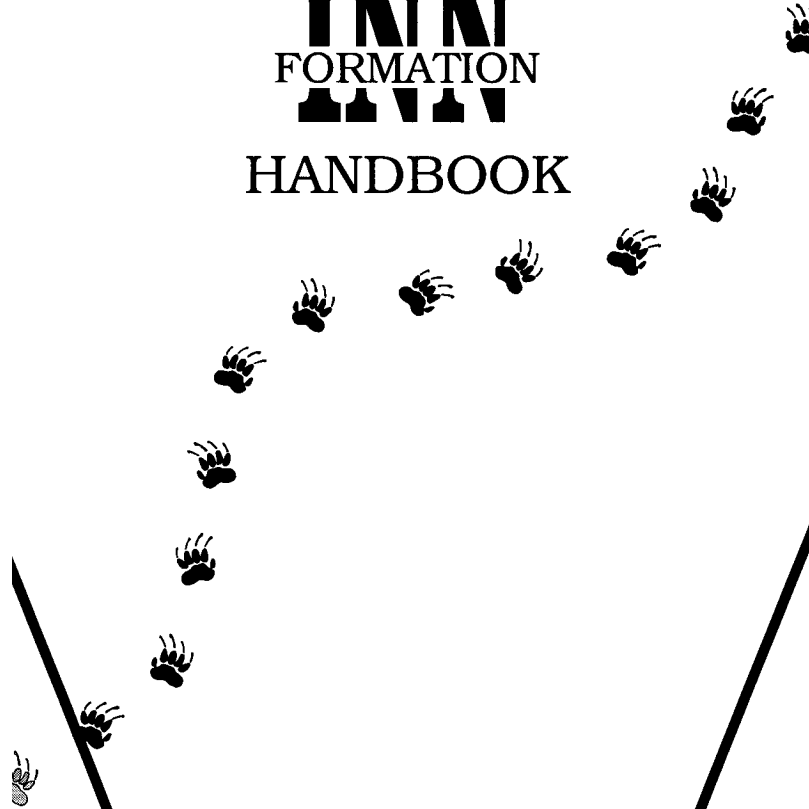


ANIMAL

INN
FORMATION

HANDBOOK



ANIMAL INN





EXECUTIVE SUMMARY

ANIMAL INN is an information and education program that focuses on the value of dead, dying, and hollow trees for wildlife. Over 1200 wildlife species in the United States rely on dead, dying, or hollow trees for dens, roost areas, and feeding sites. Fish also benefit from trees that have fallen into streams. These types of trees are referred to as "ANIMAL INNS" for the purposes of educating land manager and the public about their inherent values.

Many dead, dying or hollow trees are felled and removed because of their value as firewood, and their potential as fire arid/or safety hazards. However, it is possible to manage hollow and dead trees to benefit wildlife as well as provide wood products and reduce these potential hazards. The purpose of the ANIMAL INN program is to:

- Help people realize the critical value of dead, dying, and hollow trees for wildlife and fish.
- Encourage people to save certain types of dead, dying, and hollow trees; (the exception being those trees that endanger life or property).

A local group of partners in Central Oregon created ANIMAL INN in 1985. Because of its popularity, the program became a national partnership effort in 1989. By 1991, federal land management agencies national associations representing private timber industry , non-industrial woodlands, state foresters , and the National Fish and Wildlife Foundation joined together in an agreement to design materials and promote the. ANIMAL INN program throughout their respective agencies and organizations.

Land managers and educators have shown a continued and intense interest in the ANIMAL INN program. They needed a simple, effective way to get materials and information regarding use arid program implementation. The ANIMAL INN-FORMATION HANDBOOK was created for these ANIMAL INN-KEEPERS.

For all new and continuing "INN KEEPERS" the handbook provides program goals and objectives, as well as program background and purpose. Additionally, information is provided on how and where to get ANIMAL INN materials and suggestions on the use of the materials.

"WE LOOK TO THE DAY WHEN ANIMAL INNS ARE MORE COMMON AND APPRECIATED"

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1. WHAT IS **ANIMAL INN**?

ANIMAL INN is an information and education program focused on the value of dead, dying, and hollow trees for wildlife and fish.

The national slogan is:
'THERE'S LIFE IN DEAD TREES'



Program Goals:

- Help people realize the critical value of dead, dying, and hollow trees for wildlife and fish.
- Encourage people to save certain types of dead, dying, and hollow trees: (the *exception being* those trees that endanger life or property).

ANIMAL INN IS AN AWARENESS-BUILDING PROGRAM... NOT A REGULATORY PROGRAM.

For example:

- ANIMAL INN **IS NOT** a wildlife tree management plan that prescribes the number or type of trees to *leave*, or how, when, or where to leave trees for wildlife.
- ANIMAL INN **IS** the information/education portion of your wildlife tree management plan. It describes target audiences and activities to use to spread the word about the value of dead trees for wildlife.
- ANIMAL INN **DOES NOT** tell firewood cutters the size, type, and the number of trees to cut or *leave*. *Those* are set by specific agencies or landowners.
- ANIMAL INN **IS** the awareness/education *leaflet you* attach to firewood Cutting permits that describes the kind of wildlife that use these trees and/or how to identify trees with wildlife. use.
- ANIMAL INN **IS** the awareness/education poster you put up in a campground.
- ANIMAL INN **IS** the *tree tap* that you put on dead, dying, and hollow trees that have been prescribed for leaving. It is not the regulation itself. It is what makes the tree visible once a policy decision is made to *leave* certain trees.
- ANIMAL INN information and education materials **CAN BE** used along with agency or owner policies as an attachment to increase awareness of the "value" or purpose of the management decisions.
- ANIMAL INN information and education materials **CAN BE** used *separately*, as part of an educational or wildlife interpretive. program.

NATIONAL PROGRAM FRAMEWORK:



IS

- A tool to be used as one solution to the problem of inadvertent removal of dead, dying, and hollow trees for wildlife and fish habitat.
- Focused only on certain standing and fallen dead, dying, and hollow trees in terrestrial and aquatic habitats.
- A tool to help increase awareness of the value of dead, dying, and hollow trees to wildlife and fish.
- An education tool *targeted to* specific audiences including woodcutters, campers, and kids.
- A tool to *meet existing* policy and direction regarding dead, dying, and hollow tree wildlife and fish habitat.
- A *delicate balance* between fish and wildlife habitat needs and safety for forest workers and recreationists.
- A simple, consistent message: "There's Life In Dead Trees".



ANIMAL INN:



IS NOT

- A program that broadly specifies the amount of dead, dying, and hollow tree habitat to be retained or cut.
- Restricted to public lands only: may be voluntarily applied on private lands as well.
- A program about the benefits of timber harvest to wildlife or fish habitat management.
- A program to restrict timber management activities.
- Intended to replace or duplicate other existing environmental education programs such as *Project Wild*, *Project Learning Tree*, etc.
- Intended to *compromise or jeopardize* the health or safety of forest workers or users in any way.
- A regulatory program.



2. PROGRAM OVERVIEW

Value of **ANIMAL INN**



Most visitors to forest lands do not recognize the value of dead, dying, and hollow trees for wildlife and fish. Many people see dead trees as things without use except as firewood. They have come to view the removal of dead tree material as an aid to fire prevention. Only in the last 20 years have scientists discovered just how crucial ANIMAL INNS are to healthy forests. Dead tree material left to rot in the forest provides valuable nutrients for soil development and rejuvenation.

Nearly a third of all forest creatures depend on standing dead or fallen trees for their survival. ANIMAL INNS provide shelter, nest sites, and feeding areas for over 1200 species of birds, mammals, amphibians, and reptiles; over 60% of which feed on insects. These insect-eating species act as natural biological regulators to dampen the effects of insect outbreaks in forested lands, thereby performing an important ecosystem function. Fish benefit from trees that have fallen into stream channels.



Several billion acres of forestlands across the United States, including managed forests in industrial and non-industrial private ownership and publicly administered lands, provide potential habitat for cavity-using wildlife. These species contribute to maintaining healthy forests. We have an obligation, as land stewards for long-term sustainable forest, to inform citizens and land-owners of the value of dead, dying, and hollow trees. We must actively encourage the maintenance of some habitat in locations where it can be done safely, with low risk of human injury or property damage; and in conjunction with a sustainable woods product industry.

"THERE'S LIFE IN DEAD TREES"



Program Creation and Partnerships

In the early 1980's, some federal and state agencies and private landowners nationwide saw a need to take action to reduce the indiscriminant loss of dead, dying, and hollow trees. In 1985, the Deschutes National Forest in Central Oregon cooperated with Oregon Department of Fish and Wildlife and Oregon Department of Forestry to create an information program called ANIMAL INN -- THERE'S LIFE IN DEAD TREES.

The interest in that program spread rapidly to other National Forests, Bureau of Land Management Districts, private associations, and non-profit organizations. In 1989, the program was officially adopted at the national level in both the U.S. Forest Service and the Bureau of Land Management. Their partnership soon expanded to include other national associations, agencies and organizations interested in supporting the informational program.

In 1991, a national Memorandum of Understanding was signed by the following agencies and organizations who agreed to work together to promote the ANIMAL INN program, nationally: American Forest Council and National Forest Products Association (now re-organized to gather as American Forest & Paper Association), National Association of State Foresters, National Fish and Wildlife Foundation, National Woodland Owners Association, USDA Extension Service, USDA Forest Service, and USDI Bureau of Land Management.

Numerous additional partners and cooperators actively participate in the ANIMAL INN program at national, regional and local levels. ANIMAL INN regional workshops and/or committees were formed across the country in the Southeast, Midwest, Southwest, Rocky Mountain region, and the Pacific Northwest to increase awareness of and involvement in the ANIMAL INN program. Those workshops and/or committees created opportunities for a wider variety of partnerships to form, including, but not limited to agencies and organizations listed above as national participants, local communities, scouting groups, local timber companies and woodlot owners, teachers and students, local Audubon societies, US Fish and Wildlife Service and private corporations.

As a result, the news about ANIMAL INN has spread across the U.S. It has also been shared with British Columbia, Canada, Mexico, and India with moderately high levels of interest. National Geographic highlighted the program in their July 1994 issue, and other magazines and writers are coming forward with a high degree of interest in this unique conservation education program.

The program is designed to be implemented and tailored to local and regional needs. Although the program is not designed to be prescriptive, it is critical to be consistent with the national purpose and focus of the program.

3. ANIMAL INN PROGRAM DEVELOPMENT

Need for Consistency

The strength of the ANIMAL INN program is in its simple, clear message, and in spreading the SAME message in similar ways across the country. Anyone exposed to the ANIMAL INN program in one area should be able to go to another area (or to another agency or organization), and have the same expectation and understanding of the program. That is the strength of "all of us" saying the same thing. Program "consistency" makes some people flinch because they see it as stifling creativity and local ownership. ANIMAL INN strikes a BALANCE by maintaining a consistent message while inviting local creativity to spread the word.

National Steering Committee

To initiate a consistent, national program message the national partners established a steering committee made up of one representative from the various agencies and organizations who met about twice a year between 1989 and 1992 to accomplish the following action items:

- Establish the program vision and national framework through the development of the "IS" and "IS NOT" statement.
- Contract out the development and distribution of national program materials to ANIMAL INN PRODUCTS, INC. (a corporation of We Create, Ltd.). **Note: As of 7/28/00 the Forest Service has not been able to contact Animal Inn Products, Inc. The Forest Service has assumed Animal Inn Products, Inc. is not interested in continuing to develop Animal Inn products. The Forest Service will be seeking new entities to develop Animal Inn products.**
- Work closely with ANIMAL INN PRODUCTS, INC. in the development of a selected "base-line" set of products and materials to carry the consistent message. This concept was always viewed as a "baseline" set of materials, with ample room for revisions and development of additional materials (national or regional in scope) as the program expanded. **(N/A as of 7/28/00)**

In 1993, the steering committee agreed that its primary function was successfully completed. With the national "umbrella" framework and materials in place, and materials available, it was agreed that implementation WITHIN each of the national partner organizations needed to happen at more local levels, and that the process to ensure that happening was unique to each agency and organization. Therefore, the committee agreed to dissolve itself as a functioning oversight committee; but agreed to continue the partnership and meet periodically to discuss implementation strategies that may overlap, network on implementation ideas and concepts, and continue to discuss the overall "success" of the program.



4. **ANIMAL INN** MATERIALS - DEVELOPMENT, AVAILABILITY, AND USE

Note: Section 4 is currently outdated information and not applicable.

Animal Inn Products, Inc.

WE CREATE, Ltd. was awarded a national contract for ANIMAL INN PRODUCTS through National Fish and Wildlife Foundation in 1991. Since then, WE CREATE formed an interior corporation called ANIMAL INN PRODUCTS, INC. as a means to separate the sales of ANIMAL INN materials from other WE CREATE business. In this way, they are able to provide detailed data in regards to products in stock, the sale of individual products and information on products in the various stages of design and development. They can also provide information on the customers of the program. That database is an important tool to measure the use and "success" of the program.

The purpose of contracting with WE CREATE was to provide an easy to use approach to standard program materials for all interested organizations, agencies, and individuals. Those who want to get involved in this education/awareness program do not have to develop their own materials, and the program, implemented nation-wide, has a consistent message.

ANIMAL INN PRODUCTS is a materials development and distribution company. They develop and keep in stock national ANIMAL INN materials. A sample kit of current product line materials is available to use as a catalog. It contains a sample of most materials, pictures and descriptions of others, and an order form and price list. Through contract, ANIMAL INN PRODUCTS, INC. is the only company authorized to produce ANIMAL INN national materials. Materials are not developed or given away free. There is a cost associated with material development, supply, and shipping which is a responsibility of those INN KEEPERS that buy products from ANIMAL INN PRODUCTS, INC. A percentage of the profit is used for future product development and marketing.

ANIMAL INN PRODUCTS, INC. is a quality "customer service" oriented company. They want customers to be fully satisfied with products made available, and are personally interested and committed to the success of the ANIMAL INN program. They want to hear from you, and customers are encouraged to contact them directly about current products and ideas/requests for new ones.

**** REFER TO APPENDIX "B" FOR A LIST OF CURRENT PRODUCTS AVAILABLE ****

Questions/comments most commonly asked in regards to
ANIMAL INN PRODUCTS, INC.

•• Why is ANIMAL INN PRODUCTS, INC. the only company with rights to produce ANIMAL INN national products?

- To maintain "control" of what is "said" in the name of "ANIMAL INN" (refer to discussion on "consistency" above).
- To provide one consistent source location/company and clearing house for easy access to materials. They are available to everyone, (including Forest Service agencies and Bureau of Land Management who have authorization to use them as a "sole source" supplier), as well as other agencies, organizations, and industries.
- To provide one quality source to track the use of ANIMAL INN materials. Monitor who is purchasing materials, how often, and what materials, provide a way to monitor the success as well as the needs of the program for revision and development of new materials.

•• Are some of their prices for materials too high?

- ANIMAL INN PRODUCTS, INC. makes very little (if any) profit from ANIMAL INN. They work hard to develop materials at the lowest possible cost to customers. Their sales are based on quality. Higher quantities sold in bulk are most cost effective. In some places, an INN KEEPER may be able to find a "local vendor" who could match their price or do it for less. In other areas, however, the prices offered by ANIMAL INN PRODUCTS are way "below cost" of local vendors. It is difficult for a national supplier to always meet or match local prices, and yet, they try. If prices of a particular product appear too high, please discuss this directly with them. They desire this type of feedback, and need it in order to serve their customers most effectively.

•• Who pays for the materials? Aren't customers (teachers, individual woodlot owners, forest recreationists, etc.) used to getting materials of this nature as "give-aways"?

- This subject is discussed more thoroughly in the implementation section of this handbook. In general there are two types of "customers" for ANIMAL INN; those who distribute the message (usually an agency or organization; referred to as INN KEEPERS), and those who receive the message (e.g., individual woodlot owners, recreationists, firewood cutters, school children). It is the responsibility of the INN KEEPERS to purchase materials for their customers and target audiences.

•• Can more personal local oriented ANIMAL INN materials be developed without going through ANIMAL INN PRODUCTS, INC.?

- The implementation section gives examples of appropriately developed local materials. In general, ANIMAL INN PRODUCTS, INC. will focus on materials that are national or multi-regional in scope. If you see a need for a specific product and it does not appear to be currently available through ANIMAL INN PRODUCTS, INC., please discuss it with them. They develop new products based on a request for need. If they get enough requests, or see your idea as one that has national or multi-regional merit, they will consider development as funding is made available. In this way, your idea can and is made available to all. This was the case of the national tree tag that was drafted by a partnership group in the midwest. The implementation section discusses new products being planned.

•• How do I get a sample kit of available materials?



- You can purchase them directly from ANIMAL INN PRODUCTS, INC.
P.O. BOX 5487
BEND, OREGON 97708
1-503-389-0360
or contact your primary agency/organization coordinator who may have them on hand for you (refer to Appendix B).

5. IMPLEMENTATION OF THE ANIMAL INN PROGRAM (i.e., being an INN KEEPER)

Implementation of ANIMAL INN depends a great deal on what organization or agency you belong to. Implementing this program will have a different procedure depending your target audience and overall operating framework and objectives. For example, although the message remains the same, and some implementation overlap certainly occurs in spreading the message, it will still be different for a professional educator, or a public land manager; as opposed to a private timber landowner, or an extension service agent, or a consulting forester.

The following information is an "outline" that should apply, generally to all users. Try to incorporate these general principles into your organization or agency's standard operating procedures. For specific help, or to overcome "barriers" to implementation that come your way, contact a national agency or organization representative (Appendix C).

A. Focus Your Implementation Activities on the National Goals

- Help people realize the critical value of dead, dying, and hollow trees for wildlife and fish.
- Encourage people to save certain types of dead, dying, and hollow trees; (the exception being those trees that endanger life or property).

B. Define Your "Target Audiences" and Materials Needed

This is a very critical step. Who do you deal with in most direct need of the message? This can be both internal as well as external in many organizations and agencies. Internally, it's often necessary to "sell" the program value in order to get approval to move ahead with it. The strategy for this would probably be different than the one used for you "external" customers.

What is the most appropriate and effective tool (materials) to use in reaching the target audience(s)? You may have multiple target audiences and reaching them with this message may not always have the same strategy. If the current available national materials do not fit your need, contact ANIMAL INN PRODUCTS, INC., and/or your national program coordinator (refer to Appendix C) to see if they have anything in the planning/development stage that will meet your needs. Also refer to the section below on development of your own materials.

****FOR AN EXAMPLE OF NATIONAL "TARGET AUDIENCES" IDENTIFIED BY NATIONAL PARTNERS, REFER TO APPENDIX A. APPENDIX B ALSO IDENTIFIES HOW THE CURRENT NATIONAL MATERIALS ARE DESIGNED FOR THESE TARGET AUDIENCES.****

C. Identify Appropriate Procedures for Implementation

We encourage you to be creative within the boundaries of your agency or organization procedures (if there are any). If you need assistance, contact you national coordinator (refer to Appendix C), or use the ANIMAL INN Directory to locate others in your area who are using the program. The Directory can be obtained from your national coordinator.

D. Identify/Network with Partners with Similar Goals and Objectives

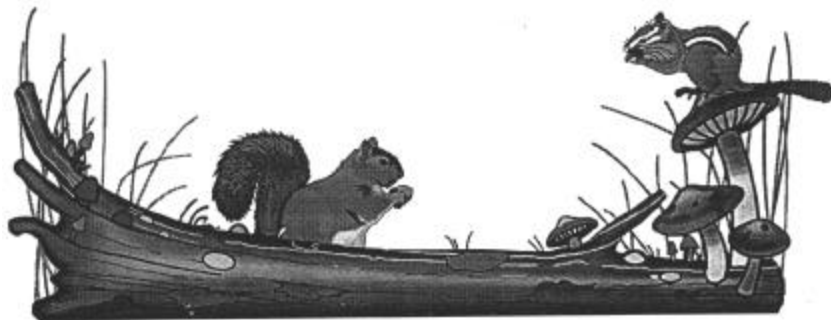
NO NEED TO DO IT ALONE! ANIMAL INN has been a "partnership" oriented program from the very beginning. Find those local/regional partners who may have the same interest. It increases available skills, provides a means to share the load on activities, and provides potential sources of shared funding for materials and activity expenses. Where do you start? One source is Appendix C, the list of National partners and cooperators; many of which signed a Memorandum of Understanding agreeing to work together in this program. Local offices near you may or may not be actively involved yet. Your contact may be what it takes. Feel free to contact anyone in your area as a potential partner. Another source is the ANIMAL INN Directory available from your national organization coordinator in Appendix C. We encourage you to contact anyone in your local area as a potential partner.

E. Design Appropriate Activities for Implementation

Once you've done A through D above, it's time to design specific implementation activities. This national program has no national funding available to assist you in individual activities, unless your agency/organization has made funding available. To determine this, contact your national coordinator, and/or refer to any additional implementation information supplied by your organization or agency. Most activities are sponsored locally by local partners. This is an excellent program for cost-share efforts.

F. Monitor Success of Implementation

It's advisable to develop appropriate methods to monitor success. Although it is very difficult to alter behaviors, some National Forests who implemented very active campaigns using ANIMAL INN to deter firewood theft of snags were able, through their law enforcement section, to track a reduction in theft following active implementation of the program. Other means of success may be to monitor what was learned by simple game tests of school children exposed to the program. In other activities, tracking the number of people exposed to the program message is the best you can do.



6. DESIGNING/USING LOCAL MATERIALS IN CONCERT WITH NATIONAL ONES

Note: Section 6 is currently outdated information and not applicable.

As stated earlier in the discussion section, ANIMAL INN PRODUCTS, INC., is responsible (and the only company authorized) for developing official ANIMAL INN national and multi-regional products. Their standard product line will include items such as:

- Paper products -- brochures, leaflets, posters, educational materials, stickers.
- Cloth products -- caps, T-shirts, some specialized costume pieces.
- Message boards on metal or hand plastic -- tree tags, outdoor signs, banners, displays.

Again, one of the main purposes of ANIMAL INN PRODUCTS, INC. is to stay in touch with customer needs. So PLEASE CONTACT THEM if you have a need for a product they do not currently offer. See page 16 for their address and phone number. If it is of national or multi-regional benefit, they will consider developing it as funding is made available. You may be asked to assist in networking with others with similar needs and/or members of the national partnership group (especially your own national coordinator) to see about assistance with funding for product development.

THE "RULE" IS TO ALWAYS USE THE NATIONAL PRODUCTS THAT ARE AVAILABLE AND SUPPLEMENT WITH ADDITIONAL LOCAL INFORMATION.

Examples:

(1) BROCHURES/LEAFLETS -- It is inappropriate to develop your own ANIMAL INN brochure or leaflet to replace the national ones. The national ones are designed to provide consistency and familiarity to the program. It IS okay to supplement the use of the national ones with more "local" information, via attachments or inserts. National leaflets are available to provide standard information to firewood cutters. These should be attached to firewood permits along with any additional local information.

(2) ANIMAL INN DISPLAYS -- The national program developed displays that are available for use upon request from various offices across the country who house and schedule them (refer to Appendix D). If you want your own, one can be purchased from ANIMAL INN PRODUCTS, INC., although they are fairly expensive to make one at a time. These displays have "ready-made" materials for the felt back panels. They were made as Velcro "stick-ons" so they can be modified or replaced with more local information as befitting your particular audience and local perspective.

(3) TREE TAGS -- Many agencies and organizations have earlier developments of their own tree tags. We strongly encourage all agencies and organizations using such tags to convert over to the standard ANIMAL INN tag. Those tags provide a very consistent message if people go across the country, and no matter what agency or organization, they see the same tree tag. THAT'S a powerful message. ANIMAL INN PRODUCTS, INC. will consider customizing the tree tag (at an additional cost) if your agency or organization needs ADDITIONAL words required on it (such as landowner name or logo).

(4) T-SHIRTS, CAPS, OTHER ITEMS WITH LOGO ON THEM -- It is INAPPROPRIATE to use the ANIMAL INN logo on clothing materials, cups, etc., without direct approval from ANIMAL INN PRODUCTS, INC. They are the only ones authorized for that use.

(5) INTERPRETIVE SIGNS -- It is very appropriate to make your own individual wildlife educational interpretive signs for specific sites and trails. This is a product often best created site by site based on the specific wildlife, tree types, etc. in the area. It would be great to distribute the national brochures at interpretive sites. The ANIMAL INN program does not have the market on information pertaining to the use of dead trees for wildlife and the ecology and value of such habitat. We encourage you to develop your own interpretive information using the ANIMAL INN materials in combination, as appropriate.

(6) EDUCATIONAL MATERIALS -- As stated above, ANIMAL INN does not have the exclusive market on education of the value and use of dead, dying and hollow trees. It is very appropriate to develop your own snag interpretation or educational materials. Some people have developed educational games for school children and/or activity books. Using these or other items that you develop in combination with ANIMAL INN materials is often very appropriate and highly recommended.

ANIMAL INN PRODUCTS INC. now has available for purchase a life-size tree snag puppet called "Sammy Snag" which is usually used in classroom presentations to children. The presenter stands inside and presents various hand-held stuffed animals and puppets depicting Animal Inn dwellers. This is an excellent tool for helping children "get a feel" for the reason we all need Animal Inns.

Please Note -- due to repeated requests, ANIMAL INN is in the process of developing more educational materials for professional educators and interpreters. ANIMAL INN DOES NOT INTEND TO REPLACE OR COMPETE WITH EXISTING EDUCATIONAL MATERIALS. The intent is to find a way to provide a link with those programs, and availability to ANIMAL INN educators. Stay tuned...

(7) MEDIA NEWS SPOTS/RELEASES AVAILABLE TO MAGAZINES AND NEWSPAPERS -- ANIMAL INN PRODUCTS, INC. has made some of these available upon request. It is also appropriate to make your own, tailored to your own local needs. This includes radio broadcasts.

IF YOU HAVE A PARTICULAR PRODUCT IN MIND THAT IS NOT COVERED BY THE ABOVE EXAMPLES, PLEASE CONTACT YOUR NATIONAL COORDINATOR (REFER TO APPENDIX C) OR ANIMAL INN PRODUCTS, INC. FOR PROGRAM IDEAS/ADVICE.