****

**Animals in Disaster Response Plan**

**ANIMAL RESPONSE PLAN**

1. **PURPOSE**

To control, and support the humane care and treatment of companion animals during an emergency situation.

1. **SCOPE**

This plan is intended for use to take immediate action in providing a means of care and control of animals to minimize suffering in the event of a large-scale emergency. The goal of Ohio County is to protect domestic and nondomestic animals that are brought to mass care shelters by citizens evacuated in times of an emergency or disaster. Domestic animals affected by any disaster will be fed, sheltered, provided with emergency veterinary care, and if possible, returned to their owner. If they cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures and in compliance with all local, state and federal rules and regulations.

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of the licensed wildlife rehabilitators.

1. **CONCEPT OF OPERATIONS**
2. This document is to serve as an Appendix to Annex L of the Wheeling –Ohio County Emergency Operations Plan – Mass Care Sheltering.
3. Animal Response operations will be conducted under the Incident Command System (ICS).
4. Each support organization will contribute to the overall coordinated response but will retain full control over its own resources and personnel.

The sheltering and protection of animals is the responsibility of their owner. The Ohio County Animals Control is the lead agency for situation assessment and determination of resource needs. As needed, the County will support the protection of animals affected by an emergency to include rescue, sheltering, control, feeding and preventative immunization of animals left homeless, lost or strayed as a result of an emergency.

Request for animal protection assistance and resources will be routed through Wheeling - Ohio County Emergency Operation Center. Shelters have been established in an effort to assist evacuated residents with their companion cat or dog.

**National Incident Management System**

**Flow Chart**

**Command**

**RESPONSIBILTY FOR OVERALL OPERATIONS.**

Animal Shelter Manager

* Responsible for overall management and on-site operations of the emergency animal care center.
* Reports to the Shelter Manager.
* Has authority to establish procedures, to approve exceptions to procedures, and, when appropriate, to dismiss volunteers and to refuse to accept animals.
* Initiates shelter operations.
* Ensures procedures are followed, with special attention to site safety.
* Alerts off-site members in the event of a threat to the shelter, such as medical-care or animal-control crises.
* Via Logistics, ensures an adequate level of supplies to the shelter, e.g., water, medical supplies, housekeeping, etc.
* Oversees individual assignments in consultation with subordinate supervisors. E.g., monitors check-in and check-out sheets to be sure that animals are receiving regular care at least twice per day.
* Maintains a log of active Team members/volunteers and their assignments.
* Assures proper procedure in the disposition of animals from the shelter.
* Directs return of animals to their owners.
* Arranges for proper disposition of unclaimed animals to appropriate foster and permanent placement agencies.
* Ensures that required forms and records are completed and maintained.
* Determines staff levels and supervises them.
* Coordinates with American Red Cross.
* Maintains incident log.
* Supervises demobilization of the shelter.
* Inventories all supplies (administrative, shelter, team response kits, etc.) and arranges for restocking, as necessary.
* Ensures that all shelters, carriers, cages, etc. are cleaned and put in proper order according to Plan.
* Meets with shelter workers to review the response.
* Submits shelter report to Incident Commander.

Safety Officer

* Inspects the facilities to identify potential hazards for shelter staff and visitors.
* Halts any activity in the shelter that poses significant health and safety risks.
* Oversees the selection and use of proper personal protection equipment (PPE) and supplies (vaccines, hand sanitizers, etc.) for team members.
* Oversees the maintenance of pure water and food on-site.
* Recommends appropriate vaccinations, and biosecurity measures for operations.
* Defines first-aid supplies to be carried by team and volunteers.

**Logistics**

**RESPONSIBLITY FOR OVERALL LOGISTICAL SUPPORT OF CAT AND DOG FRIENDLY SHELTER COMPONENT**

1. Set up signage and registration location at designated shelter.
2. Request additional security from law enforcement, if needed.
3. Evaluate building facilities and report conditions.
4. Inventory supplies and report on needs and surplus.
5. Set up fans, trash cans, and other necessity supplies.
6. Stage additional support supplies including disinfectant, refrigerators, first aid, generators, lighting, etc....

**Operations**

**RESPONSIBLE FOR THE OPERATION OF REGISTRATION AND KENNELS**

1. Register evacuees and their cat / dog using associated forms.
2. Take picture of animal with owner.
3. Make photocopy of owners driver’s license or resident ID card for file.
4. Distribute animal collar, owner wrist band and associated stickers (as necessary).
5. Direct owner to appropriate kennel area.

**Planning**

**RESPONSIBLE FOR DEVELOPING INCIDENT ACTION PLANS**

1. Work with operations and logistics to develop Incident Action Plans for next operational period.

**Finance**

**RESPONSIBLE FOR MONITORING COSTS AND MUTUAL AID RESPONSE**

1. Monitor tracker requests for cost implications.
2. Monitor volunteer hours.
3. Maintain cost accounting for supplies and other materials procured before, during and after the event.
4. Monitor damages for storm related, evacuee related and cat/dog/owner related.
5. Submit financial summary to Incident Commander on scheduled frequency.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. The Ohio County Animal Control Department coordinates animal response operations.
2. The Wheeling – Ohio County Health Department can assist in developing a comprehensive animal disaster program to include Standard Operating Procedures.

B. Responsibilities

1. WOCHSEMA Planning Officer

* Identify and survey animal shelter sites to be used in the event of emergency.
* Secure cooperation of property owners for use of shelter space.
* Develop procedures to activate and deactivate animal shelters and develop shelter SOPs.
* Assist with public information and education programs regarding animal response.
* In conjunction with the Wheeling - Ohio County Homeland Security and Emergency Management Agency, provide for Animal Response Team training.
* Assist the County’s Emergency Management Director (EMD) and other county or municipal agency representatives conducting emergency operations in establishing priorities for animal rescue efforts.

2. Emergency Management Director

* Provide suitable identification for volunteers for access to the scene or affected area.
* Mobilizes the Animal Shelter Trailer to the shelter location.
* Assist with identifying and providing communication capability between the Emergency Operation Center (EOC), and animal shelters.
* Support public information and education programs regarding animal response.
* In conjunction with the Animal Services Manager, provide for Animal Response Team training.
* Identify resources to support and assist with animal response activities.

5. Public Health Department

* Support public health services in animal shelters to include inspections, sanitation and environmental health concerns.
* Provide services to control injuries, bites, and diseases related to the protection of animals.
* Support search and rescue efforts in the field and animal sheltering operations.
* Support public information and education programs regarding animal response.

6. Public Information Officer (PIO)

* Establish and assist in the dissemination of information about evacuation with animals prior to an emergency event.
* Establish public information and education programs regarding animal response.

7. Fire Services

* Survey shelter sites for fire safety.
* Advise about fire security during operations.

8. Law Enforcement

* Provide security and law enforcement for shelters as necessary.9.

C. Additional agencies and responsibilities not listed in the Animal Response Plan.

1. Local Veterinarians

* Assist with animal veterinary care.
* Assist in the establishment of Triage units for the care of injured animals.
* Provide emergency medical equipment and supplies.

2.

1. **NOTIFICATION**
2. The Animal Response Plan will be activated in the event of a large-scale emergency or other significant disaster causing a major requirement for animal protection.
3. The Ohio County Animal Control Director will be notified through the Director of the County Emergency Operations Center. If the EOC has been opened, The Director shall notify Animal Control staff and then report to the EOC.
4. Notification methods may include phone, cell phone, pager, fax transmission, e-mail, or if necessary, the use of television/radio announcements.
5. **COMMUNICATIONS**
6. Communication between support agencies and volunteer personnel will occur primarily through phone, cell phone, pager, fax transmission, and e-mail messages.
7. An Ohio County Public Radio System Control Station shall be deployed to the shelter for direct communications with the shelter. The 911 Center, and the EOC.

D. The use of hand held radios for field operations (Search & Rescue, Damage Assessment, etc.) will be the responsibility of each Animal Control member.

1. **PUBLIC INFORMATION**
2. During an emergency, public information will be carried out through the Emergency Operations Center.
3. Public Information responsibilities may include:
4. Provide preparedness information concerning pet evacuation.
5. Delivering instructions to the public to prepare their pets for an impending emergency and instruction for minor medical responses (first aid) for injured pets.
6. Notifying the public of appropriate animal or pet friendly shelters–locations, regulations, contact personnel, etc.
7. Initiating a system to direct inquiries on lost pets to appropriate shelters.

5. Other information appropriate to the emergency and recovery operations.

**VIII. LOCATION**

Whenever possible, the Ohio County Animal Shelter will serve as the Operations Center. In a large-scale disaster, the mass care shelter location will be determined by the EMA Director or EOC staff.

**IX. RESPONSE:**

A. Search and Rescue

1. Domestic Pets:

Domestic pets that are loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Ohio County Animal Control Department/

1. Livestock:

Livestock loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be coordinated by the EOC WVU Extension Agent.

1. Wild Animals:

Wild Animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of licensed wildlife rehabilitators.

1. Stranded Animals:

In the event that animals cannot be rescued due to the emergency situation, food and medical assistance may be delivered to the animals by the appropriate agency when possible.

**X. SHELTERS**

The owners of pets or livestock, when notified of an emergency should take all reasonable steps to shelter and provide for animals under their control.

1. Stray/Lost Domestic Pets:

All stray/lost domestic pets recovered by Ohio County Animal Control will be sheltered at the Ohio County Animal Shelter or a designated temporary shelter. Any pets whose owners cannot care for their pets or domestic pets found by citizens will also be sheltered at these locations.

Private boarding kennels and veterinarian hospitals will serve as overflow shelters and will be requested to open through the Ohio County Animal Control.

1. Stray/Lost Livestock:

Due to the size of most livestock and the inability to transport large numbers of farm animals, owners are expected to develop shelter and/or evacuation plans for their own animals.

1. Incoming Animals:

All animals impounded during a disaster will become part of the shelter population with a shelter record generated for each one. If an animal is to be transferred to a location other than the shelter, a picture of it will be taken and maintained in a catalogue at the operations center.

1. Holding Periods Stray Domestic Pets:

Stray domestic pets picked-up during a disaster will be held for as many days as is the current policy of the Ohio County Animal Control Department.

1. Fees:

Fees will be established by the Director of the Ohio County Animal Control or designee. Fees for large animals will be established and in compliance with the Ohio County Sherriff’s Office and in compliance with all local and state laws, rules, and regulations.

1. Incapacitation of Shelters:

In the event that established shelters are destroyed or incapable of functioning due to the nature of the emergency situation, private boarding kennels, veterinarian hospitals, stables, may be requested to open as boarding and/or medical facilities. In rare cases, during large-scale emergencies, animals may be moved outside Ohio County for care and protection.

7. Supplies/Services:

Prearranged domestic and nondomestic animal food companies, medical suppliers, water suppliers and cleaning product suppliers will be contacted and requested to begin the shipment of supplies to an established delivery point. The delivery point will serve as a storage center and a distribution center for the various shelters and hospitals.

If the need arises, resource agencies (e.g. kennel clubs) may be requested to donate cages and other various shelter supplies.

The Animal Control Department shall maintain a list of veterinarians and boarding facilities willing to provide medical care and housing.

The Animal Control Department will maintain a current list of volunteers who are willing to provide assistance at the operations center or satellite housing facilities during a disaster.

The Animal Control Department will maintain a list of licensed wildlife rehabilitators who are willing to provide care and housing for injured or orphaned wildlife.

The Animal Control Department shall maintain a list of manufacturers, vendors, etc. to call upon during a disaster to request donations of food, vaccines or equipment. Each needed service/supply will have a chairman and an alternate as shown on the telephone tree.

The Animal Control Department will also maintain a list of key personnel that may need to be contacted during a disaster.

1. **Bites/Disease Control**

The Ohio County Health Department will assist in locating vaccinations for rescue and shelter personnel and will insure that treatment of bites and injuries is available to affected persons.

1. **Additional Aid/Outside Support**

In the event that Ohio County Animal Control Division are unable to meet the need for search and rescue personnel, the Animal Control Director will request search and rescue assistance from WV Department of Natural Resource, WV Department of Agriculture, the American Humane Association and/or the Humane Society of the United States and/or other available rescue groups.

**SEARCH & RESCUE (SAR)**

Search and Rescue teams will participate in coordinated, organized search and rescue operations to minimize animal suffering and death, and to insure the safety of first responders in the field.

1. Team Requirements
2. Search and rescue personnel are required to be qualified and have the appropriate equipment to assist in the type of animal rescue
3. Specific requirements:
4. Proper vaccinations–rabies, tetanus, hepatitis A & B
5. Proper animal handling experience
6. Proper Hazmat training
7. Proper swift water training for flood situations
8. Proper equipment for field entry
9. SAR Procedures
* Animal SAR procedures will be activated by the Animal Services Manager upon recommendations by the assessment teams.
* Rescued animals will be transported by animal control or SAR support staff to either a veterinary hospital, triage location, shelter or other designated location.

**APPENDICES**

**APPENDIX 1** Pet Owner Rules

**APPENDIX 2 APPENDIX 3 APPENDIX 4**

**APPENDIX 5**

Shelter Operations Guidelines Animal Population Calculator

Pet Trailer Inventory

APPENDIX 1 PET OWNER RULES

Below outlines the basic responsibilities of residents caring for their animal. Please review and be prepared to take your part.

1. You must report to the designated registration location with your cat or dog prior to the impact of the storm.
2. You must have identification with you and on your cat or dog and animal cage at all times (see attached pet care outline).
3. You must provide appropriate air craft type animal kennel for your pet.
4. You must provide written proof of current Rabies and distemper vaccinations.
5. There are designated “living areas” for residents and designated “living areas” for cats and dogs. Residents may NOT bring their cat or dog to the “residents living areas”.
6. Owners agree to feed, water, sanitize and exercise their cat or dog on a scheduled frequency of no less that twice daily.
7. Owners will not permit other shelter occupants to handle or approach their animal(s). Cage doors will be latched and secured with wire or rope or as deemed necessary .
8. Owner shall permit their animal(s) to be examined to determine if medical or stress conditions are present and require attention. Owner also agrees to the administration of medication to alleviate any symptoms.
9. Owner agrees that if their animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc…) the pet(s) may be removed to a more isolated location.
10. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s).
11. Owner acknowledge that any decision concerning the care and welfare of their animal(s) and the shelter population as a whole are within the sole discretion of the Ohio County Animal Services or designee – whose decisions are final.
12. After the emergency event, any pet found abandoned or with out owner in the shelter, will result in the animal being relocated to the Ohio County Animal Control with final disposition left to the discretion of Ohio County Animal Control.

APPENDIX 2 SHELTER OPERATION GUIDELINES

***Ohio County Animal Response Team (GCAR T)***

**Setting Up a Temporary Animal Shelter**

Disaster response functions under the Incident Command System (ICS). This insures unity and chain of command, that a common terminology is used, that there are consistent organizational elements and position titles as well as personnel accountability and resource management.

**Pre-planning – Identify Potential Shelter Facilities Before a Disaster Strikes**

When a disaster strikes, all the animals in the community will be affected. As part of its pre-disaster planning, the Ohio County has identified potential shelters in the community. Plans should include shelter for both owned and stray dogs and cats. Frequently, more than one site will be required to meet the needs of the community and the variety of species

The following are the types of animal shelters and their functions that may be needed in a disaster:

1. A temporary shelter where owned animals can be relinquished and later reclaimed by their owners.
2. Stray animal shelter, animal control, animal rescue teams, or the public can bring stray animals to be treated and housed and where the public can look for lost animals.
3. Large animal or livestock shelter.

Any of the above shelters may be co-located or you may need different facilities in different areas. Selection criteria should include location and proximity to major roadways, availability of large secure areas, running water, adequate number of toilets and showers, impervious flooring, air conditioning, Depending on the resources in a community, the following facilities can lend themselves to use as a temporary animal shelter:

When a disaster strikes, the Animal Services Manager or Emergency Management Director, in consultation with experienced staff and volunteers, chooses a site for the shelter and chooses locations for each functional area within the site. The shelter site should be clearly marked with signs at the site itself. Place signs with the address and phone number for the temporary shelter at key locations in the area, such as human shelters.

**When Disaster Strikes – Setting up a Temporary Shelter**

Within the Incident Command System (ICS) the Pet Sheltering falls under the “Operations Section” which is responsible for directing the tactical actions to meet incident objectives. Resources and supplies should be obtained in accordance with ICS procedures. The following are guidelines for setting a temporary animal shelter operation.

**Public Information**

The Ohio County Public Information Officer will coordinate all releases of information for this operation.

**Volunteer Staging Area:**

Designating a staging area for resources (volunteers and equipment) provides for greater accountability of available staff, a safe location for personnel and equipment, prevents “freelancing”, controls and assists with personnel check-in and allows for proper planning of resource use.

Volunteer personnel should begin by signing in, putting on a nametag, and reading the daily information board. The board will provide them with updated information, any procedural changes, and other announcements. Volunteers sign out in this same area as they complete their shift. (Use ICS Check-In Form 211 for personnel tracking)

People with no animal handling or disaster experience will volunteer to help. The GCART must determine if and when to use walk-in volunteers. If you do, have a system for overseeing their work and a specific set of tasks that they can be assigned to (such as answering the phone or washing dishes). However, even for simple tasks, it is necessary that they be given enough instruction so that they can do their tasks well.

Establish specific volunteer work schedules that will work even if the phone system goes down. Each shift should be briefed and given their work assignment. Have assigned teams with assigned shifts so calls don’t have to be made each time you need volunteers.

*Location:* The Volunteer Staging area should be near the entrance to the facility. The public should not have access to this area.

**Human First Aid**

A basic First Aid area should be set up within the facility. This area should be easily identified so that there is no confusion when someone needs basic medical care. Prior to opening the shelter, identify the closest emergency medical facility so those individuals with more serious injuries can get the professional help that they need.

*Location:* The Human First Aid area should be set up in the Volunteer Break area. Smaller first aid kits should be located in the Triage, Main Kennels, Public Information, and the Animal Intake and Reclaim areas. First aid kits always go into the field with rescue teams, too.

**Personnel Break Area**

This is where volunteers can eat and rest while they are at the facility,

*Location:* The Volunteer Break area should be in a quiet, clean part of the facility, where the public does not have access. A water source and electricity in this area are preferable. Access to refrigeration and running water is also preferred.

**Resources**

In all ICS applications, resources are described both by kind and type (what kind of resource and what is it capable of doing). Resources include personnel as well as equipment and should be requested based on need.

**Triage**

Rescued animals must be assessed prior to being housed at a temporary shelter. Seriously injured animals may be treated in triage or referred for to another location. Vaccinations may be given. The quarantine area for sick and injured animals may be here, or combined with the holding area for bite cases (see “Quarantine” area notes). Any animals suspected of being sick must be kept separate from healthy animals. It is especially important to keep animals with contagious diseases separate from the rest of the population. Initial records and a description of the animal should begin in triage area.

*Location:* It is also important to set up the Triage area in a part of the facility away from public view and to keep it as far away as possible from the highest areas of activity. This area should also have access to electricity and a water supply. It will need to be equipped with examination tables, cages and kennels, water access, and electricity.

**Animal Intake and Reclaim**

The identification process and related paperwork are completed on all animals coming into and leaving the facility. It is at this location that a master list of all animals in the shelter should be kept and maintained. A clean printout of the master list should be produced, if possible, at the end of each shift for the next shift’s use. Ideally, the records are computerized.

Personnel must be clear about where animals of each species and health status (inoculation status known versus not known, for example) should be taken and are being housed. However, as important as the paperwork is, volunteers in this area must never forget that paying close attention to each individual animal is imperative and that they must carefully look at each animal coming in and send animals needing immediate intervention to the Triage area. Personnel should use common sense as well as be trained to recognize signs of dehydration, effects of heat or cold, disease.

**Foster Care**

In most disasters it will be necessary to implement a foster care program. Foster care records and information should be maintained from the shelter facility and the records must always be available. Foster care can help when (a) there is not enough shelter space for the animals that are being brought to the temporary shelter and (b) if the displaced animals will need a place to stay beyond the time the temporary shelter is going to be open. All the coordination of foster care applications and placement are taken care of in the Foster Care area.

*Location:* Foster Care should be located adjacent to the Animal Intake area because they share a lot of the same paperwork.

**Lost Animal Registration**

Anyone searching for a lost animal should be directed to the lost animal registration area first where a lost report and description should be taken. If the animal is not at the shelter, these pet owners should be given a list of other shelters and veterinary clinics in the area to visit or call.

*Location:* The Lost Animal Registration area should be set up next to the Animal Intake and Reclaim area.

**Kennels/Animal Housing**

Animals cannot be loose within a temporary animal shelter. The facility must utilize portable kennels, cages, crates or other available methods of restraint until they are reclaimed, placed in foster homes, or adopted. Separate areas must be designated for dogs, cats, and other animals. If operating only one temporary animal shelter, owner surrendered animals should be housed apart from stray/injured animals. Depending on the size of the incident and the number of shelters in operation, owned animals may be housed at another temporary shelter.

*Location:* The animal housing area should be close to the Dog Walk areas and as far away as possible from where the public will be. This is to prevent them from viewing the animals and maybe attempting to claim an animal that is not theirs. Also, keeping the animals removed from the public will help reduce the amount of stress that the animals are subjected to.

**Dog Walk Area**

Dogs that are crated or kenneled must be walked regularly. A designated area for dog walking should be established in a secure area, out of the public view. Try to position this area so that the dogs are not walked in the same vicinity, or walked through the same doorway, as the public uses. Sanitation and cleanup are essential in all dog walk areas so garbage cans and scoopers should be kept in this area.

*Location:* The dog walk area should be located near the kennels to enable the dogs to be quickly taken to the area to relieve themselves. It should be designated as a separate area by roping it off or making the area with tape. If the temporary shelter is located at a school, an athletic field is ideal for dog walking.

**Quarantine**

At least two separate quarantine areas will be needed for the following purposes. (1) Housing aggressive or potentially dangerous animals and (2) housing and observation of sick and injured animals (including pregnant females).

Only experienced dog handlers should ever walk or handle a dog that is aggressive. Aggressive dogs should be walked only at times when few or no other dogs are being walked. Note that during a disaster animals may be more likely to bite because they are afraid, hungry or confused. It is essential to handle all animals carefully and take steps to prevent a bite from occurring.

*Location:* The Quarantine area has to be set up in a secure part of the facility, where the public and volunteers, without appropriate training, do not have access. In some disasters it may be necessary to house these animals away from the facility, e.g., a boarding kennel, a veterinary office, or a neighboring animal shelter.

**Animal Food Staging and Distribution Areas**

Two staging areas for animal food may be needed. One area for food used in the temporary shelter and other area for donated food to be distributed in the community.

*Location:* The Animal Food Staging and Distribution areas must be in locations where the food will not get wet. If possible, set up the food areas in locations where trucks have easy access.

**Animal Food Preparation**

A designated area for food preparation and cleaning food utensils will be needed.

*Location:* The Animal Food Preparation area should be set up close to both the kennels and the Food Storage area and also be close to a water supply.

**Animal Supply Staging Area and Distribution**

Animal supplies and other resources including food dishes, litter boxes, cat litter, scoops, cages, toys, leashes, collars, muzzles, flea spray, shampoo, nail clippers, brushes, combs, newspaper, towels, and blankets must be stored so available as needed. These items will be used within the facility, but also may be given out to human disaster victims for their pets as needed. Storage and distribution areas may be located outside the temporary animal shelter.

*Location:* The Animal Supply Staging and Distribution area should be set up in two areas. One area will be for supplies needed to take care of the animals being housed at the facility. The other area should be set up close to the facility entrance, as these items will be given out to the public to replace what they have lost in the disaster and if heavy bags of food have to be carried just a short distance, it makes the job a lot easier.

**Animal Cage Cleaning – *(develop written cleaning procedures)***

A designated area, with running water, is needed to clean kennels, crates and cages each day as well as litter boxes. Litter boxes should not be washed in the food preparation area.

*Location:* The Animal Cage Cleaning area needs to be set up near a water source and not somewhere that the run off will cause other parts of the facility to flood.

**Dead Animal Storage**

Dead animals must be properly stored until picked up. If a freezer is not available, animal carcasses must be tied securely in several thicknesses of plastic bags and kept at a distance so as to not pose a health risk or odor problem. Fly spray should be sprayed often.

*Location:* The Dead Animal Storage area should be in an area of your facility away from people and healthy animals.

**Garbage**

Have a dumpster brought to the site if possible. Garbage should be bagged and stored in a designated area that is a distance from the kennel/housing areas.

*Location:* The Garbage area should be in a remote corner of the facility where the smell does not become a problem.

**Rescue Equipment Staging Area**

*Location:* The Rescue Equipment Storage area should be in a secure section of the facility where the public does not have access.

**Rescue Staging Areas**

Animal Rescue Task Forces and Strike Teams should report to and assemble at a designated staging area. Additional staging areas for special vehicles and/or equipment may be needed. Human first aid equipment should be available in this area.

*Location:* The Rescue Staging area should be near the area where the rescue equipment is stored. It should be an area with access to a telephone. If possible, set it up out of view of the public and where there is less activity.

**Parking**

Designate an area where volunteers and visitors to the facility can park. Spaces closest to the facility should be saved for the public. Be careful not to inconvenience residents and/or adjacent businesses.

*Location:* The Parking area should be as close as possible to where the public will be entering the facility. It may be necessary, if parking is limited, to locate an off-site parking area, and provide shuttle service back and forth between it and the facility.

Processing Incoming Animals During a Disaster

Keeping a record of each animal that comes in is one of the most important things that you will do during a disaster. The person in charge of Animal Intake is the Animal Intake Coordinator. The coordinator and volunteers assigned to this area complete paperwork, photograph the animals, and put identification on each animal when it comes in.

There are three classifications of animals that arrive during a disaster; stray animals, owned animals and dead animals. Specific procedures should be followed to document intake of each. Intake guidelines include the following:

**Stray Animal Intake**

1. Take the animal to the Animal Intake area.
2. Secure the animal in a cage or on a leash.
3. Scan the animal for a microchip and look for any tattoos.
4. Complete the *Animal Intake.*
5. Complete identification process: ·
* Take pictures of the animal
* Attach (1) picture to the lower right corner of the Animal Intake form and place photo number (2) in the Stray Animal binder under the category animal it is and the sex - and file the Animal Intake form in the Stray Animal binder
* Fill out the insert for the neckband.
* Put the neckband and secure it around the animal's neck.
1. If there is a chance the animal might bite, put a *Caution - Could Bite* sign on the cage. Or, if it is an animal being held for observation following a bite, put a *Caution - Quarantined Animal* sign on the cage.
2. Fill out a cage tag and have a shelter volunteer take the animal to the assigned cage or area where it will be housed, unless the animal needs to be seen by a veterinarian, then it would go to the triage area

**Owned Animal Intake:**

1. Take animal to Animal Intake area.
2. Secure the animal in a cage or on a leash.
3. Scan the animal for a microchip and look for any tattoos - even though the owner is known, this is done so that the microchip or the tattoo number can be noted on the Animal Intake form.
4. Complete the *Animal Intake* form and the *Horse Identification* form if you are taking in a horse.
5. Complete identification process as outlined above
6. If there is a chance the animal might bite, put a *Caution - Biter* sign on the cage or if it is an animal being held for observation following a bite, put a *Caution - Quarantined Animal* sign on the cage.
7. Fill out a cage tag and have a shelter volunteer take the animal to the assigned cage or area where it will be housed, unless the animal needs to be seen by a veterinarian, then it would go to the triage area.

**Dead Animal Intake**

1. Take animal to the area designated for disposal of dead animals.
2. Take a picture or pictures of the animal. Take as many pictures as needed so the animal may be positively identified (include distinguishing marks in the pictures). Attach the pictures to the lower right-hand corner of the Animal Intake form.
3. Scan the animal for a microchip and look for any tattoos.
4. Complete the *Animal Intake* form and the *Horse Identification* form if you are taking in a horse.
5. Place the animal in a bag designated for dead animals.
6. File the Animal Intake form with the pictures attached; mark the Animal's Intake number, which is on the Animal Intake form in the upper right corner, on the dead animal bag; and file the Animal Intake form in the *Dead Animal* binder.

How to Put Identification on Shelter Animals

Every dog and cat that arrives at a temporary animal shelter in a disaster must have identification put on it. One option for identification is the use of “Ident-A-Band” bracelets.

The identification collars called Ident-A-Band bracelets, similar to the plastic bands used on patients in a hospital, are effective. They come on a spool with 400 feet of plastic banding material. Once on the animals, they do not come off, unless cut with scissors.

Another product on the market for temporary identification of animals are the strips of plastic coated paper, with sticky ends that are pressed together. Note, however, they do not remain on the animal for very long, especially if you are working in humid weather.

Animal ID

1. Cut a length of the Ident-A-Band collar that will fit around the animal's neck. Insert inside the band the stop of paper pre-cut to work with the ldent-A-Band collar, with the following information printed on it:

* Name of agency responsible for the animal
* Phone number of the agency responsible for the animal
* Animal intake number taken from the Animal Intake form

Then place the pre-cut plastic laminating sheet on either side of the heart shaped tag. (No laminating machine is required.) Attach the "O" ring that is provided.

3. Slide the Ident-A-Band collar. Place the band around the neck of the animal and use a metal clasp that comes with the Ident-A-Band bracelet to secure the band in place.

*Additional Information*

Ident-A-Bands remain on the animals until they are either reclaimed by their owners or adopted. If an animal is placed in a foster home, the Ident-A-B and remains on them.

If a dog or cat comes in with an existing collar, leave that collar on the animal, and make an identification band just large enough to be fastened onto that existing collar. You *do not* have to make a band large enough to fit around the animal's neck.

Since the Ident-A-Bands are not inexpensive, try and recycle them as many times as you can. If you remove an identification band from a large dog, that band can be used again on two cats or two small dogs.

APPENDIX 3 ANIMAL POPULATION ESTIMATES

**Animal Population Estimates** – From the American Veterinary Medical Association’s, *US Pet Ownership & Demographics Sourcebook*, here are some formulas to use to estimate the number of animals that reside in your jurisdiction:

1. **Companion Animals** (Pets) – The number of pet-owning households = .589 X total number of households.

**Dogs** = .534 X total number of households. Rural areas generally have more dogs than this figure reports, while urban areas have less.

**Cats** = .598 X total number of households. Rural areas may contain more cats, but urban areas do not usually contain less than the average amount, given the increasing popularity of cats as pets

for apartment–dwellers.

**Birds** = .126 X total number of households.

**Horses** = .040 X total number of households. This figure reflects all horses, including those raised as pets and working animals.

**Rabbits & Ferrets** = .023 X total number of households.

**Rodents** = .023 X total number of households.

**Reptiles** = .015 X total number of households.

**Fish** = .063 X total number of households.

**NOTES: Figures are based on numbers of Households. If you are using population figures instead, divide the population figure by 2.65 to get households. Also address somewhere in**

**your plan any large scale dog & cat breeders that supply animals to pet stores. Possible sources for information on these breeders include the MN and US Departments of**

**Agriculture.**

B. **Livestock/Large Animals** – A great place to get figures for livestock is from the U.S. Department of Agriculture (USDA), National Agriculture Statistical Service (NASS). The e-mail address for the NASS Agriculture Census Database for all Minnesota counties can be found at the rear of these plan guidelines. The agriculture census is done every 5 years; the next one will be

conducted in 2002.

C. **Exotic Animals** – Exotic animals are those not normally kept as pets, or that are not usually found in your area. Some examples include big cats, constrictors, venomous and other non-indigenous snakes, primates, turtles & other reptiles, raptors, etc. Some species may fit in more than one category, such as llamas, ostriches and emus (which could be considered as either livestock or as exotics, depending on the situation). Zoos accredited by the American Zoo and Aquarium Association (AZA) typically have emergency plans for their facilities. Contact the Oglebay Good Zoo to make sure that plans have been developed, to discuss coordination

and communication issues and to recruit specialists to join you in your efforts with the community animal emergency plan. Zoo officials have expertise in wildlife and exotic animal care, medicine

and rescue/recovery and can be extremely valuable assets to the animal emergency planning effort.

Don’t forget to address deer parks, petting zoos and animal acts in your plans. Herpetology and bird clubs, Audobon Society members, wildlife “rehabbers” and other groups may be able to

provide a great deal of information to help you gauge the numbers and species of exotic animals in your service area. Emphasize in plans that some exotic animals may be dangerous or

present special problems. Contact experts with experience in handling exotic species for guidance on issues regarding the handling of these animals in disaster situations. If a decision is

made not to attempt recapture of dangerous exotic animals during a disaster, steps should be taken to carefully define which species this decision applies to. The public should be informed through

public information channels that it may be necessary for officials to humanely euthanize such animals that are found at large in disaster situations.

1. **Wildlife** – Check with the DNR Area Wildlife Manager for wildlife figures. Especially address any wildlife in your area that may pose a danger in disaster situations.

APPENDIX 4 PET SHELTER TRAILER INVENTORY

|  |  |  |
| --- | --- | --- |
|  | OHIO COUNTY HOMELAND SECURITY AND EMA |  |
|  | PET SHELTER TRAILER INVENTORY |  |
|  |  |  |  |
| **QTY** | **ITEM** | **SIZE** | **CAPACITY**  |
| 5 | PET CARRIERS - X-SMALL | 19" L X 12.5" W X 10.75"  | 9" TALL |
| 5 | PET CARRIERS - SMALL | 24" L X 16.25" W X 14.75" | 14" TALL |
| 5 | PET CARRIERS - MEDIUM | 28" L X 20.5" W X 21.5" H | 30 # |
| 5 | PETCARRIERS - LARGE | 36" L X 25" W X 27" H | 70 # |
|  |  |  |  |
| 15 | SINGLE DOOR CRATE - TOY | 18" L X 12" W X 14" H | 6 # |
| 10 | SINGLE DOOR CRATE - X-SMALL | 22" L X 13" W X 16" H | 12 # |
| 10 | SINGLE DOOR CRATE - SMALL | 24" L X 18" W X 19" H | 25 # |
| 5 | SINGLE DOOR CRATE - MEDIUM | 30" L X 19" W X 21" H | 40 # |
| 5 | SINGLE DOOR CRATE - LARGE | 36" L X 23" W X 25" H | 70 # |
| 4 | SINGLE DOOR CRATE - X-LARGE | 48" L X 30" W X 33" H | 110 # |
|  |  |  |  |
| 3 | EXERCISE PENS | 24" W X 30" H |  |
| 3 | EXERCISE PENS | 24" W X 48" H |  |
|  |  |  |  |
| 2 | PET FIRST AID KITS |  |  |
| 6 | ANIMAL HANDLING GLOVES |  |  |
| 5 | EVACSAKS |  |  |
|  |  |  |  |
| 60 | CHOKE CHAINS |  |  |
| 60 | ANIMAL LEADS |  |  |
| 24 | FOOD DISHES |  | 8 OZ. |
| 24 | FOOD DISHES |  | 16 OZ. |
| 24 | FOOD DISHES |  | 32 OZ. |
| 24 | FOOD DISHES |  | 64 OZ. |
| 24 | FOOD DISHES |  | 96 OZ. |
|  |  |  |  |
|  |  |  |  |
| 2 | CAT FOOD CASES |  |  |
| 12 | DISPOSABLE KITTY LITER TRAYS |  |  |

|  |  |
| --- | --- |
|  | **WHEELING – OHIO COUNTY HOMELAND SECURITY & EMA****MASS CARE SHELTER PROGRAM****PET SHELTER REGISTRATION FORM** |
|  |  |
| **PET OWNER INFORMATION – PLEASE PRINT** |
| NAME |  |
| STREET ADDRESS |  |
| CITY/STATE/ZIP |  |
| PHONE NUMBER |  | CELL NUMBER |  |
|  |
| **PET INFORMATION** |
| PET NAME |  |  |  |
| SPECIES |  | BREED |  |
| AGE |  | GENDER |  |
| TAG NUMBER |  | ID BAND NUMBER |  |
|  |  |  |  |
| **VACCINATIONS** |
| RABIES Y N | DHLP-PARVO Y N | Bordetella Y N | FVRCP Y N |
| LEUKEMIA Y N | FIV Y N | Distemper Y N | OTHER |
|  |  |  |  |
| GENERAL PET INFORMATION |
| AGGRESSIVE Y N | EXTERNAL PARASITES Y N |
| MEDICAL CONDITION |  |
|  |
| MEDICATIONS (List each medication | ATTACH PHOTO HERE |
|  |
| SIGNATURE: DATE: |

APPENDIX 5 JOB ACTION SHEETS

[PET JOB ACTION SHEETS](Pet%20Job%20Action%20Sheets.pdf)