- Fire Drills conducted regularly
 - Within 24 hours of registered guests or crew arriving on-property
 - Night-time drill conducted if program lasts longer than 6 days
 - Log maintained of all Fire Drills
- Hazardous Materials labeled and stored properly
 - Propane
 - Gasoline
 - Other
- Exit Signs Posted Above Emergency Exits

DIRECTOR ON DUTY (Jonathan LeDuc, Rob Hinckle, Keith Hodge)

The Director On Duty is the ultimate authority on property and is responsible for all guests, staff, crew, families, visitors (NRG's), livestock and facilities.

- The Director On Duty will be the same throughout the year and follow the descending list below, in lieu of time-off.
 - The Director On Duty log will be kept in the back office.
- The Manager on Duty will maintain responsibilities in the evening.

Roster

The Director On Duty will be determined according to the following roster, in priority order:

- Jonathan LeDuc – Senior Managing Director (SMD) of JH Ranch
- Rob Hinckle – Chief of Staff

- Keith Hodge – Facilities Manager
- Trevor Craig – Logistics Manager
- Kip Whipple – SMD of Projects
- Carson Legg – Program Manager
- Payne Kellum – SMD of Admin
- Mack Ogren – SMD of Generosity
- Sean Cannon – SMD of Outback
- Clay Fontenot – Men’s Crew Dean

Communication

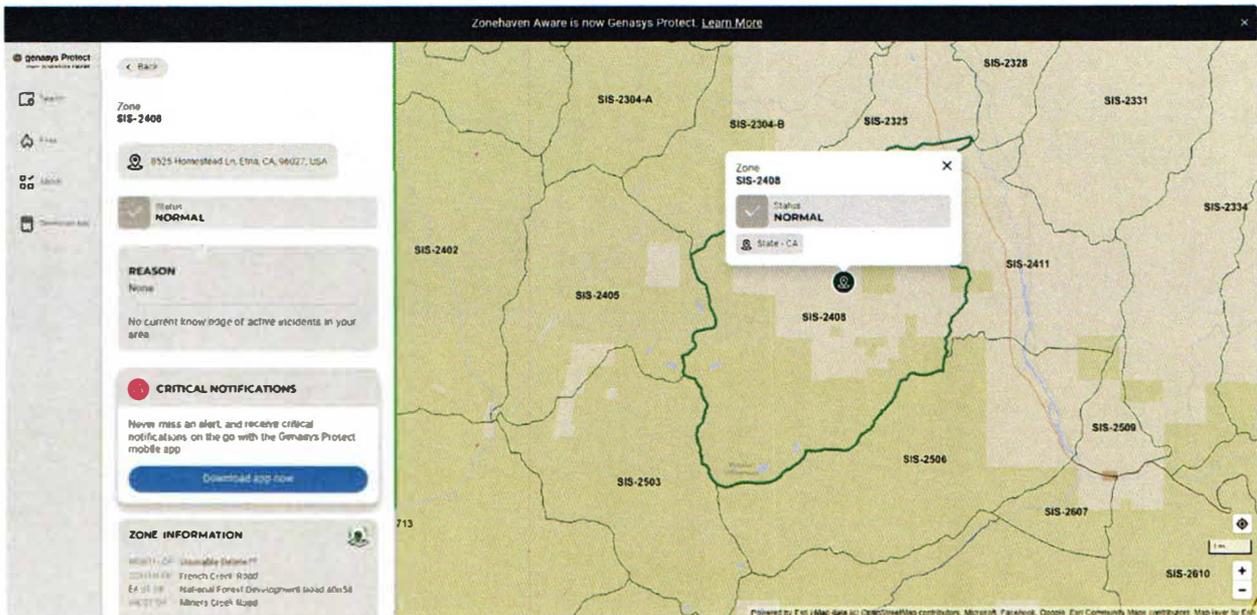
To ensure preparedness in the event of an emergency, each individual listed in the Director On Duty Roster shall always record his or her movement off-property with the Logistics Manager.

Whenever the current Director On Duty leaves property, it is his or her responsibility to notify and confirm with the subsequent Director On Duty that he or she is now the Director On Duty. This can be done via text or the Slack App.

In the event of a major incident (ie forest fire in the area) Contact the County OES (Office of Emergency Services) for any questions or concerns during the incident.

Siskiyou County Office of Emergency Services @ (530) 841-2155 main office
 Bryan Schenone Director Cell (530) 598-4241

Additional information can be found at:
[Genasys Protect](#) Zone SIS-2408



FIRE PROTOCOL (DECISION MAKING FACTORS) (Jonathan LeDuc, Rob Hinckle, Keith Hodge)

To determine the best fire emergency response, the Leadership of JH Ranch will consider the following factors:

Location of Fire Threat

- On-property Fire
- Off-property Fire (“Wildfire”)

Time of Day

- Daytime (0500 – 2200)
- Nighttime (2200 – 0500)

Program In Session

- Off-Season
- Shoulder-Season
- Crew Orientation
- Parent & Son/Daughter
- Student Leadership

Type of Day

- Arrival Day
- Activity Day
- Departure Day

Evacuation Notices

- No Evacuation Notice
- Preliminary Notice
- Recommended Notice
- Mandatory Notice

ON-PROPERTY FIRE

Discovery

Discovery By A Guest or Visitor

In all situations, should a Guest or Visitor discover a fire, they should seek to inform a staff member immediately rather than fight the fire on their own.

Discovery By A Staff Member

Upon discovering or being informed of an on-property fire, a Staff Member shall assess quickly whether the fire can be extinguished immediately. If the Staff Member believes the localized fire is able to be extinguished immediately (e.g., a fire in a toaster oven), staff members shall make every effort to do so while seeking to raise awareness of the fire among other staff members.

If the fire is successfully put out, the Director On Duty shall be informed and perform a personal inspection of the fire scene. The Director On Duty will review with the Full Time Staff Member responsible for the area of operation in which the fire occurred, along with all staff members assigned to that area, to ascertain the cause of the fire and determine what practices need to be enforced, fixed, or added to prevent any future fires. The Director on Duty will also take the opportunity to review with the staff members involved the protocol for on-property fires in entirety.

If the fire is too large to be quickly eliminated, the Staff Member should warn the guests to seek safety. He or she should designate someone with them or in their vicinity to specifically inform Ranch Leadership of the fire.

On-Scene Commander

It is critical that an On-Scene Commander be identified immediately. The staff member who first discovers or is informed of the fire shall act as the on-scene commander until such time as a staff member with greater seniority appears on scene. The arriving senior staff member shall identify whom the current On-Scene Commander is and verbally assume control of the situation by announcing themselves as the new On-Scene Commander.

Awareness

Communication of a Fire's Discovery

Upon learning of a fire, staff members not involved directly in combating it shall seek to inform Ranch Leadership, the Hospitality Hut, and the Logistics Team.

Upon learning of a fire, Ranch Leadership, the Hospitality Hut, and the Logistics Team shall seek to inform the Ranch Leadership Team through Slack, text, radio or email.

Director On Duty's Awareness

Assuming the fire has not already been extinguished, the Director On Duty upon learning of the fire shall seek to determine the location of the fire and its threat level to guests, staff, and facilities. If the fire is determined to not be an immediate danger to guests (e.g., a fire in the barn at night – over 1000 feet from the nearest guest location) the Director On Duty will direct all available resources and personnel to battle the fire directly. If the fire is a threat to guest or staff safety, the Director shall implement the Fire Response Protocol at his discretion.

Response

Fire Response Protocol

Fire Siren

The Director On Duty will designate a Staff Member to sound the Fire Siren, located in the Dining Pavilion, the Guest Cabin areas in front of Willows and the Fire truck. The Fire Siren will sound for a minimum of three minutes. In addition, the Fire Truck siren should be utilized to sound the alarm.

Response to Fire Siren

Upon hearing the Fire Siren:

- All Visitors and Guests shall head to their mustering area, the tennis courts
- All Crew shall head to their mustering area, the volleyball courts
- All Coaches with Guests currently in their care shall escort those guests to the Tennis Courts
- All guests, staff and crew will then move down to the Pasture 1 (Guests & Coaches.) & Pasture 2 (Crew & Staff) if necessary. This is the Temporary Point of Evacuation (TEP)
- Maintenance Staff & Maintenance Crew shall head directly to the Fire's Location
- All Area Leads & Full-time Staff shall make a sweep of their immediate vicinity to ensure that all Guests are heading to the Tennis Courts and all Summer Crew to the Volleyball courts
 - The Vehicle Manager shall head directly to the Fire Truck and then to the Fire's Location
 - The Heavy Equipment operator shall head directly to the Water Truck and then to the Fire's Location
 - If the fire is within an Area of Concern, the Facilities Director shall turn off all Propane and Gas lines, but leave all Power lines on
 - All Maintenance Staff shall head directly to the Fire's Location
 - The Logistics Team shall immediately implement their appropriate protocols
 - The Medical Staff shall gather all necessary items and establish a first-aid center at the Ranch House
 - The Wrangler Staff shall immediately gather the Travelers and begin soaking the areas around the *TEP*, *the irrigation water cannons will be utilized for this purpose.*

Temporary Evacuation Point (TEP)

- The standard *TEP* for all Guests is the Upper Pasture.
- The standard *TEP* for all Staff is the Orchard Pasture.
- Should the Director On Duty determine that either *TEP* is threatened by the fire's original location, the back-up safe zones are:
 - The Sports Field
 - Pasture #4 near the New Shop
 - Circular drive in front of the Woodlands

Logistics Team Fire Protocols

The Logistics Team is responsible for the accurate roll call of all persons known to be on property.

The potential guest capacity is 505 guests and staff at 100 percent full. As soon as the actual number of guests and staff are confirmed, the team will relay this information to OES for additional transportation needs as required.

The Logistics Team will:

- Assess which staff & crew are known to be on-property and off-property
 - Check with the back office to determine staff off property for off-days
 - Check with Deans to determine if any crew is off-property.
- Designate staff members to create rally points for all housing areas in the Pasture 1 and Pasture 2.
 - Staff will use orange safety cones with signs marking each housing area
 - Numbered signs & cones will be stored in the Pump House on the Pasture 1
 - If needed, use halogen flood lights to light gathering areas
- Designate staff members to ensure Emergency Action Kit is complete and equip the Program Lead and Program Director with needed items
 - See Appendix for all items included in Emergency Action Kit & Barnblaster
- After determining expected attendance lists, gather printed lists for Staff and Guests
 - Master Guest List Alphabetical
 - Master Guest List Housing
 - Team Lists
 - Master Crew List Alphabetical
 - Master Crew List Housing
 - List of Coaches
- Present all Guests Lists and List of Coaches to Program Lead (SW, T2, CH, PSD)
- Present all Staff Lists and List of Coaches to Program Director
- Establish a headquarters in front of the Windmill

Guest Response At TEP

Once at the designated *TEP*:

- The Program Lead will assume responsibility for all Guest Safety (& Coaches)
- The Program Lead will address all guests to share known information regarding the fire and inform them that a roll call will be taken presently
 - During Parent & Son/Daughter Weeks, Guests will be asked to gather in Parent/Child pairs according to their teams behind the appropriately marked sign on the fence.
 - During Second Wind Weeks, guests will be asked to arrange according to their teams behind appropriately marked sign on the fence.
- All coaches will gather by the lake to receive printed team lists and markers

- Coaches will then return to their teams and do an initial roll call
 - After finishing the roll call, coaches will stand in front of their groups signifying that they are finished
- The Logistics Team will then perform an initial check with all the coaches to determine which guests are missing and their last known location
- The Logistics Team will confirm that the guests believed to be missing are indeed missing from their housing area rally point
- The Logistics Team will then pass this information along to the Program Lead, who will announce the names of the missing guests to ensure that they are not elsewhere in the Pasture 1
- If the guests are determined to be missing, the Program Lead will designate staff members in pairs to search for the missing guests at their last known location
 - Staff members will check back-in verbally every thirty minutes or in person every hour
 - If guests have no last known location, or are not immediately found, staff will search in the following order:
 - Housing assignment
 - Lodge
 - Ropes Courses (High Ropes, Low Ropes, Alpine Tower, Odyssey)
 - Cabin Areas
 - General Property
- All guests shall remain in the *TEP* until an All-Clear Signal is given or an Evacuation Order is issued
 - If an all-clear signal is given by the Director on Duty or by the ringing of the Dinner Bell, all persons shall gather in the Big Top for an address from the Director On Duty
 - If an Evacuation Order is given, staff and guests will follow the Evacuation Protocol

Staff Response At TEP

- The Program Director will assume responsibility for all Crew Safety
 - Except for Maintenance Staff, Logistics Staff and Coaches
- All crew will organize in the Pasture 2 according to Housing Unit
- Men`s Crew Dean will perform a roll-call for all male summer crew members
- Women`s Crew Dean will perform a roll-call for all female summer crew members
- If a Crew Member is found to be missing, the Program Director will designate staff members in pairs to search for the missing crew member at his or her last known location
 - Staff members will check back in verbally every 5-7 minutes or in person every hour
 - If missing crew have no last known location, or are not immediately found, staff will search in the following order:
 - Housing assignment
 - Lodge
 - Ropes Courses (High Ropes, Low Ropes, Alpine Tower, Odyssey)
 - Cabin Areas
 - General Property

- Once all Crew are accounted for, the Program Director may at his discretion designate some Area Leads to assist the Logistics Team, the Operations Officer, or the Program Lead in their efforts
 - All other crew are to remain at the Pasture 2
- Crew shall remain in the *TEP* until an All-Clear Signal is given or an Evacuation Order is issued
 - If an All-Clear Signal is given by the Director on Duty or by the ringing of the Dinner Bell 5 times, all persons shall gather in the Big Top for an address from the Director On Duty
 - If an Evacuation Order is given, staff and guests will follow the Evacuation Protocol

Staff Response At The Fire

The staff at the scene of the fire shall continue to pursue extinguishing the blaze until the On-Scene Commander determines that it is outside of the capacity of Ranch Staff to handle. At this point, he or she will notify the Director On Duty, who will then authorize a Staff Member to call local Emergency Services. At this point, the staff members will switch their focus from extinguishing the blaze to containing the fire.

Upon calling the local Emergency Services, the Director On Duty will designate a Staff Member to greet the Emergency Response Crews at the main entrance to the Ranch and guide them directly to the fire.

All Emergency Contact numbers will be posted at every Ranch phone.

Arrival & Departure Day Considerations

Arrival and Departure Days are defined as days when Registered Guests are arriving formally for the first time or departing formally for the last time from JH Ranch property.

If Guests have yet to formally arrive for the start of a program:

- The Program Lead will designate several staff members to be posted at the entrance to the Ranch, to greet guests and explain the situation to them along with their next steps
- The Logistics Team will establish an official check-in station at Ranch House.
 - During Parent & Son/Daughter programs, guests will be directed to park their cars in the Barn parking lot and pasture
 - All guests will receive a check-in bracelet and their housing assignment and then be directed to the Pasture 1 to join their Housing group

If Guests will be formally departing that day:

- During Parent & Son/Daughter weeks, the Logistics Team will establish a check-out station to accurately record Guests as they leave the Ranch AFTER Emergency Response Crews have arrived

Consideration Of Guests With Special Needs

If any Guests are determined to have any special needs, they will be allowed to gather and wait at the Ranch House, next to Pasture 1 at the discretion of the Program Lead. The Program Lead will also designate a Crew Member to stay with these guests throughout the time needed.

Consideration of Special Circumstances

At all times, the Director On Duty shall have the authority to adjust the Fire Response Protocol should he or she deem it necessary.

OFF-PROPERTY FIRE

Discovery

Discovery By A Guest Or Visitor

If a fire is discovered off-property by a guest or visitor, they shall immediately call or return to JH Ranch and inform a Staff Member.

Discovery By A Staff Member

If a fire is discovered off-property by a staff member alone, he or she shall immediately call and return to JH and inform Ranch Leadership. If there are multiple staff members, a pair of staff members shall remain at a safe distance to monitor the fire's growth while other staff members seek to inform Ranch Leadership.

On-Scene Commander

It is critical that an On-Scene Commander be identified immediately. The staff member who first discovers or is informed of the fire shall act as the on-scene commander until such time as a staff member with greater seniority appears on scene. The arriving senior staff member shall identify whom the current On-Scene Commander is and verbally assume control of the situation by announcing themselves as the new On-Scene Commander.

Awareness

Communication of a Fire's Discovery

Upon learning of an off-property fire, staff members not involved directly in combating it shall seek to inform Ranch Leadership, the Hospitality Hut, and the Logistics Team.

Upon learning of an off-property fire, Ranch Leadership, the Hospitality Hut, and the Logistics Team shall seek to inform the Ranch Leadership Team through Slack, email, text, and radio. They shall clearly communicate that it is currently OFF-PROPERTY.

Director On Duty's Awareness

Assuming the fire has not already been extinguished, the Director On Duty upon learning of the fire shall seek to determine the location of the fire and its threat level to guests, staff, and facilities. If the fire is determined to not be an immediate danger to guests (e.g., a fire in the barn at night – over 1000 feet from the nearest guest location) the Director On Duty will direct all available resources and personnel to battle the fire directly without sounding the Fire Siren and implementing the Fire Response Protocol. If the fire is a threat to guest or staff safety, the Director shall implement the Fire Response Protocol at his discretion.

Response

Upon learning of the fire, the Director On Duty shall head to the South Office, where he will meet with the Logistics Team and other Ranch Leaders to start reviewing the Emergency Evacuation Protocols should they prove necessary.

Communication Channels

The Director On Duty shall designate a Senior Staff Member to be the primary point person for all communication between JH Ranch and local authorities regarding the fire.

All radios shall be set to Channel 14.0 (Admin./Director channel)

Evacuation Protocols

Preliminary Evacuation Protocol

The Preliminary Evacuation Protocol is a level of readiness and preparation that the Ranch may adopt when a wildfire is burning off-property and nearby, but not directly threatening the Ranch. The Director on Duty may order the Preliminary Evacuation Protocol at his or her discretion.

The preparation steps include

- Contact OES with a number of guests and staff present, they can help to facilitate additional transportation needs.
 - In the case of an evacuation OES will be contacted with the number of evacuees. These numbers will vary throughout the year. See below as a rough estimate.

Oct-April	< 20
May	< 200
June-Aug	< 505
September	< 400
- Vehicles
 - The Vehicle Manager will seek to arrange all vans in an accessible manner, facing out of their parking spots, with keys in the vehicle, full gas tanks, and spare tires in every van.
 - The Logistics Manager shall ensure that every van has a list of all emergency contact numbers as well as maps of all evacuation routes
 - The Water Truck & Fire Truck will be inspected and readied for use
- Logistics
 - The Logistics Team will review attendance records and brief the Director On Duty on the expected movements of all persons on property
 - The Logistics Team will inspect the Emergency Action Kit
 - The Logistics Team will place 1st Student Transportation on notice, the bus company contracted by the Ranch for transportation services.
- Guests

- The Director On Duty will establish a communication plan with the Program Lead for informing the guests, if necessary, of the wildfire and prep them for the imminent Evacuation Protocol
- Staff
 - The Director On Duty will designate a staff member to send an email with all relevant information concerning the possible threat and the protocols being followed to the EMERGENCY SLACK Channel and ALLJHRanch@JHRANCH.COM email listserv.
- Facilities
 - The Facilities Manager shall review the hazardous materials on property and ensure that all propane tanks and gasoline containers are in their appropriate, marked areas.
- Livestock
 - The Equine Manager shall prep for transporting the livestock off-property to a designated safe zone should it prove necessary, livestock will be transported only after all guest and non essential staff are off property
- Route
 - The Director On Duty shall determine the best evacuation route based upon current and future understandings of the wildfire threat, following the PACE plan that's in place.

Imminent Evacuation Protocol

The Imminent Evacuation Protocol will be implemented at the discretion of the Director On Duty should authorities issue a Pre-Evacuation or Recommended Evacuation Notice.

The protocol steps include:

- Vehicles
 - The Vehicle Manager will line all vans in single column line in the grass along the trampoline fence line, facing in the same direction, with full gas tanks, spare tires, evacuation route maps, attendance logs, and keys in the vehicles
 - The bus(s) will muster at the Windmill parking lot, parked perpendicular to the road and not blocking the wagon wheel
 - Additional staff & crew cars will muster in the woodlands, redwoods, crew parking area to exit out the back bridge.
- Logistics
 - The Logistics Team will confirm the Evacuation Route and the emergency point of evacuation as determined by OES and with the Director on Duty
 - The Logistics Team will dispatch a Staff Member to inspect the Route and the emergency point of evacuation in case an evacuation is ordered
 - The Logistics Team will ensure the Director On Duty has an accurate report on all people on property, their current locations, and their planned movements.
 - The Director On Duty will at his discretion alter Guests and Crew Members' planned movements in the interest of safety and preparation (for example, canceling off-property excursions)
 - The Logistics Team will prep the TEP for possible Evacuation Protocols by

- Setting up rally points for each housing unit for Guests and Crew with cones and signs and ribbons
 - Setting up halogen flood lights should a night-time evacuation be necessary
 - The Logistics Team will be sure that each Van and/or Bus has a laminated number placed in its driver window
 - The Logistics Team will prepare a truck and trailer with all needed supplies to establish a emergency point of evacuation off-property for Guests comfort and safety
 - See Appendix G for Evacuation Trailer List
- Guests
 - The Program Lead will receive from the Logistics Team an accurate list of all guests and coaches.
 - All coaches will gather in the Chapel for a briefing by the Program Lead on the situation and the protocol for evacuation should one be needed
 - At the next already scheduled gathering (meal time, lakeside chat, or Big Top session) the Program Lead will brief all guests about the situation
 - During Parent Son & Daughter programs:
 - Guests will be instructed to return to their cabins and gather their personal effects into order and place them into their personal vehicles
 - Guests will be instructed to orient their cars in an outward facing manner, to allow for a quicker egress should it be needed
 - Guests will be briefed on the evacuation protocols for attendance, route, and emergency point of evacuation
 - Guests will receive a printed map of the evacuation route, along with written instructions to the emergency point of evacuation site.
 - Guests will receive a printed list of all relevant phone numbers and be encouraged to save them in their phones' memory
 - During Second Wind Programs
 - Guests will be instructed to return to their cabins and gather their personal effects into small bags placed on their cabin porches (including their cell phones)
 - Guests will be briefed on the evacuation protocols for attendance, route, and emergency point of evacuation
 - Guests will receive a printed list of all relevant phone numbers
 - Coaches will be given an assigned bus for their teams' possible evacuation
 - The Program Lead will work with the Director On Duty to send out relevant updates to guests' families and the general public
- Crew
 - The Program Director is responsible for the safety of all volunteer summer crew except Coaches
 - The Program Director will hold an all-staff meeting in the dining pavilion following dinner while the guests are in the Big Top

- The Program Director will go over the evacuation protocols with all of the staff
 - All Crew will be instructed to return to their cabins at the first possible moment and gather all personal effect and place them in backpacks on the front of their cabins
 - All Crew will be given copies of the evacuation route, the designated emergency point of evacuation, and a list of all relevant phone numbers
 - Crew will continue to work in their assigned areas per their schedule
- Crew will be given an assigned evacuation vehicle by the Logistics Team
- Department and Area leaders will prepare their areas of work for a quick shutdown if needed as determined by Department
- Facilities
 - The Facilities Director shall review the hazardous materials on property and ensure that all propane tanks and gasoline containers are in their appropriate, marked areas.
 - The Facilities Director, time permitting, shall work with Staff to widen the defensible perimeter around structures by clearing away possible fuel elements such as sticks and pine needles
 - The Facilities Director shall work with the Logistics Team to determine what items need to be moved inside to protect them from possible smoke damage
 - The Facilities Director will ensure that the Water Truck is used to start soaking the Upper Pasture where Guests and Staff may stage
- Livestock
 - The Equine Manager shall prep for transporting the livestock off-property to a designated safe zone should it prove necessary
 - The Equine Manager shall confirm that their emergency point of evacuation is prepared to receive the animals
- Route
 - The Director On Duty shall confirm the best evacuation route based upon current and future understandings of the wildfire threat with local authorities, PACE plan, CalFire, OES and KNF.

Evacuation Protocol

The Evacuation Protocol will be initiated at the discretion of the Director On Duty.

- The Director On Duty shall designate a Staff Member to sound the Fire Siren continuously for a minimum of 5 minutes
- Upon hearing the Fire Siren, staff shall follow the Fire Response Procedures
- After all staff and guests are accounted for, the Director On Duty shall initiate the Evacuation Protocol

The protocol steps include:

- Logistics
 - The Logistics Team will designate staff members to be posted at the rear entrance to the Ranch, where they will take an accurate list of everyone leaving the Ranch, confirming their exit
 - The Logistics Team will dispatch a pair of Crew members to the emergency point of evacuation to prepare to receive the guests and Crew & develop the “layover program”, OES will help with site set up and informing guests and staff of the current situation.
 - The Logistics Team will safely power down and remove the networked drives and critical IT elements
- Crew
 - The Program Director will direct all Summer Crew to grab their personal effects and proceed to their assigned vehicle
 - The Program Director may direct a pair of Staff to perform a final visual inspection on all ropes courses to ensure they are shut down appropriately
 - An Area Lead will be designated to serve as a Captain for every vehicle, often it will be the Driver of the vehicle
- Guests
 - The Program Lead will communicate to all Guests gathered on the Upper Pasture that an evacuation order has been issued
 - Guests will be dismissed to their cars by the Program Lead by housing assignment
 - Their coach will go with them to their cabin and stand by the road once all guests have been accounted for in vehicles
 - The Program Lead will designate a senior staff member to dismiss each housing area once all guests are loaded into vehicles and ready to depart
 - Housing areas will dismiss from farthest from the exit point to nearest
 - Guests will be instructed to drive with their emergency lights flashing
 - Staff taking attendance at the exit point will have extra copies of the route and emergency numbers for guests
- Livestock
 - The Equine Manager will, with the help of designated staff (known to the Program Director and Logistics Director), be responsible for the safe evacuation of all Livestock, once guests and nonessential staff have left the property
- Facilities
 - The Facilities Director will coordinate with all Building and Area Managers to ensure that each is shut down properly
 - The Facilities Director will ensure that the Propane and Gas lines are turned off and all propane tanks returned to a unified location
- Communication
 - The Director On Duty will ensure that a clear message is communicated to all Guests’ families regarding the evacuation

All guests and crew will depart via the chosen Evacuation Route and arrive at the chosen emergency point of evacuation. Once there the Logistics Team will establish a Headquarters and a Check-In Station to confirm that all persons have arrived at the emergency point of evacuation.

Final Evacuation Protocol

After ensuring that all Guests and Summer Crew have left, the Logistics Team will provide the Director On Duty a complete and verified account of all people left on property at JH Ranch.

The Director On Duty will establish a three-man crew to remain property until Emergency Response Crews arrive. This crew will travel from structure to structure in a clockwise manner, inspecting every structure to ensure that all persons have evacuated, and that all areas were shut down appropriately. Having done so, they will mark the entrance to those facilities with a large "X" in chalk to indicate to Emergency Response Crews that the buildings have been officially cleared by JH Ranch Staff.

Emergency Point of Evacuation Protocol

Upon arriving at the emergency point of evacuation, the On-Scene Commander, dispatched by the Logistics Director, will connect with the local leader (OES).

The On-Scene Commander will then prepare for the arrival of staff and guests by:

- Establishing a Logistics Headquarters
- Establishing a Check-In Station
 - As Guests and Crew arrive, they will be issued a bracelet and checked-in off a Master Attendance list
- Determining where guests and crew may park
- Determining where guests and crew may congregate
- Determining where restroom facilities are
- As crew arrive, they will be assigned roles at the discretion of the Program Lead.

Appendix A

Glossary of Terms

- **Activity Day** - Program days characterized by organized and scheduled activities for guests. Typically on site at JH Ranch.
- **Area Lead** - Crew member in charge of a designated on-property course
- **Arrival Day** - Day where Registered Guests formally arrive on property for the first time
- **Big Top** - Large white tent that serves as a central meeting place for guests during each program night
- **Chapel** - Meeting place on property, primarily for Staff and Crew
- **Coaches** - Crew members assigned to lead a team of guests for the duration of their program
- **Crew** - College age volunteers who are on property during the Summer season
- **Departure Day** - Day where Registered Guests formally depart from JH Ranch property
- **Guests** - Registered (paying) individuals who are signed up to attend a program at JH Ranch
- **Hospitality Hut** - Front desk at the entrance to the JH Lodge. The Hospitality Hut serves as a check-in location for visitors, as well as an information center for guests while on property
- **Lakeside Chat** - A programmed talk that takes place during each activity day of a Parent Son/Daughter Program at the amphitheater located next to the lake
- **Non-Registered Guest (NRG)** - Any visitor that is not a Registered (Paying) Guest
- **Off Season** - October through May
- **Parent Son/Daughter Program** - A week long program attended by one parent and one child of a family
- **Program Leads** - The leader of our individual student programs (3 Program Leads total)
- **Ranch House** - Red house located near the entrance of JH Ranch
- **Second Wind** - A two-week long student leadership program for students ages 13+
- **Shoulder Season** - Period of time between Summer programs and the Off-season, typically mid-August through mid-October

Appendix B

Emergency Action Kit List

- Flashlights and un-opened new batteries
- Halogen flood lamps
- Extension cords
- Plastic folding tables
- Clip boards
- Speaker boxes
- Reflective vests
- Fire extinguishers
- Fire extinguishers' map
- Hazardous materials' map
- Weekly Updated Attendance Rosters
- Director On Duty Log
- Step Ladder
- Pens & Highlighters
- Radios and un-opened new batteries
- Check-In Bracelets
- Ribbons

Appendix C

Emergency Action Trailer Manifesto

- Generator
- Mini-fridge for medicine
- Sleeping Pads
- Sleeping Bags
- Pillows
- Off-Site Food
 - Granola
 - Camping food
 - Paper Sacks
- Water Jugs
- First-aid supplies
- Trash cans
- Trash bags
- Propane tanks
- Propane stoves
- Dry boxes
- Pots & Pans
- Cleaning materials
- Rope
- Blue folding chairs
- Coffee & Supplies
- Coffee carafes
- Tarps
- Camp Shovel
- Porta-shades

Appendix D

Emergency Evacuation Plan

JH Ranch Evacuation Routes

Primary:

Main Route (Blue) *see attached map*

Cross the bridge below lodge hill and stay left to merge onto French Creek Road. In approximately 4.5 miles you will arrive on CA Hwy 3, this is the main north south access road.

Alternate:

Route #1 (Orange)

Cross the bridge below lodge hill and take the immediate right merging onto French Creek Road heading south. In 0.1 mile turn left onto Miners Creek Loop. In approximately 1.7 miles turn left onto Miners Creek Road. In approximately 2.7 miles turn right onto French Creek Road and continue onto Hwy 3 in approximately 1 mile.

Route #2 (Red)

Cross the bridge below lodge hill and take the immediate right merging onto French Creek Road heading south. In 0.1 mile turn left onto Miners Creek Loop. In approximately 1.7 miles turn right onto Sugar Creek Road (no signs). Stay on Sugar Creek Road for approximately 6.3 miles and arrive at Hwy 3 approximately 2.6 miles south of Callahan.

Contingency:

Route #1 (Orange)

Cross the bridge below lodge hill and take the immediate right merging onto French Creek Road heading south. In 0.1 mile turn left onto Miners Creek Loop. In approximately 1.7 miles turn left onto Miners Creek Road. In approximately 2.7 miles turn right onto French Creek Road and continue onto Hwy 3 in approximately 1 mile.

Route #2 (Red)

Cross the bridge below lodge hill and take the immediate right merging onto French Creek Road heading south. In 0.1 mile turn left onto Miners Creek Loop. In approximately 1.7 miles turn right onto Sugar Creek Road (no signs). Stay on Sugar Creek Road for approximately 6.3 miles and arrive at Hwy 3 approximately 2.6 miles south of Callahan.

Route #3 (Yellow)

Cross the bridge below lodge hill and take the immediate right merging onto French Creek Road heading south. Stay on French Creek Rd for 2.8 Miles. Turn left onto Tiger Fork of Sugar Creek (KNF 40N22) Drive 2.7 miles to merge onto Sugar Creek Road, slight right turn. Then continue on Sugar Creek Road for 3.7 miles and arrive at Hwy 3 approximately 2.6 miles south of Callahan.

Emergency: (Staff only)**Route #4 (Green)**

At Bottom of Lodge Hill turn right and travel through the guest area and turn right onto Homestead land then turn immediately to the right and go past the Laundry Building and up the Hill. At the first house at the top of the hill turn left and travel 0.1 miles and merge, slight right turn onto north bound dirt road travel 1.7 miles, staying left on this road, to a green gate. After the green gate turn right onto North French Creek Road, road is unmarked. Travel 2.1 miles and turn left onto French Creek Road. Hwy 3 is in 2.8 miles.

Route #5 (White)

Cross the bridge below lodge hill and take the immediate right merging onto French Creek Road heading south. Stay on French Creek Rd for 2.8 miles. Turn right at the tee intersection on Tiger Fork of Sugar Creek Road (KNF 40N22) and continue for 0.7 Miles. Turn left at the next "Tee" intersection (KNF 40N14) Drive 7.0 miles to Callahan / Cecilville Rd. Turn left on to Callahan / Cecilville Rd and Drive 5.5 miles to Hwy 3 in Callahan.

Fire Exit Roads 2024

Legend

- Main Route
- Route #2
- Route #3
- Route 1
- Route 4
- Route 5



Google Earth

Image © 2024 Airbus

Appendix E

RESPONSIBILITY WAIVER

Please read and sign for each person visiting or volunteering at JH Ranch and return to our office in person or via mail, fax or email.

JH Ranch/Second Wind does not have staff or facilities to properly care for individuals who, in our judgement, have medical, social, behavioral, or psychological disorders. Accordingly, we reserve the right to refuse enrollment to, or send home any non-registered guest or volunteer whose condition is, in our judgement, beyond our capability to provide proper care, or who in our judgement, poses an unreasonable threat to the health or safety of other volunteers, campers or staff. The JH Ranch is not responsible for items lost or stolen while attending a program.

I understand that the JH Ranch resides in a location that is 45 minutes from a local hospital.

In consideration of being allowed to visit, volunteer, or participate the undersigned does hereby discharge, acquit and covenant to defend, indemnify and hold harmless JH Ranch/Second Wind Programs and all of its respective agents, employees, successors, predecessors and assigns from any and all claims, demands, and or liabilities by the undersigned or by the undersigned's child, on account of any injuries, losses, and or damages to undersigned and/or undersigned's child and/or property that have or may be caused or may at any time arise by reason of my participation or my child's participation in a JH Ranch/Second Wind sponsored program; the intent being successors, predecessors and assigns from any and all liability arising wholly or partially from its operation of any of its programs or activities.

I realize and do hereby acknowledge the possible known and unknown dangers inherent in programs involving outdoor activities, as well as maintenance projects that utilize tools, power tools, and machinery. I will strive to conduct myself in a reasonable and safe manner. I assume responsibility for my own behavior and/or the behavior of my child and also will hold no other person, group or organization responsible in any way for any injury or harm not maliciously caused.

Name

Signature of parent or guardian
(if 18 or younger)

STUDENT AGREEMENT: I promise to conform to the rules and regulations of the JH Ranch. I understand that drinking, smoking (or the possession of alcohol, illegal drugs or tobacco), pornography, sexual misconduct and stealing result in immediate dismissal from the Ranch.

Student Signature

Date

Appendix F

Emergency Phone Numbers List

Step 4: Radio or Call for Help- depending upon need

Begin with Medical Assistant on-site, then contact closest Wilderness First Responder (WFR)

a) Medical Assistant on Duty:

Medical Assistant Radio 19.0 800 242 1224

b) WFR: Courses-Carson

Radio 17.0 205 873 2038

River- Mathew Theoenen Radio 26.0 636 669 8531

Backcountry- Payne Radio 26.0 205 936 8290

Challenge- Bobby Radio 27.0 205 482 4851

Second Wind - Payne Radio 26.0 205 936 8290

T2-Steven Radio 25.0 769 257 9134

c) Sr. Managing Director- Jonathan LeDuc Radio 16.0 205 936 2616

d) Program Director- Carson Legg Radio 17.0 205 873 2038

e) Logistics Lead- Trevor Craig Radio 18.0 405 323 8510

Appendix G

Fire Extinguisher / Smoke Detector Inspection Log

September 2022					Fire Extinguisher & Smoke Detector monthly log									
QTY Ext. on hand	Location	Extinguisher / ABEI	Operational SMOKE Detector	Operational	QTY Ext. on hand	Location	Extinguisher / ABEI	Operational SMOKE Detector	Operational	QTY Ext. on hand	Location	Extinguisher / ABEI	Operational SMOKE Detector	Operational
	#	X	X			#	X	X			#	X	X	
1	Redwoods A	1 A	1		14	Maples A	9	27			Trinity		72	
2	Redwoods B	1 B	66			Maples B		29			Shasta		73	
3	Evergreens A	2 A	3		15	Madrones A	10	31			26	Klamath	17 E	75
4	Evergreens B	2 B	4			Madrones B		33			Salmon		93	
5	Cottonwood A	3 A	5								Miner's		76	
6	Cottonwood B	3 B	7		16	Ritz	11	22			Clark		77	
7	Dogwood A	4 A	9								Sugar		78	
8	Dogwood B	4 B	64							27	Eden	17 F		
9	Ponderosa A	5 A	13							28	Convent	18	82	
10	Ponderosa B	5 B	63										20	
11	Hemlocks A	6	15										80	
	Hemlocks B		17										81	
12	Birches A	7	19							29	Greenbean	19	48	
	Birches B		67		17	Cedars	12	39					49	
													50	
					18	Oaks	13	40					51	
													44	
					19	Alders	14	41						
					20	Pines	15	42		30	Manor	20 A	52	
													53	
					21	Firs	16	43					54	
													55	
					22	Breezeway	17 A	45		31	Manor Apt	20 B	56	
													57	
					23	Patterson	17 B	92					11	
													14	
													16	
						Fairly		67		32	Ranch House	36	x	
13	Willows A	8	23			Freedom		68					59	
	Willows B		65		24	Payne's	17 C	69					60	
						Rogue		70					x	
					25	Jordan	17 D	71					2	

All units checked to be clean and in operating order on _____

By: _____

Appendix H

Fire Drill Log

Included example program schedules demonstrating when these were done each week.

Master Schedule SW, Trac II, Challenge, 9 -12 : July 8 – July 20 Updated 7/10/13

Monday, July 8

8-11 p.m. Arrive at Ranch / Cabin assignments / Gear issue
11:15 p.m. To cabins- unpack
11:45 p.m. Lights out

Tuesday, July 9

9:00 a.m. Lodge Breakfast (all) - Pavillion (Maury)
9:45 a.m. Rodeo
10:45 a.m. HW SRL to Screaming Eagle
11:00 a.m. Orientation (Rob/Jonathan)
12:30 p.m. Lunch (all) (Rob)
1:30 p.m. Orientation/Fire Drill- Lake / swim test
1:30-3:30 Bookstore open to create Snack Bar accounts
1:30 p.m. T2 Orientation and Low Ropes: Odyssey Hillside / Sports Field
HW SRL to Odyssey
2:00-4:30 SnackBar Open
5:00 p.m. Dinner (all) (Rob)
5:45 p.m. Ranch Orientation/History and Vision: Bruce/Rob - Pavillion
6:45 p.m. Meet on the tennis courts: Rob (divide into teams—team cheers)
CH orientation at Climbing Wall. T2 Orientation at Lakeside
7:30 p.m. Big Top- Life Purpose (Bruce)
8:15 p.m. T2 Chapel
9:15 p.m. Snack Bar Open
10:00 p.m. Cabins
10:15 p.m. Huddle Groups-Coat of Arms
11:00 p.m. Lights Out

Wednesday, July 10

7:00 a.m. Solo Time
8:00 a.m. Breakfast (all) (Maury)
8:30 a.m. Problem solving (Jonathan)
CH to Lakeside Amphitheater
9:00 a.m. Problem solving workshop
9:00 a.m. T2 Cross Hike
10:15 a.m. Ranch Activities
12:30 p.m. Lunch (Rob)
1:30 p.m. Ranch Activities
T2 Lake Afternoon
2:00-4:30 Snack bar
5:00 p.m. T2 Chapel: Pre-loads Sports Nights / Paints faces
5:30 p.m. Dinner (all) (Rob)
6:30 p.m. Recreation (JH Sports Night)
7:45 p.m. Big Top - Love of God (Heather)

Appendix I

Director/Manager on Duty- (Ex. Sheet)

Date	(Monday) August 8	(Tuesday) August 9	(Wednesday) August 10	(Thursday) August 11	(Friday) August 12	(Saturday) August 13	(Sunday) August 14	(Monday) August 15
Programs Day	Arrival	Rodeo/Lake	Activities 1	Activities 2	Activities 3	Activities 4	Solo/Banquet	Program Turnover
Big Top Talks		Life Purpose	Love of God	Abiding	Dating	Parent	Wrap up/Testimonies	Turnover
Standing Mtgs	Coaches Meeting/Safety Briefing after lunch	Pastoral Team Meeting (MC 10:30-12)	Advancement/RLT			People Meeting (SS 10:00am)	Programs Team Meeting (CE 3-4:30)	
Crew Events		Girls/Guys Songs	I,LOD	I,LOD	I,LOD	I,LOD		Turn It Up
	Guest Arrival	RC/Manager Time	Prayer around the Ranch		Guest Speaker at Dinner		I,LOD Makeup	
			Intercession	Special Guest		Intercession		
Crew - Breakfast MC	Carson (8:30AM)	Chris	Chris	Emilie	Steven	David	Rebecca	David(8:30AM) I,LOD- Payne
Crew Lunch MC	Trevor (1PM)	Chris	Carson	Emilie	Emilie	Trevor	Carson	Chris Hays (1PM)
Crew Dinner MC	Jonathan	Burger Dinner	Steven	Chris	Steven	Chris	Steven	Emilie (5:30 PM)
Maintenance On Call	Blake	Blake	Chad A	Chad A	Carter	Carter	Keith	Blake
Nurse On Call	Sydney	Christina	Camden	Sydney	Christina	Camden	Sydney	
Manager on Duty	David	Trevor	Chad	Carson	Steven	Payne	Chris H	
Super Security	Ethan	Bradley	Liam	Matthew T	Judah	Evans	John H	
Security	Jamarl	Silas	Luke H	Josh H	Will	Lucas	Crew	
Security to CoffeeBar	See MOD	8:00pm - close	8:00pm - close	8:00pm - close	8:00pm - close	8:00pm - close	Immediately after Testimonies	
FT Staff ON			Trevor C			Emilie	Chris H	
			Emilie (1/2 day)					

Appendix J

Confirmation of Bus Contract

This agreement is between:
First Student
Grants Pass, OR
Laura Hansen, Area General Manager

And: JH Ranch/Second Wind Programs
8525 Homestead Lane
Etna, CA 96027 (fax) 530-467-5890
Phone: 530-467-3468

March 22, 2019

LETTER OF AGREEMENT

The Josephine County First Student Branch at Grants Pass, OR (the company) agrees to provide transportation services to JH Ranch as required by their summer programs in 2020 through August 31, 2023. Specifically, this agreement covers those transportation requirements during programs operated in May, June, July and August, of each year.

Term:

The Term of this agreement shall be from May 15, 2020 to August 31, 2023. This agreement may be extended for 3 additional years upon mutual agreement of the Parties. Written intent to extend shall be delivered to Contractor on before January 15, 2023.

Services to be provided:

A program schedule will be provided to the company, with preliminary schedules for all transportation services required. The schedule may be subject to minor revisions that may include additional transportation needs or elimination of some of the transportation services. Most trips on the schedule depart from JH Ranch in Etna, CA. Changes to the schedule will be communicated to the company as soon as they are known by JH Ranch. JH Ranch will appoint a "transportation coordinator" for communication regarding services. This person initially is Jonathan LeDuc, available at 530-467-3468. He will handle decisions, changes, and logistics communications regarding the services. JH Ranch will designate an alternate contact to facilitate communications when Jonathan LeDuc is not available. The company will provide names and numbers of the persons at First Student who will be managing and operating the services.

Rates:

Appendix K

Declaration of Hazardous Materials

Location Flammable	Material	
Main Lodge	Propane tank @ Generator	Y
	Portable Propane Tanks / Deck Heaters	Y
	Cooking Oil in Kitchen	Y
	Gas Cans in Chateau	Y
	Chlorine for Pool	N
Fuel Tanks	Regular Gasoline	Y
	Red Diesel	Y
	Highway Diesel	Y
Old Shop	Propane Supply Tank	Y
	Paints	Y
	Stain	Y
	Plastics	Y
	Acetylene Tanks	Y
	Oxygen Tanks	N
	Tires	Y
New Shop	New/ Old Engine Oil	Y
	Tires	Y
	Cleaning Supplies	Y
	Fuel cans	Y
Bear Trap	Fertilizer	Y/N
	Herbicides	N
Guest Cabins	Propane Tanks	Y

Appendix L

JH Ranch Fire Evacuation PACE Plan

Primary:

- The Temporary Evacuation Point of gathering for Staff is Pasture 2 and Guest will gather in the upper pasture (Pasture 1)
- Dinner bell will be rang 5 times
- Staff will place sprinklers in the gathering locations and have them ready to turn on
- Roll call is taken
 - In the case of missing guests 2 designated staff members will locate the missing reporting in every 5-7 minutes.
- Logistics will have vehicles marked and ready to load guests on roadway between Pastures 1 and 2.
- Evacuation routes will be defined with supporting maps and descriptions
- Once guest groups are accounted for, they may load into vehicles for departure to designated Evacuation Point
- As vehicles depart drivers will radio vehicle # and head count onboard to the logistics lead
- Once all visitors and nonessential staff are evacuated, Staff may evacuate livestock

Alternate:

- The Temporary Evacuation Point of gathering for Staff is Pasture 2 and Guest will gather in the upper pasture (Pasture 1)
- Fire alarm and sirens will be run for a 3-5-minute period then off for 1 minute and repeat
- Staff will place sprinklers in the gathering locations and turned on
- Evacuation routes will be defined with supporting maps and descriptions
- **No excessive personal belongings to be taken**
- A hasty roll call is taken
 - In the case of missing guests 4 designated staff members, familiar with the site, will locate the missing reporting in every 3 minutes.
- Logistics will have vehicles marked and ready to load guests on roadway between Pastures 1 and 2.
 - **All vehicles are to be used and will be filled to capacity.**
- Once guest groups are accounted for, they may load into vehicles for departure to designated Evacuation Point

- As vehicles depart drivers will radio vehicle # and head count onboard to the logistics lead
- Once all visitors and nonessential staff are evacuated, if possible, Staff may evacuate livestock

Contingency:

- The Temporary Evacuation Point of gathering for Staff is Pasture 2 and Guest will gather in the upper pasture (Pasture 1)
- Fire alarm and sirens will be run continuous.
- Staff will place sprinklers in the gathering locations and turned on
- **No personal belongings to be taken**
- **Logistics will have vehicles and drivers ready to leave as soon as the vehicle is full**
- All vehicles will be used and filled to capacity.
- Guest will be loaded into vehicles and transported to an **Alternate Evacuation Point**, most likely the French Creek Fire Station
 - Guest will be off loaded here, and roll will be taken at this point
 - Vehicles will return to Ranch to reload guests and personnel as needed
 Once Guest and staff are at the Fire Station
- Logistics will have vehicles marked and ready to load guests on
 - **All vehicles are to be used and will be filled to capacity.**
- Once guest groups are accounted for, they may load into vehicles for departure to designated Evacuation Point.
- Livestock will be marked and released, and fences cut for their escape.

Emergency:

Shelter in place at TEP. This is an absolute last resort

Appendix M

Site Visit/Training Log

JH Ranch has several employees that have basis fire training, was on the local fire dept for 10 years, another worked for CalFire on engine crews during the summer.

Every May JH Ranch invites the Ft Jones CalFire station to do a walk-through of the site to familiarize themselves with the roads and water sources that are onsite.

- 11/02/23 Calfire did a defensible space review of all structures onsite
- 8/6/24 Mercy Flights Landed Helicopter to inspect landing zone. We are a approved primary landing site.
- 8/6/24 Etna Ambulance on site to assist with Rodeo Day activities.
- 11/13/24 OES was onsite helping to developing a PACE Plan