

Safe Haven Equine Rescue & Retirement Home, Inc.

Standard Operating Procedures

These standard operating procedures are written with the intent to establish a minimum code of conduct for all parties associated with the Safe Haven Equine Rescue & Retirement Home, Inc. It is important to remember that animal rescue is a "fluid business" with many variables. These rules are not intended to cover every case but merely establish standardized guidelines. Common sense is the most important tool at our disposal.

100 Horse Operations

101 Everyday Care

101.1 Morning Routine

- Horses at Safe Haven are fed at 7 am every day in their stalls.
- Horses are to be given 30 minutes to eat without disruption.
- During this 30 minutes all paddocks are to be prepared by checking, filling, and cleaning water troughs as stated in section 109.
- Hay outside should also be checked and added to if needed during this time.
- This time is also used to check for fence breaks and if needed repairs are made before turning out horses.
- Once horses are finished eating they are to be turned out in their assigned paddocks as per section 111. All horses are to be handled in accordance with section 101.2
- After all horses are securely in their paddocks the barn should be cleaned. All manure should be removed following section 204.
- Water buckets should be checked, cleaned, and filled as needed in every stall.
- Hay should be placed in each stall per the instructions on each stall board.
- Shavings should be added to each stall as needed.
- Evening feed should be pulled and ready to place in stalls according to section 108.
- Once morning chores are completed all volunteers need to ensure all fans and lights are turned off.
- Before leaving, the fly system in the barn needs to be activated during warmer weather.

Please see the Disaster Preparedness and Emergency Plan for information about weather related issues and how the weather may change the morning routine.

101.2 Horse Handling

Horses are to be handled by trained volunteers only. Any horse not enclosed in a paddock, trailer or stall will be under the control of an experienced handler using a halter and lead rope.

101.3 Grooming

Horses are to receive a good brushing, shedding or bath once a week based on weather conditions. Horses are to have their feet cleaned a minimum of three (3) times a week. Grooming of horses will be done under the supervision of an experienced handler.

101.4 Evening Routine

- The evening routine starts about 30 – 45 minutes before dark.
- Fans and/or misting system need to be turned on/off based on weather conditions.
- Feed should be placed in all stalls.
- Feed should be pulled and ready for morning per section 108.
- Volunteers need to ensure that hay and water were taken care of by the morning crew. If it was not taken care of, it must be completed of at this point.
- After all stalls are ready horses are to be brought into their assigned stalls following section 101.2 horse handling.
- The three (3) night lights need to be turned on.
- Fans and/or misting system need to be turned on/off based on weather conditions.
- Stall, aisle and vet area lights need to be turned off.

102 Rescue Cases

Every horse at Safe Haven Equine Rescue & Retirement Home, Inc. (SHERRH) began its journey in our system as a rescue case. Rescue cases are brought to the attention of SHERRH by law enforcement agencies and individuals. Each case is automatically assigned a rescue case number that will stay with the horse's file allowing SHERRH to remember the circumstances that brought the horse into our care.

Rescue cases must be verified prior to any decision to offer assistance. The Rescue Manager or Executive Director must approve a rescue case before any arrangements can be made. Due diligence is important. People tend to exaggerate their circumstances in order to alleviate the responsibility of horse ownership. SHERRH does not rescue every horse.

We must be good stewards our resources and choose the cases in which the horses are in the most peril.

SHERRH does not buy horses, pay fees for horses, nor go to auctions.

Rule #1 in rescue is: Do not rescue what you cannot afford to care for. SHERRH reserves the right to evaluate which horses come into our care. If we allow others to accept horses with the expectations that we will take them in, we lose control over our system.

103 Horse Acquisition Policy

All horses being considered for rescue must have a completed Rescue Investigation Form and Number on file. Law Enforcement will be given preferential treatment. Horses become the sole property of Safe Haven Equine Rescue & Retirement Home, Inc. SHERRH will not guarantee that surrendered horses will remain together. Horses will not be accepted from known breeders unless ALL breeding stock is

surrendered. All horse rescue cases must be pre-approved by the Rescue Manager or Executive Director. A release of ownership must be signed by all surrendering parties. SHERRH will not enter any private property without owner's permission or law enforcement accompaniment.

SHERRH will take other livestock under special circumstances.

104 Rescue Case File

Every rescue case file will be assigned a unique number by the Rescue Manager. Every rescue case file will contain the following information:

- Copy of owner surrender form if applicable
- Copy of seizure warrant if applicable
- Horse information form
- Picture of horse; front, rear and both sides (close ups of any brands, tattoos, or other special markings • Documentation of body condition
- Completed rescue investigation form if applicable

105 Stray Horses

SHERRH will pick up stray horses at the request of a law enforcement agency. Acting as impound for the law enforcement agency SHERRH will care for the stray horse to the best of its ability. A file will be started for the horse; stating the name of contact and the name of the law enforcement agency, pictures of the horse, notes on body condition, location where the horse was picked up and receipts for any expenses incurred by SHERRH.

Owners claiming a stray horse as their own must provide evidence of ownership such as a receipt from the purchase, pictures that document ownership over a period of time, proof of coggins and/or other medical records. The owner must have permission from the law enforcement agency that contacted SHERRH to gain possession of the horse. Under the State of Texas Agriculture Code Chapter 142 Section 010 an invoice for all expenses incurred in the care of a stray horse will be submitted to the law enforcement agency and must be paid by the owner before the horse is returned. If the horse is unclaimed after 18 days the horse becomes the legal property of the law enforcement agency under the State of Texas Agriculture Code Chapter 142 Section 013. SHERRH will take ownership of the horse if requested to do so by the law enforcement agency. An owner surrender form must be completed, signed by an authorized officer, and placed in the horse's file.

106 Loading Horses on to Trailers

Loading is a very stressful situation for a Horse Extreme care must be taken when dealing with horses in these unpredictable situations. Human safety is our 1st priority; horse safety is a close 2nd. Please note that SHERRH does not allow the use of cattle prods by any volunteer. There are times when these prods will be used by people outside of our control. Every horse loading situation is unique and must be addressed with an open mind. Things to consider include: judging the horse's temperament. Is the horse docile enough to halter and lead? Is the horse panicked and threatening to jump? An important safety concern is that all horses are capable of biting and kicking when scared. If panels are used to crowd horses in to the trailer, take the time to properly secure the panels to the trailer and each other. Horses

can exert a tremendous amount of force. A failure in your panels will not only complicate your loading process but may lead to the horses escaping the property all together. It is always best to load within a fenced area if possible. Group horses by size whenever possible. This is especially important with very young horses. During transport foals are the most susceptible to losing their balance and falling down, meaning they could get trampled. SHERRH does not tie horses inside the trailer while in motion. This allows the horses to find their own balance. It is permissible to halter and tie aggressive horses. As some horses are especially difficult to load and reload, it is impossible to feed and water large quantities of them while in transport. Because of this, it is our policy to limit the amount of time a horse is confined in a trailer. After 2 hours, the trailer needs to stop moving for a minimum of 30 minutes, so that the horse can rest. Horses must be unloaded for 2 hours every 6 hours and allowed to eat and drink. If the transport time will be more than 2 hours a hay bag must be provided in the trailer for the horse.

107 Quarantine Protocol

Horses arriving into the SHERRH system will be placed in quarantine upon arrival.

The following protocol will ensure the health of all of the horses at SHERRH

Quarantine Time

- All horses entering into the SHERRH System, regardless of origin, must be quarantined for a minimum of 14 days.
- Horses brought into quarantine in the same week may be combined into common quarantine pens.
- When combined, the quarantine shall be 14 days from the last arrival date.
- Any horses showing signs of nasal discharge, coughing, labored breathing shall be kept apart from any other horses.
- If, during the quarantine period, any horse within a group becomes ill all horses within that group must be assumed ill and kept in quarantine for an extended time.
- When a horse or horse group has cleared quarantine, they must be removed from the area in a way that they do not come in contact with any other quarantine pens. If they do, then the quarantine period must start again.

108 Feeding

SHERRH feeds its horses based on the individual needs of each horse. The current feeding instructions can be found on the white board in the feed room and on the stall board attached to the front of each stall.

Each horse will be fed in his/her stall (morning and night) so that their grain intake may be monitored. Hay will be given at night in the stall and freely in the paddocks during the day.

109 Water

An average horse consumes 5 to 10 gallons of water. This amount will vary based on climate conditions and feed types. The actual size of the water receptacle should be sized to accommodate the number of horses it serves. Troughs should be used for all paddocks and hanging buckets for all stalls. The

minimum cleaning cycle during the summer months of all water containers is once per week. During the colder months where ice is accumulating, the period can be extended for favorable weather conditions. A 10% bleach solution should be used on any trough that can be thoroughly rinsed. A stiff bristled brush should be used to completely remove any algae, dirt or other pollutants. The rule of thumb for trough cleaning is simple: "If you would not drink from it, then don't expect the horses to drink from it." During the freezing portions of winter, ice must be removed from the water troughs every morning. Breaking the ice is not sufficient as the ice will continue to chill the water and allow for a quicker freeze. By completely removing the ice, the sun can warm the water to a more suitable temperature during the day.

110 Health Maintenance

110.01 Worming

Horses will be wormed upon arrival and then placed on a three (3) month worming schedule.

All wormers are given based on weight. A typical horse weighs 900 - 1200 pounds. Use this as a measuring stick to estimate the weight of smaller and larger than average horses. For horses with a heavy parasite load contact the veterinarian prior to the commencement of treatment. For very sick horses, the starting dose should be set at 500 pounds. After two weeks, a full dose can be given. A note shall be placed in the horse's file stating the date, amount and type of wormer used.

110.02 Vaccines

Vaccines are administered by a vet when a horse arrives at SHERRH. Records of the type of vaccine, date, and amount shall be kept in the horse's file. SHERRH vaccinates for the following:

- Tetanus Toxoid with an annual booster (Pregnant mares will receive a booster 6 weeks before foaling if possible) • Rabies with an annual booster
- EE/WE/VE with a booster in early March and again in September unless the 1st dose was less than 6 months prior to the booster date
- West Nile with a booster 6 months after the 1st dose and annually after that
- Influenza with an annual booster
- Rhino Pneumonitis with an annual booster except for a pregnant mare

110.03 Coggins (Equine Infectious Anemia)

A coggins test is performed on every horse that arrives at SHERRH. The coggins test is repeated annually. A copy of the negative coggins will be kept in the horse's file. A horse that test positive for EIA must be moved to a facility designed to handle EIA positive horses or euthanatized.

110.04 Teeth

A horse's teeth can acquire sharp edges from years of grinding their food. These edges can cut the inside of the mouth making it difficult for a horse to chew properly. A warning sign is wet clumps of undigested hay lying in the feeding area. A procedure known as "floating" grinds the sharp edge down and creates a

more even bite. The procedure is usually done under a light sedation and the horse must be immobilized.

Any horse over the age of 5 should be checked annually for teeth problems. Aside from sharp edges, another major problem is lost teeth. Old age, poor food quality, and fighting are the most common causes of tooth loss. Without the upper and lower teeth working together, a horse cannot chew food properly. Weight loss is a sign of chronic teeth problems. All senior horses 20+ should have their teeth checked annually. All dental work must be recorded and kept in the horse's file.

110.05 Hoof Care

Upon arrival, a horse's hooves should be evaluated. Many horses come to SHERRH with overgrown hooves. The most severe cases must be handled by a qualified farrier and should not be attempted by volunteer. Permanent damage can be done. The growth of a horse's hooves is effected by many things. Quality of feed, air temperature, overall health and the amount of pen space all can speed up or slow down the hoof growth. Because of this, it is impossible to create a policy based on a timed interval. Each horse herd/group should be checked regularly for hoof growth. All farrier work will be noted in the horse's file.

111 Paddock Assignments

Once a horse has cleared quarantine, it will be given a paddock assignment. Dealing with large numbers of horses takes a great deal of man power. This task is made somewhat easier by placing the horses into separate paddocks. Current paddock assignments can be found on the white board outside the feed room.

112 Disposition of Animals

Horses housed at SHERRH leave in one of the following ways: they're adopted, returned to owner, euthanized, or transferred.

- Adoption – See 115 Adoption for guidelines
- Return to Owner – See 105 Stray Horses for guidelines
- Euthanasia – See 114 Euthanasia for guidelines
- Foster – See 116 Foster Homes for guidelines
- Transfer – Horses will be transferred to other shelters and rescue partners, if the receiving agency is approved by the Executive Director.

113 Castration

All male horses at SHERRH must be castrated unless instructed differently by the vet.

Colts should be separated from their mothers between six (6) and eight (8) months of age to ensure that they do not breed. Castrations are only performed during the cooler months when flies are not a problem. Because of this, great care must be taken to ensure that all whole colts are identified, separated and kept in secure locations. Castrations are performed by a licensed vet. The horses are to be monitored for fever and other signs of infection. Should the Horse's temperature reach 101 degrees

or above, an antibiotic regime should be started. If condition persists or worsens, call a veterinarian. Newly castrated horses must remain separate from all mares for 45 days. All notes from the procedure shall be kept in the horse's files.

114 Euthanasia

It is the goal of the Safe Haven Equine Rescue & Retirement Home, Inc. to provide the utmost care to the horses we take in. We have made a commitment to long term care for every horse that we rescue. A reality of this commitment is that some horses are suffering and there is no more that can be done for them. Euthanasia is an important part of animal rescue, but it is a part that cannot be taken lightly. As a non-profit, we must use the funds entrusted to us in the best way possible. This means that we cannot spend thousands of dollars on one horse's life when that money could be used to save many, many more. SHERRH shall follow the AAEP guidelines for euthanasia:

The American Association of Equine Practitioners (AAEP) has developed euthanasia guidelines to help your veterinarian assist you during this very difficult time. The AAEP's standards apply to all horses, regardless of their monetary value, and are designed to avoid or terminate incurable and excessive suffering. The following are guidelines to assist in making humane decisions regarding euthanasia of horses:

- Incurable, progressive disease
- Incurable, transmissible disease
- Chronic severe lameness
- Inoperable colic
- Foals born with serious defects
- Debilitation in old age
- Severe traumatic injury
- Dangerous behavioral traits
- Undue financial burden of caring for a sick or incapacitated horse
- Undue suffering for any reason
- A horse should not have to endure continuous or unmanageable pain from a condition that is chronic and incurable.
- A horse should not have to endure a medical or surgical condition that has a hopeless chance of survival.
- A horse should not have to remain alive if it has an unmanageable medical condition that renders it a hazard to itself or its handlers.
- A horse should not have to receive continuous analgesic medication for the relief of pain for the rest of its life.
- A horse should not have to endure a lifetime of continuous individual box stall confinement for prevention or relief of unmanageable pain or suffering.

If it is deemed the only option left then SHERRH will have a vet humanly euthanize a horse and dispose of him/her with respect. SHERRH DOES NOT euthanize healthy horses just to make space for new ones.

115 Adoptions

Safe Haven Equine Rescue and Retirement Home, Inc. makes a promise to all the horses that they will never have to endure abuse or neglect again. To keep that promise there are guidelines for all adoptions.

There is an application that must be filled out and submitted. The fee for adopting is \$300 per horse. All approvals will be based on the adopter's ability to provide a safe and secure home for the horse. After the application is reviewed a SHERRH volunteer will contact the adopter to set up a time to see the facilities.

There must be:

- Clean water containers in addition to any ponds
- Pastures that are free of trash and large enough to support the number of horses kept there
- Shelter
- Sturdy fencing

By adopting a horse from SHERRH the adopter is agreeing to provide a home for that horse for life. The adopter CANNOT sell, give away, lease, or otherwise dispose of the horse. If the adopter can no longer care for the horse, it must be returned to SHERRH.

116 Foster Homes

SHERRH wants every horse rescued to have a chance for a long and happy life. Because of our limited resources, we are not able to care for every unwanted horse. Foster care allows some of the healthier unwanted horses to get a second chance.

Volunteer Fostering Guidelines:

- There shall be a volunteer foster home application in the volunteer's file
- All potential foster homes will be inspected before the volunteer foster home application can be approved
- The volunteer foster home will be responsible for all general care expenses of the horse they are fostering such as water, feed, hay, shelter, and grooming
- The volunteer foster home must understand that the horse is still considered the property of SHERRH
- The volunteer foster home must understand that ongoing decisions about care will remain in the hands of SHERRH
- The volunteer foster home must also understand that SHERRH makes all medical/surgical decisions about the horse in foster care. SHERRH provides a contact for medical emergencies. Volunteers will not be reimbursed if they take the horse to another vet for exam, diagnostic testing, treatment, etc.
- Any horse leaving SHERRH shall have a foster care form placed in his/her file

200 Barn Operations

201 Hours

The general hours of operation are designed to ensure that all horses are properly and humanely cared for and that the public has adequate and ample opportunity to conduct business at SHERRH.

- Adoption viewings and visits are by appointment only. Please have potential adopters call 903-762-1432.
- Barn hours are from 7am – 8:45am Monday – Friday
- SHERRH promptly responds to animal emergencies 24 hours a day, every day of the year. Any situation is considered an emergency in which a large animal is in danger or is creating a danger to itself or the community

202 Water systems

All hoses and water valves shall be checked monthly to ensure they are in proper working order. Any breaks or needed repairs shall be reported to the Executive Director.

203 Feed Storage

Hay shall be stored under cover at all times. If the supply is larger than our storage areas can hold, it may be stored outdoors stacked on pallets and covered. Bagged feed must be kept indoors in the feed room. Bags that have been open must be stored in plastic bins with secure lids. Feed should be rotated monthly to ensure that the oldest feed is fed first.

204 Manure Management

Manure management is essential for the health of our horses as well as the protection of the environment. Manure is to be removed from stalls daily. Paddocks will need to be rake monthly to reduce the buildup of manure in them. Manure will be piled in the manure pile at the back of the property.

205 Fencing

SHERRH utilizes a large array of fencing types. All fences should be monitored daily for any breaks, stretching or other problems. If a "quick fix" is necessary, a more permanent repair must be made as soon as possible. Any fencing system that is dangerous or continually failing should be brought to the attention of the ranch Executive Director immediately.

All gates must have a locking mechanism: latch with clip, chain, etc. Gates and their latches must be "Horse proof". Fencing types should be taken into account when placing horses in paddocks.

206 Tools and Equipment

SHERRH keeps an array of hand tools, power tools and other equipment for use on the SHERRH facilities. This equipment is only to be used for rescue related business and should not be removed from the property without prior authorization from the Executive Director. Tools and equipment must be

returned to the storage room after each use. Report any broken tools to the Executive Director. Equipment, such as generators, power washers, etc. must be maintained in order for them to remain in peak operating condition.

207 Controlled Substances

Controlled Substances

- All controlled substances, needles, and syringes are to be kept securely locked and shall never be accessible to the public or any unauthorized volunteer
- Only volunteers who have been adequately trained to use such supplies will have access to them
- Drugs are kept under lock and key in the office and only trained volunteers shall have access to the key
- No controlled substance is to be removed from the premises, unless being done so by the Rescue Manager or Executive Director to assist in the rescue of a horse
- Each time any amount of a controlled substance is used it must be completely and accurately documented in a bound book with numbered pages kept in the office
- The following information must be documented according to the Drug Enforcement Agency: date, horse's file number, description of the animal, weight, amount used, balance remaining, and the volunteer's name that is administering the controlled substance

Inventory

- All controlled substances must be carefully inventoried
- The general supply of controlled substances are locked in the office and only trained managerial volunteers have access to the key
- Each bottle should be numbered in sequential order to allow for extra accounting oversight
- A bound book is kept in the office listing the type and amount of each controlled substance within
- Under no circumstances should a page be removed from the book. If a mistake is made, a thin line should be drawn through the error with the necessary correction being made and initialed
- All entries should be made in ink, and no entry should be erased or completely obliterated
- A complete inventory shall be conducted twice annually and kept in the file, to be provided to any inspecting agent

208 General Cleanliness

All volunteers are responsible for maintaining the general orderliness and cleanliness of the barn and pastures. Keep floors, aisles, walkways, and gates free of debris at all times. Housekeeping is an important part of maintaining a safe environment. It reduces the spread of disease harbored by clutter and waste and eliminates tripping and falling hazards. All grooming supplies shall be washed with warm water and set in the sun to dry after each use. Brushes and other grooming supplies that have been used on horses with skin/coat/infection issues shall be handled as outlined below

- Rainrot (Rain Scald) – rinsed and placed in a bucket of anti-microbial solution
- Ringworm – washed with anti-fungal soap
- Mange – rinsed and placed in a bucket of anti-parasitic solution

- Lice – placed in a bucket of insecticide with a tight lid

209 Facility Security

SHERRH is a closed facility with access to the public by appointment and on predetermined days. The facility will have a "Sanctuary Closed to the Public" sign displayed on the days when the facility is closed. All entrance gates are to be kept closed and locked during nighttime hours. A phone number of the Executive Director will be placed on the entrance sign for afterhours emergencies. The safety of our horses is of utmost importance. Anyone jeopardizing the safety of the horses or caught trespassing will be removed from the premises immediately.

210 Hazards and Hazardous Substances

- Report all hazards to the Executive Director immediately
- Only properly trained volunteers are to undertake any repairs
- Do not overload outlets
- Know the safety precautions for each chemical BEFORE it is used. The MSDS can be found in the office.

211 Media

Any volunteer contacted by a reporter or representative of any TV, radio, newspaper, magazines or by any other media reps needs to direct him or her to the Executive Director or the Public Relations Officer.

300 Vehicles and Trailers

301 Maintenance

SHERRH trucks will be serviced as follows:

Oil and oil filter changed every 5,000 miles

Fuel filter changed every 15,000 miles

Air filter changed as needed

All other scheduled maintenance per the owner's manual

Tire tread and air pressure should be checked regularly

SHERRH Trailers will be serviced as follows:

Bearing checked and packed annually

Tire tread and pressure must be checked prior to each trip

Stop lights and marker lights must be checked prior to each trip

302 Repairs

All repair issues are to be addressed as soon as possible. The repairs, when not fixable by a qualified volunteer, should be taken to a pre-approved repair facility. Check with the Executive Director for a list of approved vendors. All repairs must be approved by the Executive Director.

Repairs requiring immediate attention are:

- Dashboard warning lights on truck
- Strange noises or vibrations
- Excessive exhaust smoke
- Temperature running hot
- Lights not working

303 Cleanliness

All SHERRH equipment is to be kept in a clean and orderly condition. Trucks are to be washed and vacuumed regularly. Trash is to be removed daily. All SHERRH trailers should be washed to remove any mud or dirt accumulated on the exterior. The inside of all trailers must be washed and sanitized after each use.

304 Operation and Usage

SHERRH trucks and trailers are to be operated in a legal and courteous manner at all times. The equipment bears the name of our organization and it is the organization that is judged by our actions on the road. SHERRH drivers are limited to 10 hours' drive time for long, state to state hauls. If at any time a driver feels that they are too tired to continue, they are expected to pull off at a safe location and rest until they feel refreshed. Only approved volunteers are to operate any SHERRH equipment or vehicles.

305 Trailering

Only approved SHERRH volunteers are permitted to haul SHERRH trailers. All haulers must have a clean driving record and have the skill to back long trailers in narrow conditions. Drivers are responsible to check the trailer each time they hook up. Brakes, lighting and safety equipment must be in place and fully operational. If any problems are found they must be fixed prior to using the trailer.

400 Staffing and Organizational Hierarchy

Responsibility starts at the top. Each position is responsible for the actions of those below them. This chart represents the chain of command as of 2018. In some cases, one person may hold more than one job within the organization.

