

**SANTA FE TRAIL RANCH  
COMMUNITY PREPAREDNESS HANDBOOK**



*Prepared by:*  
**COMMUNITY PREPAREDNESS COMMITTEE**  
*Revised September 2021*

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## EMERGENCY PLAN PROCEDURES

**Philosophy:** *The intent of the Community Preparedness Committee (CPC) is to empower all SFTR land and home owners with the responsibility for their own personal safety during an emergency.*

*The purpose of this handbook is to provide ranch property owners important information concerning emergencies that may occur on the Santa Fe Trail Ranch (SFTR) and the procedures you should follow regarding how these emergencies will be handled by the POA Board, CPC, and residents.*

*Please read through this handbook so that you are familiar with its contents and keep it handy in the event an emergency should occur. Since information on and for our residents and board/committee members is constantly changing, the SFTR website will always contain the most up-to-date version of this handbook.*

*(Visit us at [www.santafetrailranch.com](http://www.santafetrailranch.com) )*

### **Community Preparedness Committee**

*The Community Preparedness Committee (CPC) is a formal group of SFTR residents acting with the authority of the POA Board of Directors to provide assistance in preparation for emergency situations on the ranch, update Preparedness-related content on the SFTR website and maintain SFTR surveillance cameras. It also functions as liaison to area emergency response agencies. We encourage all residents to sign up for Las Animas County Emergency Alerts that are sent via the county's Reverse-911 services. Please go to the SFTR website – Community → Reverse 911 for more information and to register ALL of your phones.*

### *CPC continued*

*The Community Preparedness Committee Handbook was created and is maintained by the CPC to provide ranch property owners important information concerning emergencies that may occur on the Santa Fe Trail Ranch (SFTR) and the procedures you should follow regarding how the emergencies will be handled by the POA Board, CPC, and residents. All property owners and residents are strongly encouraged to download, print, and read this document BEFORE any emergency occurs. Keep a hard copy of this document available in case online access is unavailable during an emergency.*

## **TO REPORT A MEDICAL EMERGENCY – FIRE- OTHER EMERGENT EVENT**

**CALL 911**

***Then immediately report emergent event via calling the CPC Chairperson***

***To obtain pertinent ongoing information regarding a ranch emergency:  
Please refer to postings on the SFTR website***

## **911**

9-1-1 is the universal emergency reporting line, not an information phone line. It is for true emergencies when seconds count. Use 9-1-1 to save a life, to report a fire or to stop a crime. Tips for using 9-1-1 are: stay calm; call immediately; give full name; exact location; type of emergency and your contact phone number. **DO NOT HANG UP** until the “call taker” says to do so, not even if you have decided you dialed 9-1-1 in error.

## **SFTR Website**

The CPC will utilize the SFTR website as a means of communicating accurate up to date emergency information to the property owners in preparation for a real or perceived emergency. Ranch residents must **NOT** utilize Nextdoor.com during a real emergent event to insure CPC updates are not diluted. Also, it is not to be used as a vehicle to communicate with the CPC or responding authorities. An “All Clear” posting will be made on the SFTR website when normal utilization can resume.

## **Public Radio Announcements**

Monitor 1240 AM, 92.5 FM and 96.5 FM (Raton) for emergency announcements concerning the ranch. Only the sheriff and Fisher Peak Fire Dept. are authorized to place these announcements on the radio.

## Local Emergency Numbers

**911** Las Animas County/Trinidad Area Emergency Contact and Dispatcher

**719-846-2211** Non-emergency Sheriff's Dept. number available 24/7

**719-859-3655** CPC Chairperson as of September 2021

## Medical and Accident Emergency Action Plan

Step 1: **Call 911**

Step 2: **Warning:** Emergency vehicles can easily get lost on the ranch. Have your action plan in place before an emergency happens and call the person(s) you have designated to help in a medical emergency. The should most likely be your closest neighbor, etc.

Step 3: Assure that someone has been designated to go to the main gate/guard shack to direct and/or escort emergency personnel to the needed area.

Step 4: Notify the CPC Chairperson. If none of the above are available, notify any Board Member. **REMEMBER – THIS IS YOUR ACTION PLAN.**

## Reporting a Fire

Step 1: **Call 911**

Step 2: Notify CPC Chairperson or any Board Member. That person will post the alert on the SFTR website.

### **Reporting a fire continued:**

Step 3: If this is a confirmed fire, the CPC Chairperson or designee will update on the SFTR website so that residents will have up to date information regarding this incident.

### **Evacuation Action Plan**

Evacuation of a residence, part of the ranch, or the entire ranch will likely be the most serious and complicated event experienced by our residents. The reasons for evacuations are varied. Examples: A chemical spill on the nearby Interstate or railway, but a fire-driven evacuation is more likely. **PRE-PLANNING IS ESSENTIAL!!!** All residents should give some prior thought and planning to the actions and possessions they will take should a planned or immediate evacuation occur. (PLEASE VISIT SFTR WEBSITE →ARTICLES → FIRE SAFETY)

Also please visit the local Red Cross website; [www.redcross.org](http://www.redcross.org) for copies of Your Family Disaster Plan, Your Family Disaster Supplies Kit and other informative pamphlets. These include a listing of emergency gear you should always carry in your car. For safety procedures if you are trapped in a vehicle surrounded by fire, please go to <https://www.readyforwildfire.org/prepare-for-wildfire/go-evacuation-guide/what-to-do-if-trapped/>

In addition, the Colorado State Forest Service has a multitude of information regarding FireWise information and other materials. Copies of that information can be found at [www.colostate.edu/depts/csfs](http://www.colostate.edu/depts/csfs) Copy & paste your personal evacuation check list found at the end of the document. **It is the recommendation of this committee that you notify family & friends immediately if evacuation is necessary.**

## **Evacuation**

An evacuation is an orderly action to vacate your residence and relocate to a safe area on the ranch or more likely, to leave the Santa Fe Trail Ranch. This action would result (a) when ordered by proper civil authority, or (b) when you determine that it is a proper action for your unique personal situation even though departure from the ranch has not been ordered. The CPC recommends that you **evacuate early, before an official order is given**, if possible. Unless otherwise directed by the proper civil authority, **ALL evacuations will be done through the main gate at Exit 6.**

## **Proper Civil Authority**

Agencies such as the Las Animas County Sheriff's Dept, Fisher's Peak Fire Protection District or FPPFD, and the State Police or Forest Service officials have statutory authority to order an evacuation. The person in charge is called the **Incident Commander**. Using the rural fire radio system, the Incident Commander communicates important information through their dispatcher.

## **Evacuation Situations and Procedures**

### **Evacuation Alert**

*This specific alert condition will be declared by the POA Board through the Chairperson of the CPC when conditions progress to the point that evacuation is likely or when advised to do so by proper civil authority. At this time residents should seriously review and implement their personal pre-evacuation procedures, such as: Identify and pack possessions for relocation from SFTR; consider early evacuation especially if the relocation of animals make evacuation cumbersome; make temporary lodging plans as appropriate; and implement passive fire defense procedures for their property (for assistance, obtain a copy of „Dealing with Wildfires...“ from the Red Cross, „Defensible Space“ from FireWise or „Creating Wildfire-Defensible Zones from CO State). During an “evacuation alert,” make your evacuation preparations and be alert for either an “evacuation notice” or a “stand down.” It is possible to go off of evacuation alert, if the conditions become less threatening, while remaining sensitive to the chance of an eventual evacuation.*

### **Evacuation Notice**

*This very specific “order” will be issued by proper civil authority through the Incident Commander. A communication attempt, if possible and practical, will be relayed to all residents utilizing the communication vehicles listed below:*

*Coderedweb.com (you must be signed up in order to get the alerts)*

*SFTR Web Site*

*Monitor PUBLIC RADIO 1240 AM, 92.5 FM and 96.5 FM (Raton) for alerts and notices about our ranch.*

## Routing Procedures

If a full evacuation from the ranch is required, under most circumstances the departure will occur over the main entrance bridge at I-25 Exit 6.

**CAUTION....** There are areas of the ranch's perimeter that appear to be a way off the ranch property. Please understand that none of these have been evaluated and agreements for use with adjacent property owners have not been negotiated. **NOTE: IF YOU CHOOSE TO USE A WAY OFF THE RANCH OTHER THAN AS DIRECTED, YOU RUN THE RISK OF PUTTING YOURSELF IN A WORSE POSITION WITH RESPECT TO THE HAZARD YOU ARE TRYING TO AVOID. IN ADDITION, YOU WILL BE TRESPASSING AND YOU WILL BE HELD PERSONALLY LIABLE TO ADJACENT PROPERTY OWNERS FOR YOUR ACTIONS.**

## Evacuation Signal

To indicate you have evacuated your premises, PLEASE, leave a physical symbol in the throat of your driveway or road leading to your residence. The symbol should either be an **orange-red traffic cone**, a **red flag** or a closed gate with **red material** secured to it. A 'red flag' evacuation symbol is easily made using a large can filled with rocks or sand, a stick and some sort of red material. This obstruction is a signal to the CPC or emergency agencies that your residence has been evacuated and there will be no further effort to notify possible occupants of that residence. **THIS WILL SAVE EMERGENCY/FIRE PERSONNEL TIME** that could be spent fighting the fire.

## **Evacuation Stand Down**

The termination of an emergency “evacuation alert” or “evacuation notice” condition is referred to as a “Stand down.” Return to normal and be vigilant. Monitoring the SFTR Web Page will establish whether it is safe to return to your property.

### **HELP KEEP OUR RESIDENTS, PROPERTY AND ENVIRONMENT SAFE**

Questions or comments? Please refer your issues to a Member of the CPC.

SFTR Vehicle Stickers are available through a member of the POA Board.

If you have any corrections or updates to your information in our CPC database (such as ownership, part time/full time residency status, telephone number changes, etc.), please let the CPC Chairperson know. It is vital that we have the most accurate information possible on our full-time and part-time residents to help ensure the efficiency of our emergency operations and the safety of everyone.

## **SUGGESTED EVACUATION CHECKLIST**

**When you have been instructed to evacuate:**

1. Immediately place cell phone on charge.
2. Remove combustible furniture from the deck, patio and areas surrounding the house. Make sure garden hoses are visible and attached to faucets, and/or your cistern is visible & available for drafting water.
3. Prop a ladder – in good condition – against the house in a readily visible place so firefighters may have access to your roof.
4. Shut off propane at the tank. Turn off all pilot lights.
5. Contact a friend or relative and communicate your evacuation plans.
6. Close all exterior vents, doors (including garage doors), and windows.

**Open the fireplace damper, placing the screen over the hearth to prevent sparks & embers from entering the house.**

7. Move combustible materials (especially curtains) and furniture to center of the room away from windows.
8. Move combustible yard furniture away from house or store in garage.
9. Close all interior doors.
10. Place previously identified valuable papers and mementos in car. **Remember to bring cell phone or communication device and prescription medications.** Plan to take what is necessary to be away for 72 hours.

**Departure:**

1. Wear long pants, long sleeve shirts or jackets (cotton or wool clothing preferred). Carry gloves and handkerchief/goggles to cover face. Bring drinking water. **Evacuate all family members at the same time, including pets.**
2. Leave driveway clear for entry, movement and turn around of emergency vehicles. Leave **orange-red** cone (or **red** material) at driveway entrance. **Turn headlights on.** Drive calmly. Be alert for fast moving emergency vehicles coming in the opposite direction.

Map of SFTR Community Designated Areas

