

# **Mexican Wolf Blue Range Reintroduction Project Adaptive Management Oversight Committee Standard Operating Procedure**

**Title:** Incident Reporting by Other Agencies

**Number:** 10.0

**File Name:** MW SOP 10.Incident Reporting.Final.20050430.doc

**Purpose:** This SOP provides step-wise instructions to agencies that are less familiar with the Project to guide them their handling of reports of known or suspected wolf-related incidents of any kind, and to help ensure timely, consistent response by the Project’s Interagency Field Team (IFT) or other (e.g. enforcement) personnel (see Project “Key Contacts” list). It supersedes relevant sections of the 1998 Mexican Wolf Interagency Management Plan (USFWS 1998), and therefore represents, in part, the “Service Approved Management Plan” referenced in the Mexican Wolf Final Rule (50 CFR 17.84(k)).

**Exceptions:** None. Per SOP 2.0, AMOC must approve any exceptions to this SOP.

Note: Report all incidents pertaining to White Mountain Apache Tribal lands (Fort Apache Indian Reservation) directly to the WMAT-Wildlife and Outdoor Recreation Division for handling and record keeping under the Statement of Relationship and Information Protocol developed with USFWS. WMAT will share general information on these incidents with the IFT, AMOC, and AMWG through updates and yearly reports.

**Background:** This information is provided to help agencies and personnel other than the IFT handle reporting incidents that might involve Mexican wolves. The public often reports such incidents to entities unfamiliar with how to ensure that the information reaches the appropriate personnel or agency quickly, for timely response. **The most important concept to keep in mind is that the two highest priorities with any incident report are to ensure that: (a) public safety aspects are handled appropriately; and (b) the information is quickly and accurately conveyed to the IFT.**

## **Procedures:**

1. Is this a public safety issue? Has someone been injured or is injury likely?  
If “Yes,” proceed to and follow Steps 1a-1c until the public safety aspect has been handled.  
If “No,” proceed to and follow Steps 2-5.
  - a. Call 911 if necessary (i.e. get immediate medical care for the victim).
  - b. Advise the reporting person to secure the scene to prevent further injuries, if necessary.
  - c. Get specific location and incident information, as well as names and phone numbers of people involved (see Step 1b, above).
2. Do not send the reporting party to another number. Obtain and record the information below before passing the information on to the appropriate personnel.
  - a. Ask the reporting party if they have already contacted a member of the IFT to provide this information.

- b. If the answer to 2.a. above is “No,” obtain all necessary information, complete an incident report form for cooperating agencies (Appendix A), and thank the reporting party for the information and their interest.
    - c. If the answer to 2.a above is “Yes,” get the name of the IFT member they contacted, confirm what information required on the incident report form for cooperating agencies has already been given to the IFT member, get any missing required information, and thank the reporting party for the information and their interest.
  3. Immediately call the following contacts until you reach someone in person, to report the information from the incident report form for cooperating agencies:
    - a. 1<sup>st</sup> choice: During business hours, call the IFT Field Office in Alpine: (928) 339-4329. The IFT will then be responsible for:
      - i. Ensuring that the appropriate persons obtain the information from the original reporting party; and
      - ii. Filling out the entire incident report form for IFT personnel (Appendix B).
    - b. 2<sup>nd</sup> choice: If nobody can be reached at the IFT Field Office, call the AGFD Radio Dispatch (available 24 hours/day, 7 days/week): (800) 352-0700. AGFD Dispatch will then be responsible for contacting the appropriate persons per the Incident Response Contact List (Appendix C).
    - c. Note: Cooperating agency personnel sufficiently familiar with the Reintroduction Project may, at their own discretion, choose to contact the person who will respond to the incident directly, instead of providing the information from the incident report form for cooperating agencies to the Alpine Field Office or AGFD Dispatch. However, if such persons choose to complete this optional step, in lieu of the two choices immediately above, they must follow the procedures described in Appendix C.
  4. Encourage the contact to leave a message at the Mexican Wolf Hotline: (888) 459-9653.
  5. Record-keeping for the incident report form for cooperating agencies (Appendix A):
    - a. Make a copy and retain it on file.
    - b. Fax the original to the IFT Field Office at (928) 339-4218, or mail it to the IFT at: Mexican Wolf Project, P.O. Box 856, Alpine, AZ 85920.

### **Approvals:**

The Mexican Wolf Blue Range Reintroduction Project Adaptive Management Oversight Committee approved this SOP on November 18, 2004.

### **References:**

U.S. Fish and Wildlife Service. 1998. 1998 Mexican Wolf Interagency Management Plan. U.S. Fish and Wildlife Service, Albuquerque, New Mexico.

Appendix A.

MEXICAN WOLF REINTRODUCTION PROJECT  
Incident Reporting Form for Cooperating Agencies

Date of Incident: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Observer(s):

Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Recorder:

Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Incident Type:  Public Safety  Livestock or Pet Depredation  Sighting of a live or dead wolf

Details of Location:

Private Land  Public Land  Other, Specify: \_\_\_\_\_

Location Specifics (Road #'s, Landmarks, mileposts, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the phone numbers that were attempted and names of people that were contacted:

Agency:	Name of Person:	Contacted:	Left Message:
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Narrative Account of the Incident:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When completed, FAX to (928) 339-4218 or mail to: Mexican Wolf Project, P.O. Box 856, Alpine, AZ 85920

**Appendix B.**

**MEXICAN WOLF REINTRODUCTION PROJECT  
Incident Report (IFT Personnel)**

Date of Observation: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Time of Report: \_\_\_\_\_

**Observer(s):**

Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**Recorder:**

Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**Details of Location:**

Private land  Public land  Other, specify: \_\_\_\_\_

Location Specifics (road #'s, landmarks, mileposts, etc.): \_\_\_\_\_

Estimated GPS of Incident: \_\_\_\_\_

Habitat Description (open, forested, drainage, vegetation, visibility, etc.): \_\_\_\_\_

**Details of Observation/Occurrence:**

Approximate time of sighting: \_\_\_\_\_ Distance between you and wolves: \_\_\_\_\_

Length of observation: \_\_\_\_\_

**Observation Type:**

**Livestock:**

- Wolf feeding on dead livestock<sup>1</sup>  Wolf chasing livestock  Wolf observed in or near livestock  
 Dead or wounded livestock suspected wolf depredation<sup>1</sup>

**Humans:**

- Interaction with Humans  Interaction with Domestic Pets<sup>1</sup>

**Wolf Sighting:**

- Live wolf<sup>2</sup>  Dead wolf<sup>3</sup>  Injured Wolf<sup>2</sup>  Wild Ungulate Kill<sup>4</sup>  Den<sup>2</sup>  Howling<sup>2</sup>  Tracks<sup>2</sup>  
 Other, specify \_\_\_\_\_

<sup>1</sup>If an investigation is initiated for dead or injured livestock or dogs, please attach the form associated with the appropriate procedure (SOP 11.0: Depredation on Domestic Livestock and Pets) and ensure that this procedure is followed.

<sup>2</sup> Please attach the form associated with the appropriate procedure (SOP 10.0: Incident Reporting) and ensure that this procedure is followed.

<sup>3</sup> Please attach the form associated with the appropriate procedure (SOP 12.0: Mortality and Injury Response) and ensure that this procedure is followed.

<sup>4</sup> Please attach the form associated with the appropriate procedure (SOP 19.0: Intensive Winter Wolf Monitoring and Ungulate Mortality Collection) and ensure that this procedure is followed.

**(Appendix B. Continued.)**

**Observation By:**

Naked Eye     Binoculars     Riflescope  
Number of Animals \_\_\_\_\_ (if known: \_\_\_\_ Adults    \_\_\_\_ Young adults    \_\_\_\_ Small Pups)  
Did you observe radio collars?:  No     Yes    If yes, how many wolves with collars? \_\_\_\_  
What color were the collars? \_\_\_\_\_

Physical Description of wolves (color/markings, size, position of tail, etc.):

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**Narrative Account of Observation:**

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**Observer's prior experience with wolves and coyotes:**

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**Additional Space:**

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*Thank you for your time!*

\*\*\*\**For Office Use Only*\*\*\*\*

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Nearest known pack location at the time of sighting: Pack- \_\_\_\_\_ Wolf ID- \_\_\_\_\_

Location- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pack/Wolf confirmation: Yes / No / ?**

**Pack-** \_\_\_\_\_ **Wolf ID-** \_\_\_\_\_

**Miscellaneous/Reason for Confirmation or Denial:** \_\_\_\_\_

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## Appendix C.

### **Procedures for Mexican Wolf Cooperating Agencies for Directing Incident Reports to Appropriate Persons for Response**

1. Is this a public safety issue? Has someone been injured or is it likely?  
If “No,” proceed to Step 2, if the IFT has not already been contacted about this incident.  
If “Yes,” follow Steps 1a-1c.
  - a. Call 911 if necessary (i.e. get immediate medical care for the victim).
  - b. Advise the reporting person to secure the scene to prevent further injuries, if necessary.
  - c. Get specific location and incident information as well as names and phone numbers of people involved.
  
2. Is this a depredation on livestock or injury/death to a domestic animal by a wolf?  
If “No,” Proceed to Step 3.  
If “Yes,” follow Steps 2a through 2m.
  - a. If the depredated animal is still alive, advise the owner to get it veterinary attention (take pictures prior to treatment, if possible).
  - b. Get specific location information as well as names and phone numbers (see 2h).
  - c. Call the following contacts until you reach someone:
    - i. Wolf Project IFT Field Office in Alpine, AZ at (928) 339-4329
    - ii. J. Brad Miller, IFT member with Wildlife Services
    - iii. Richard Grabbe, IFT member with Wildlife Services
    - iv. State/Tribal Game and Fish Radio Dispatch (instruct Dispatch to radio or call people at home if necessary to ensure contact)
      - (1) In Arizona: (800) 352-0700.
      - (2) In New Mexico: (505) 827-9376.
      - (3) On White Mountain Tribal Lands: (928) 338-1023 or (928) 338-4385.
  - v. USFWS Mexican Wolf Recovery Headquarters: (505) 761-4782 or (505) 346-2525
  - d. If no one is immediately available to respond, advise the reporting party to preserve as much evidence of the alleged wolf attack as possible (carcass, tracks, take pictures, etc). To protect the carcass, securely cover it with a tarp.
  - e. Advise the reporting party that it may take up to 24 hours for someone to respond, and be sure to get all available contact information from the reporting party (see Step 2b, above).
  - f. Ask the reporting party about their availability for the next few days, and get their contact information for that period.
  - g. Complete an incident report form for cooperating agencies (Appendix A) and fax it to the IFT Field Office at (928) 339-4218 or mail it to the IFT at: Mexican Wolf Project, P.O. Box 856 Alpine, AZ 85920.

## Appendix C. Continued.

- h. Provide the Handout “Guides, Outfitters, and Forest Visitors,” or reference the legal methods for harassing wolves that are causing an incident.
  - i. Thank the reporting party for the information.
  - j. Refer details on the Mexican wolf depredation compensation program to Defenders of Wildlife (contact: Craig Miller). However, if asked, Project personnel can provide basic information as follows:
    - i. It is a private fund administered by Defenders of Wildlife.
    - ii. Upon completion of the investigation, Defenders will be issued a report from the investigators indicating their findings.
    - iii. If the depredation is a confirmed wolf depredation, Defenders will pay compensation based on fair market value of the livestock.
    - iv. Provide Defenders of Wildlife handouts on the compensation program.
  - k. Any wolf control actions will be conducted according to SOP 13.0.
  - l. The IFT will complete and maintain copies of an incident report form for IFT personnel for each wolf report.
3. Is this a sighting report of a live or dead wolf?  
If “No,” determine what is at issue and handle it appropriately.  
If “Yes,” follow Steps 3a through 3e.
- a. Be sure to get:
    - i. The name, address, and phone number of the reporting party.
    - ii. Specific location information, including road numbers and a map if possible.
  - b. Is the wolf alive?
    - i. If “Yes,” Follow Step 3c below
    - ii. If “No,” Follow Step 3d below
  - c. Live wolf:
    - i. Explain that visual sighting reports can be very useful to the project, especially if it involves pups or un-collared wolves.
    - ii. Provide the handout, “Guides, Outfitters, and Forest Visitors” (Appendix E).
    - iii. Call the Mexican Wolf Project.
      - (1) Wolf Project Field Office in Alpine AZ: (928) 339-4329.
      - (2) Mexican Wolf Project Hotline: (888) 459-9653.
      - (3) On White Mountain Apache Tribal lands, call WMAT directly at (928) 367-8321x521 or 338-1023 or 338-4385.
    - iv. Fill out an incident report form for cooperating agencies (Appendix A) and a non-project personnel observation report form (Appendix B), and fax them to the IFT Field Office at (928) 339-4218 or mail them to the IFT at: Mexican Wolf Project, P.O. Box 856, Alpine, AZ 85920
    - v. Thank the reporting party for the information.

## Appendix C. Continued.

- d. Dead wolf:
  - i. Dead wolves are considered crime scenes, so advise reporting parties to keep everybody away from the dead wolf to preserve the scene. Ask the reporting person to provide any pertinent information, such as vehicle descriptions and license plate numbers, person descriptions, locations and descriptions of camps in the area, etc.
  - ii. Call the following contacts until you reach someone:
    - (1) Wolf Project Field Office in Alpine AZ: (928) 339-4329
    - (2) USFWS Law Enforcement:
      - (a) Special Agent in Springerville/Alpine AZ: (928) 339-5245 or (480) 225-1615
      - (b) Resident Agent in Charge in Mesa AZ: (480) 967-7900 or (480) 225-2282
      - (c) Special Agent in Albuquerque NM: (505) 346-2715 or (505) 401-0552
      - (d) Resident Agent in Charge in Albuquerque, NM: (505) 346-7828 or (505) 238-2438
    - (3) State/Tribal Game and Fish Radio Dispatch (instruct Dispatch to radio or call personnel at home as necessary to ensure contact):
      - (a) In Arizona on non-Tribal lands: (800) 352-0700
      - (b) In Arizona on White Mountain Apache Tribal lands: (928) 338-1023 or (928) 338-4385
      - (c) In New Mexico: (505) 827-9376
    - (4) USFWS Mexican Wolf Recovery Headquarters at (505) 761-4782 or (505) 346-2525
  - iii. Encourage the contact to leave a message at the Mexican Wolf Project Hotline (888) 459-9653
  - iv. Fill out an incident report form for cooperating agencies and a non-project personnel observation report form, and FAX them to the IFT Field Office at (928) 339-4218 or mail them to the IFT at: Mexican Wolf Project, P.O. Box 856, Alpine, AZ 85920
  - v. Thank the reporting party for the information
- 4. The IFT must complete an incident response form (Appendix B) for dead wolves, or sighting of wolves near live or dead cattle.
- 5. The IFT, in cooperation with the Mexican Wolf Recovery Coordinator, will decide the appropriate response to the situation, in accordance with applicable SOPs.

**Appendix D.**

**MEXICAN WOLF RECOVERY PROGRAM**

**NON-PROJECT PERSONNEL ----- WOLF OBSERVATION REPORT**

Date of Observation: \_\_\_\_\_

Date of Report: \_\_\_\_\_

**Observer(s):**

Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**Recorder:**

Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**Details of Location:**

Private land  Public land  Other, specify: \_\_\_\_\_

Location Specifics (road #'s, landmarks, mileposts, etc.): \_\_\_\_\_

Habitat Description (open, forested, drainage, vegetation, visibility, etc.): \_\_\_\_\_

**Details of Observation/Occurrence:**

Approximate time of sighting: \_\_\_\_\_ Distance between you and wolves: \_\_\_\_\_

Length of observation: \_\_\_\_\_

**Observation Type:**

Live wolf  Dead wolf  Den  Kill  Tracks

Howling  Other, specify \_\_\_\_\_

**Observation By:**

Naked Eye  Binoculars  Riflescope

Number of Animals \_\_\_\_\_ (if known: \_\_\_\_\_ Adults \_\_\_\_\_ Young adults \_\_\_\_\_ Small Pups)

Did you observe radio collars?:  No  Yes If yes, how many wolves with collars? \_\_\_\_\_

What color were the collars? \_\_\_\_\_

Physical Description of wolves (color/markings, size, position of tail, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Narrative Account of Observation:**

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## Appendix E.

### Guides, Outfitters, and Forest Visitors:

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Mexican gray wolves have been reintroduced into the Apache National Forest in Arizona and into the Gila National Forest in New Mexico.

Mexican gray wolves are protected under the Endangered Species Act. Care should be exercised when hunting or trapping in wolf recovery areas to avoid killing or injuring a Mexican gray wolf. Hunters should be sure of their target.

For more information on the Mexican gray wolf recovery program, contact the USFWS at 505/761-4782 or 346-2525.

For law enforcement issues, contact your local game warden. To report sightings or incidents, call the 24-hour Mexican Wolf Hotline at 1-888-459-9653.



#### Recommendations

- Respect posted wildlife closures.
- Treat wolves and other wild animals with respect.

- Never feed a wild animal. Keep food and garbage in airtight containers.
- Dispose of gray water at least 100 yards from camp.
- Keep dogs under control at all times and leashed when possible.
- Should you hear or see wolves near your camp:

Contain dogs in tent or vehicle, *if possible*.

Frighten or harass wolves away, *if necessary*.



#### You may legally\*:

- harass a wolf without injuring it, but you must report it within seven days;
- kill or injure a wolf that is killing, wounding, or biting your cattle, sheep, horses, mules, or burros on your private or tribal land, but you must report it within 24 hours;
- kill or injure or harass a wolf in defense of human life, but you must report it within 24 hours.

#### You may not legally\*:

- kill or injure a wolf just because it is near you or your property;
- kill or injure a wolf that attacks your pet;
- kill or injure a wolf feeding on dead livestock;
- enter official closures around occupied release pens, active dens, and rendezvous sites;
- shoot a wolf because you thought it was a coyote or something else (you are responsible for identifying your target before shooting);

*or*

- attempt to do any of the above actions or solicit someone else to do them.

\*Violations of these rules may subject you to prosecution. Criminal penalties may be up to one year in jail and a fine of up to \$100,000