

# ANNEX F: ANIMAL SERVICES

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## ANIMAL SERVICES

### Introduction

Planning for the effective coordination and handling of animals during a disaster is a priority for emergency management, especially in highly agricultural areas such as Glenn County. The proper preparation and effective coordination of animal related matters enhances the ability of emergency personnel to protect both human and animal health and safety.

Ultimately it is the responsibility of the animal owner to provide for the needs of the animal during a disaster including the evacuation, care, and sheltering. Proper planning on the part of the owner in conjunction with timely information from local officials can facilitate proper emergency actions that result in the animal being properly attended during the disaster.

The inability to evacuate animals is a leading cause of evacuation failure in disasters. Failure to evacuate may endanger both the responders and the citizens. In addition, people will frequently try and re-enter an area to retrieve animals left behind, putting them and emergency personnel at risk.

While some animal owners will be able to evacuate and shelter their own animals during a disaster, many people will not have the resources to do so, including those with access and functional needs, mental and/or medical health conditions, limited mobility and language or cultural barriers.

Although the protection of human life is the highest priority in emergency response, recent disasters have shown that proper preparation and effective coordination of animal issues enhances the ability to protect both human and animal health and safety. It is much more efficient, effective, and inexpensive to develop plans to address animal issues prior to an incident than during one.

This annex is intended to provide guidance on addressing the needs of owners and their animals during a disaster, including guidance for the rescue, transport, sheltering, care, disease control, euthanasia and disposal of pets, livestock and service animals during emergency situations.

### Animals Defined

#### *Animal*

For the purposes of responding to animal issues during disasters, the County defines “animals” as, “affected commercial livestock, companion animals (cats, dogs, household pets, etc.), exhibition animals, captive wildlife, and exotic pets.” This definition excludes non-captive wildlife. This is the definition that will be used for response activities.

### *Service Animal*

A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

Service animals aid people with a variety of disabilities to include: alerting people who are deaf or hard of hearing to sounds; pulling wheelchairs; carrying or retrieving items for people with mobility disabilities or limited use of arms and hands; assisting people with disabilities to maintain their balance; and alerting people to, and protecting them during medical events, such as seizures.

### *Animal Care Services*

For the purposes of this annex, Animal Care Services includes:

- **Rapid Needs Assessment.** This includes the identification of animal needs such as evacuation, transportation, feeding, sheltering, medical care and humane euthanasia.
- **Evacuation/Transportation.** This includes the removal of animals in preparation for a disaster, or in response to a disaster affected area. Evacuation/transportation operations will coordinate with shelter operations.
- **Search and Rescue.** This includes the identification of rescue needs and coordination with local and State agencies. Search and rescue operations will be done in coordination with evacuation/transportation operations.
- **Care and Sheltering.** This includes the immediate care, as well as the long term sheltering needs for displaced animals. This will be coordinated with the Care and Shelter Branch at pre-designated shelter locations.
- **Animal Identification System.** This includes the physical identification of animals and the documentation of owner information for reunification.
- **Livestock Management.** This includes coordination with the state agriculture resources for the care of livestock.
- **Veterinary Care and Services.** This includes the immediate assessment of animal medical needs, as well as long term medical needs within the animal shelter. Coordination will occur with local shelter and clinic veterinarians.
- **Disease Control/Decontamination.** This includes a response to a foreign animal disease and the need for the decontamination of animals. Disease control/decontamination will be coordinated with the County Agriculture Commissioner and California Department of Food and Agriculture (CDFA) as needed.
- **Euthanasia/Mass Mortality Management.** This includes the coordination of proper

euthanasia and/or disposal of mass numbers of animal carcasses. In most cases, this will occur during a disease outbreak and will be coordinated through the Agriculture Commissioner, the Department of Agriculture, the CDFA and, if needed, U.S. Department of Agriculture (USDA). Environmental Health Division will provide local permitting support to landfill animals and will work with State Air Board, State Water Board and California Environmental Protection Agency (Cal EPA) on disposal issues.

- **Reunification.** This includes the tracking of animals to ensure they are reunited with their owners following a disaster or shelter operation.

### Emergency Animal Services Organization

Emergency Animal Services will be coordinated by Glenn County Sheriff’s Office – Office of Emergency Services (GCSO-OES). The GCSO Animal Control Services will be activated to perform Animal Services Emergency Operations. Upon activation of the Operational Area Emergency Operations Center (OA EOC), the EOC Director will establish the Animal Services Unit as part of the Agriculture Branch within the Operations Section.

**Animal Services Unit** will coordinate evacuation, care and shelter and overall assessment of animal needs with local animal organizations, volunteer groups and the County Animal Services.

**The following is a list of responsibilities for the Animal Services Unit Leader:**

- Assess the status of animal care needs within all local governments in the operational area
- Determine status of available shelters and establish locations for additional sheltering
- Determine the need for county animal care and veterinary services
- Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency
- Coordinate as necessary with other EOC positions on Animal Services issues and requirements
- Coordinate with partner organizations serving animals in emergencies

### Non-governmental Animal Response Organizations

Non-government, non-profit and voluntary organizations are the backbones of supporting animal care operations. These volunteer organizations may support County Animal Services during disaster response.

### **North Valley Animal Disaster Group**

North Valley Animal Disaster Group (NVADG) is located in Butte County. This non-profit organization coordinates with emergency services to educate the public about disaster preparedness, and assist in sheltering and evacuation of animals during a disaster.

NVADG works jointly with public and private agencies and organizations in the North Valley to promote the safety and well-being of all domestic animals and farm animals, including wildlife, affected by a disaster with emergency temporary sheltering, evacuation, medical care, identification for reuniting animals with their owners or adopting into good, suitable permanent homes. This will be accomplished by utilizing volunteers who have completed the disaster preparedness training provided by the NVADG.

**Glenn County Sheriff's Office – OES has a MOU with NVADG. The agreement can be activated by the Sheriff, Undersheriff, or Deputy Director of OES when assistance is needed for animal evacuations and/or sheltering.**

### ***State and Federal Animal Services Organizations***

When the disaster extends outside of the capabilities of the County, additional support will be requested from the State and Federal levels. Any additional resources that are needed outside of the County will be requested and coordinated with the Operations and Logistics Section of the Solano County EOC. Listed below are various State and Federal agencies that may have a role in animal response during a disaster.

### **California Animal Response in Emergency System (CARES)**

CARES organizes state resources, in support of local government responding to animal issues, during a state level emergency in accordance with SEMS. During a disaster, if local resources are insufficient to meet existing needs, local government may request state assistance. When this assistance is requested, the Governor's Office of Emergency Services (OES) will activate CARES, with the California Department of Food and Agriculture (CDFA) as the lead agency. The ability to respond effectively at the state level largely depends upon planning accomplished within each OA prior to a disaster. Since the majority of volunteers, resources, and organization during a disaster originate in the local area, it is essential that counties and local agencies have animal response plans in place in order for CARES to function effectively. The CARES Plan is intended to facilitate mutual aid between counties.

### **California Department of Food and Agriculture**

The California Department of Food and Agriculture (CDFA) serves as the lead department for coordinating emergency activities related to food and agriculture during State disaster response operations. The department may assign primary and support roles to those units within the

department that have the authorities, capabilities and resources necessary to meet emergency needs. If the disaster exceeds the capacity of the local resources and infrastructure, CDFA may be called in for additional assistance. CDFA supports the following emergency functions:

- Care and Shelter
- Evacuation
- Food and Agriculture
- Long Term Recovery
- Public Health and Medical
- Resources

#### [Veterinary Medical Assistance Team](#)

The American Veterinary Medical Association (AVMA) supports the Veterinary Medical Assistance Teams (VMATs). The AVMA has a signed MOU with the Department of Health and Human Services, formalizing a public-private partnership to assist in providing veterinary emergency preparedness and response. VMATs provide veterinary medical treatment and address animal and public health issues resulting from natural, man-made, or any other type of disasters. VMATs must receive an invitation from the affected State in order to be deployed. The local governor may make a disaster declaration and submit a request for Federal assistance. If the President then declares a disaster, Federal resources are made available. It is at this point that a request for VMAT assistance can be made. If a State alone requests a VMAT, they will need to fund the response. If a Federal Disaster is declared, the Federal Government covers a large part of the cost.

#### [National Veterinary Response Team \(NVRT\)](#)

The National Veterinary Response Team (NVRT) utilizes the National Disaster Medical System (NDMS) and is part of the Department of Health and Human Services. The National Veterinary Response Team (NVRT) is a cadre of individuals within the NDMS system who have professional expertise in areas of veterinary medicine, public health and research. The NVRT provides assistance in identifying the need for veterinary services following major disasters, emergencies, public health or other events requiring Federal support and in assessing the extent of disruption to animal and public health infrastructures. NVRT members are private citizens who have been approved as intermittent Federal employees and are activated in the event of a disaster. NVRTs are a Federal resource and must be requested from the local government, through the State and up to the Federal level.

## Emergency Animal Services Functions

There are eight emergency animal service functions that may be necessary during a disaster:

- Evacuation
- Search & Rescue
- Care & Shelter
- Livestock Management
- Animal Identification
- Reunification
- Veterinary Health & Medical Care
- Mass Fatality & Euthanasia Management

### Evacuation

The evacuation and sheltering of animals is the primary responsibility of the animal owners. Many owners will be able to care for their animals without the assistance of the County. The OA EOC will work to coordinate animal evacuation assistance as needed by planning the mobilization of personnel, equipment/supplies, and facilities. *Note: Although the County will make the effort to plan for animal considerations during emergency evacuations, ultimately the owners are responsible for the evacuation and care of their animals.*

Evacuation of an affected area is a large task that will require a significant amount of coordination with all entities involved. The planning for animals and their owners during an evacuation will increase the cooperation of the public, ensuring that more people are out of harm's way. For specific actions and operations regarding evacuation, refer to the *Annex C: Evacuation*.

### Evacuation Warning

An Evacuation Warning is the alerting of people in an affected area(s) of potential threat to life and property. An Evacuation Warning considers the probability that an area will be affected and prepares people for a potential evacuation order.

Disaster Animal Protection should take place at this point, it is particularly important that the evacuation involving livestock or large animals that must be moved by trailers take place at this time. Later in the incident and authorities may not permit the movement of large vehicles that could impede response vehicles into the area.

### Evacuation Order

An Evacuation Order requires the immediate movement of people out of an affected area due to an imminent threat to life (one to two hours or less). At this point there is little time for the affected people to load and move animals. Animal Control staff and/or volunteers trained in disaster animal response should accompany law enforcement with trucks and cages to assist the affected residents.

### Evacuation Emergency Actions

- Animal Services Unit will work with Law Branch to include animal evacuation concerns and resources in the overall evacuation plan
- Identify evacuation routes to nearest safe location.
  - Animal Control Unit is responsible for animal shelter identification and management.
  - Evacuation planning should also consider timelines, transportation needs and contacts required for large animal evacuations.
- Determine traffic Control Points. Control Points should be located on all sides of the incident and outside the threat area.
  - The perimeter established for traffic control will depend on both the affected population and traffic density.
  - Ensure that Disaster Animal Volunteers/Personnel have proper identification, approved safety clothing, and authority based on the closure levels to enter beyond the Control Points.
- Traffic closure levels - Display on incident and public information maps:
  - Level 4 (Red)– closed to all traffic, potential life hazard
  - Level 3 (Orange) – closed to all traffic except emergency responders
  - Level 2 (Yellow) – closed to all traffic except emergency responders and critical resources, i.e., public works, electrical service, Animal Disaster Group members.
  - Level 1 (Green)– open to above resources and residents only
- The completed Evacuation Plan should be distributed to all command and general staff members and their subordinates.
  - Additionally, copies should be distributed to all lead and support agencies, local elected officials and the respective county or city emergency operations centers.

### Re-entry Planning Checklist

- Identify re-entry date and time
- Identify area(s) to be re-entered
- Type of re-entry, homeowner/landowner only with identification or general public
- When re-entry is approved, the Animal Services Unit will prepare the animals for release to their owners.

### *Search and Rescue*

Animal Search and Rescue is a component of the Glenn County Sheriff's Office – Search and Rescue. Only qualified personnel, such as volunteers from GCSO-SAR, North Valley Animal Disaster Group and other technical animal rescue teams, should attempt search and rescue operations. The search and rescue of domestic and stray animals will decrease the number of evacuees re-entering a disaster affected area, reducing the level of danger for both citizens and emergency personnel.

### *Care and Sheltering*

The Animal Services Unit Leader will work with the Care and Shelter Branch of the O A EOC to coordinate the sheltering of animals near human shelters. Non-service animals are not permitted inside human shelters managed by Glenn County.

With animal sheltering comes the responsibility of animal care. Local non-profit and volunteer organizations will be utilized to assist with resources needed to care for the animals. Animal owners may be encouraged to care for their own animals, reducing the need for on-site staff and volunteers.

During sheltering, animals may need medical attention. Veterinarians may be brought in to address the medical needs of animals during sheltering operations.

While caring for the animals, extensive documentation is completed, noting the condition and care the animal is receiving, as well as keeping owner contact information with the animal at all times to assist in the reunification process. Sample intake and shelter identification forms are included in ***Appendix F-4: Animal Care Forms.***

#### *Animal Sheltering locations:*

- Glenn County Fairgrounds – Orland
- Glenn County Sheriff's Posse Arena – Orland

Additional sites:

Small exterior animal shelter areas may be established outside of human shelters including Willows and Orland Memorial Halls.

Rolling Hills Casino Arena may be contacted to request sheltering site assistance. No agreement in place at the time of writing. Assistance may be via contract or direct assistance to animal owners, at their personal negotiated expense.

### *Livestock Management*

It is the primary responsibility of horse and livestock owners to plan for appropriate evacuation and sheltering of their animals. Residents may volunteer to assist their neighbors in need of transportation and sheltering of livestock animals. In the event of a biohazard or zoonotic disease affecting livestock or agriculture animals, local health and Ag authorities will coordinate with CDFA for response and disaster management.

### *Animal Identification*

Identification of animals brought to shelters is critical so that they can be returned to their proper owners. Records must also be kept for dead and unclaimed animals. Possible identification options include the tagging of animals with colored bands, photos of owners and pets on cages and paperwork, and/or microchips in conjunction with the already existing shelter electronic information database.

### *Animal Reunification*

Following the response phase of a disaster, animals will need to be reunited with their owners during the recovery process. The Animal Services Unit Leader can obtain the documentation that is provided by the shelter facility staff to coordinate the reunification process between animals and their owners. The Unit Leader will work with the shelter staff to determine the necessary information that will be distributed to animal owners and work with the PIO to get the message out to evacuees.

### *Veterinary Health & Medical Care*

Veterinary care may be required for evacuated and sheltered animal populations. Veterinary care should be the responsibility of the animal owner, however, there may be times when veterinary care may be required and an owner cannot be located. Local veterinarians may be requested to assist the County with animal care. Should local resources be exhausted, State assistance will be requested.

Additionally some disasters may require the control and decontamination of animals during response operations. A disease outbreak will likely be beyond the local capacity and will require assistance from the State and/or Federal levels. Disasters involving disease outbreaks will require wide-spread coordination efforts. The County Agriculture Commissioner, State Department of Agriculture, the California State Veterinarian and the United States Department of Agriculture may be requested to coordinate disease control/decontamination operations.

**California State Veterinarian.** The State Veterinarian serves as a state resource for disasters requiring the decontamination of animals. During an animal related disaster that requires a state quarantine, the California State Veterinarian will serve as the lead in decontamination and will coordinate efforts with the local and state departments of agriculture.

**Department of Agriculture.** During Federally declared disasters, the U.S. Department of Agriculture (USDA) will serve as the lead agency for federal quarantine procedures. The USDA will work in coordination with the State level agriculture departments during all response efforts.

- Disease control activities may include:
- Disposal of animal carcasses
- Separation of sick and healthy animals
- Rabies control
- Capture or euthanasia of animals “at large”

### ***Mass Fatality Management***

In the case of disease outbreak or high mortality rates due to a natural or man-made disaster, there may be a need for mass euthanasia and/or burial of animal carcasses. Animal carcasses, especially those affected by a bio threat or zoonotic disease need to be disposed of properly as to not spread the diseases to other animals or humans. Public Health, the Agriculture Commissioner, the State Department of Agriculture and the USDA to ensure that proper procedures and protocols are taken for the euthanasia and burial of animals. The County will work with State Air Board, State Water Board and Cal EPA on disposal issues, as needed. Emergency Waivers will be needed for the disposal of animals and will be coordinated through either the State or Federal levels, as appropriate. In addition, the County will work with the Environmental Health Department to coordinate the disposal of animal carcasses in landfills.

**APPENDICES**

## APPENDIX F-1 Public Information – Animal Evacuation

### *Owner Actions*

As already noted the primary responsibility of evacuation of domestic animals/livestock lies with the owner. The PIO should communicate the following guidance to the public to encourage appropriate evacuation and sheltering of animals by their owners.

### *Pets*

**The Humane Society of the United States (HSUS) offers the following tips to pet owners designing an emergency safety plan:**

1. If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND!** Pets most likely cannot survive on their own and you may not be able to find them when you return. For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets -- well in advance of needing them. Include your local animal shelter's number in your list of emergency numbers -- they might be able to provide information concerning pets during a disaster.
2. Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. If your pet gets lost, his tag is his ticket home. Make sure you have a current photo of your pet for identification purposes.
3. Make sure you have a secure pet carrier, leash or harness for your pet so that if he panics, he cannot escape.
4. Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit and other supplies with you in case they are not available later. While the sun is still shining, consider packing a "pet survival" kit, which could be easily deployed if disaster hits.
5. If you are unable to return to your home right away, you may need to board your pet.
6. Most boarding kennels, veterinarians and animal shelters will need your pet's medical records to make sure all vaccinations are current. Include copies in your "pet survival" kit along with a photo of your pet.
7. If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to his foster home. NOTE: Some animal shelters will provide temporary foster care for owned pets in times of disaster, but this should be considered only as a last resort.

8. If you have no alternative but to leave your pet at home, there are some precautions you must take, but remember that leaving your pet at home alone can place your animal in great danger! Confine your pet to a safe area inside -- NEVER leave your pet chained outside! Place notices outside in a visible area, advising what pets are in the house and where they are located. Provide a phone number where you or a contact can be reached as well as the name and number of your vet.

### *Wildlife*

**The HSUS offers these basic tips for people who encounter wildlife on their property:**

1. Wild animals often seek higher ground which, during floods, eventually become submerged (i.e., island) and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species (i.e., sunflower seeds for squirrels). Animals have a flight response and will flee from anyone approaching too closely. If the animal threatens to rush into the water, back away from the island or you may frighten the animal into jumping into the water to escape from you.
2. Wildlife often seek refuge from flood waters on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but don't panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job.
3. Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians and small mammals who have been drowned or crushed in their burrows or under rocks.
4. Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis and other diseases may occur. Contact your local emergency management office for help!
5. If you see an injured or stranded animal in need of assistance, or you need help with evicting an animal from your home, please contact your local animal control office or animal shelter!

*Livestock*

**The HSUS offers these basic tips for people who have livestock on their property:**

1. EVACUATE LIVESTOCK WHENEVER POSSIBLE. Arrangements for evacuation, including routes and host sites, should be made in advance. Alternate routes should be mapped out in case the planned route is inaccessible.
2. The evacuation sites should have or be able to readily obtain food, water, veterinary care, handling equipment and facilities.
3. Trucks, trailers, and other vehicles suitable for transporting livestock (appropriate for transporting each specific type of animal) should be available along with experienced handlers and drivers to transport them. Whenever possible, the animals should be accustomed to these vehicles in advance so they're less frightened and easier to move.
4. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter (structure).
5. All animals should have some form of identification that will help facilitate their return. Your disaster plan should include a list of emergency phone numbers for local agencies that can assist you if disaster strikes; including your veterinarian, state veterinarian, local animal shelter, animal care and control, county extension service, local agricultural schools and the American Red Cross. These numbers should be kept with your disaster kit in a secure, but easily accessible place.

### *Pre-Planning Tips for Animal Owners*

To facilitate better planning for pet owners, the following guidelines are provided and can be found on the Federal Emergency Management Agency (FEMA) website at

<http://www.fema.gov/individual/animals.shtm> .

#### Before an emergency

1. Contact your local animal shelter, humane society, veterinarian or emergency management office for information on caring for pets in an emergency. Find out if there will be any shelters set-up to take pets in an emergency. Also, see if your veterinarian will accept your pet in an emergency.
2. Decide on safe locations in your house where you could leave your pet in an emergency.
3. You will need a pet carrier that allows your pet to stand up and turn around inside. Put familiar items such as the pet's normal bedding and favorite toys inside. Train your pet to become comfortable with the carrier. Use a variety of training methods such as feeding it in the carrier or placing a favorite toy or blanket inside.
4. If your pet is on medication or a special diet, find out from your veterinarian what you should do in case you have to leave it alone for several days. Try to get an extra supply of medications.
5. Make sure your pet has a properly fitted collar that includes current license and rabies tags. Including an identification tag, that has your name, address, and phone number. If your dog normally wears a chain link "choker" collar, have a leather or nylon collar available if you have to leave him alone for several days.
6. Keep your pet's shots current and know where the records are. Most kennels require proof of current rabies and distemper vaccinations before accepting a pet.
7. Contact motels and hotels in communities outside of your area and find out if they will accept pets in an emergency.
8. When assembling emergency supplies for the household, include items for pets.
9. Trained Guide Dogs – Trained guide dogs for the blind, hearing impaired or handicapped will be allowed to stay in emergency shelters with their owners.

## During an emergency

1. Bring your pets inside immediately.
2. Animals have instincts about severe weather changes and will often isolate themselves if they are afraid. Bringing them inside early can stop them from running away. Never leave a pet outside or tied up during a storm.
3. Separate dogs and cats. Even if your dogs and cats normally get along, the anxiety of an emergency situation can cause pets to act irrationally.
4. Keep small pets away from cats and dogs.
5. If you evacuate and plan to take your pets, remember to bring your pet's medical records and medicines with your emergency supplies.
6. Birds must eat daily to survive. In an emergency, you may have to take your birds with you. Talk with your veterinarian or local pet store about special food dispensers that regulate the amount of food a bird is given. Make sure that the bird is caged and the cage is covered by a thin cloth or sheet to provide security and filtered light.

## After an emergency

1. If after a disaster you have to leave town, take your pets with you. Pets are unlikely to survive on their own.
2. In the first few days after the disaster, leash your pets when they go outside. Always maintain close contact. Familiar scents and landmarks may be altered and your pet may become confused and lost. Also, snakes and other dangerous animals may be brought into the area with flood areas. Downed power lines are a hazard.
3. The behavior of your pets may change after an emergency. Normally quiet and friendly pets may become aggressive or defensive. Watch animals closely. Leash dogs and place them in a fenced yard with access to shelter and water.

As with any disaster preparedness planning, you should ensure you and your pet can be self-supporting for at least 72 hours (and in some cases longer).

## APPENDIX F-2 NVADG MOU

Signed and executed copy on file with GCSO-OES

### MEMORANDUM OF UNDERSTANDING BETWEEN GLENN COUNTY SHERIFF'S OFFICE – OFFICE OF EMERGENCY SERVICES AND NORTH VALLEY ANIMAL DISASTER GROUP

**Purpose:** The purpose of this Memorandum of Understanding is to define the relationship between Glenn County Sheriff's Office – Office of Emergency Services (GCSO-OES) and North Valley Animal Disaster Group (NVADG) in providing assistance for animals, including animal rescue, sheltering, and care, during times of disaster.

#### **Areas of Understanding and Cooperation:**

Parties agree that their mutual goal is to provide lifesaving services for animals impacted by a disaster; this includes rescue, shelter, and care.

GCSO-OES and NVADG, and their designees, agree to:

#### **Activation:**

NVADG and their volunteer services shall be activated by GCSO – OES or by the Glenn County Emergency Operations Center (EOC) under the direction of GCSO-OES when the following conditions exist:

1. Evacuation of animals impacted by flood, wildfire, hazardous materials incident or other declared disaster.
2. Evacuation of a designated area will result in animals unattended or in need of emergency assistance.
3. Animal seizure due to animal abuse or neglect.

#### **NVADG:**

1. When services and volunteers are available, will activate upon request of GCSO – OES.
2. Ensure volunteers will not self-deploy to incidents in Glenn County.
3. Upon activation by GCSO – OES, NVADG volunteers will be scheduled and maintained at a reasonable level according to the needs and duration of the specific incident.
4. NVADG and its volunteers will be covered for liability only when specifically authorized by GCSO – OES to be activated for response, and to the extent of the law.
5. All NVADG volunteers must pass a minimum background check prior to providing service under this MOU.
6. NVADG shall comply with requirements for making purchases and incurring mileage as set forth in Attachment 1 - ICS 214 Activity Log and Attachment 2 - Resource Request, as attached and by this reference incorporated herein, in order to receive reimbursement.

7. Supply and purchase requests will be submitted to the Glenn County Emergency Operations Center (EOC).
8. NVADG will not be reimbursed for any items purchased directly by NVADG or its volunteers.
9. All volunteers shall sign in on incident sign in logs at the beginning of each shift and sign out when the shift has ended.

GCSO-OES:

1. Authorize and request activation of NVADG and its volunteers.
2. Reimburse NVADG for mileage associated with authorized services provided to GCSO – OES following the receipt, review, and approval of a ICS 214 - Activity Log (Attachment 1)
3. Activate and operate the Glenn County Emergency Operations Center (EOC).
4. Upon activation, provide contact and coordination to NVADG for Glenn County EOC.

Compensation:

Compensation for this agreement shall include nationally recognized mileage reimbursement, following completion of each volunteer’s individual Mileage Log, via ICS 214 Form (Attachment 1) and review and approval by GCSO – OES.

Limitations of MOU:

1. County acknowledges that activation and services of NVADG under this MOU are not limited to major disasters that receive a federal declaration.
2. County will not reimburse any costs if NVADG self-deploys without receiving prior authorization to activate by the GCSO-OES.
3. This MOU in no way restricts either party from participating in any activity with other public or private agencies or organizations during a disaster.

Term of Agreement:

This agreement shall commence on the date of signing and shall remain in effect until terminated by either party. Either party may terminate this agreement on 30 days written notice. At termination, GCSO - OES shall pay NVADG for services provided under this agreement that have not been previously compensated.

Employment Status:

Nothing in this agreement is intended nor shall be construed to create an employer-employee relationship or a joint venture relationship between the parties. Neither party is entitled to the rights or benefits afforded to the other party’s employees. NVADG is in an independent contractor, working under his/her own supervision and direction, and is not a representative or employee of the County.



**Attachment 2 – Resource Request Form**

Glenn County EOC - Resource Request						
<i>NOTE: This document should be used in response to any requirement in the EOC or in the field that may eventually require reimbursement for fuel, cell phones, cash outlay, CalCard utilization, etc. If uncertain, this document should be used in order to initiate the actions necessary to create the opportunity for subsequent charges to be applied if appropriate. If possible this requirement should be filled internally before sending to procurement.</i>						
<b>Priority:</b> <small>Circle one</small>	<input type="checkbox"/> Crucial to Life/Safety	<input type="checkbox"/> Urgent	<input type="checkbox"/> Earliest OP	<input type="checkbox"/> Routine	<b>DATE:</b>	<b>TIME:</b>
<b>Resource Requested:</b> Click here to enter text.						
Requested by (name):				Agency / EOC Position (Requestor):		
Requestor's Phone No.:						
Other/Alternate Contact Info:						
Use or Purpose of Request:						
Form Prepared By: (If other than requestor)				Latest Acceptable Delivery Date/Time:		
Deliver To:				Delivery Contact Name:		
				Delivery Contact Info:		
<b>Does this resource already exist within County Operations:</b>						
If Yes →				Contact within County to deploy:		
If No (is there a suggested source to borrow/purchase this resource?)				Source:		
If no availability to deploy or suggestion to borrow, send to procurement?				YES                      Hold		
Approval of the EOC Section Manager?				Signature		
IF requestor is Section Manager, Concurrence of Planning or Logistics or EOC Director				Signature		
<b>Sent to Resource Processing</b> Any additional notes or requirements				Control No.		Mission #:
						Who placed:
By:				Date:		Date:
Procurement - Transportation - Communications				Time:		Time:
Resource management Recorded on Resource Request Board						
Procurement report back to Resource Processing on status of request?						

## APPENDIX F-3 Animal Sheltering Resources

### *Glenn County Sheriff's Office - OES*

- Personnel:
  - Posse volunteers
  - Search and Rescue – Animal Services Unit
- Facility:
  - Glenn County Sheriff Posse Arena
- Transportation:
  - Animal Control Unit F-150 boxed truck
  - OES cargo trailer
- Supplies:
  - Animal crates – Qty. 38
  - Emergency Animal Supply Cargo Container with the following:
    - 1 - 20x8x8 foot cargo container
    - 1,900 Disposable Bowls
    - 154 Clip boards
    - 58 Horse Neck ID bands
    - 1,000 Dog/Cat ID Bands
    - 52 - 36 inch Cages
    - 72 - 42 inch cages
    - 24 - 48 inch cages
    - 75 pounds Kitty Litter
    - 384 Leashes
    - 2000 disposable plates (kitty litter pans)
    - 1 - 25 inch wide supply cart
    - 1,000 zip ties
    - 2 - 30 gal storage containers

### *UC Cooperative Extension*

- Transportation:
  - Van: 1
  - Small truck: 1
  - Large truck: 1
  - Cargo Trailers: 2
  - ATV: 1 4x4
- Volunteers:
  - 4-H Clubs: 10
  - 4-H Members: 500+ (Adult volunteers are DOJ screened)

- Misc. Resources: Cooking supplies/roasters; sewing machines/fabrics; craft supplies; games.

*North Valley Animal Disaster Group – Volunteer Organization*

- MOU with GCSO-OES – can be activated by Sheriff or Deputy Director OES
- Volunteers trained in animal evacuation & sheltering
  - Volunteers: 150+
- Incident Command Response Trailer: 1
- 75 Assorted Sizes, Airline Approved Travel Crates
- 350 Large Wire Kennels
- 25 Large Dog Runs
- 50 - 20 gallon water containers for horses/livestock
- 50 Horse Hay Feed Bags
- 3 Bio Hazard Foot Bath Stations (human)
- 30+ Horse Halters

*Glenn County Fairgrounds – Animal Shelter Site*

- Enclosed perimeter fencing
- Use Rabbit Building for small indoor animals
- Hull Pavilion can be used to house dogs
- Goat barn can be used to house dogs
  - Grassy area in center or animal area to be used for dog walking
- Livestock barns can be used for large animals and farm animals
  - 25 Horse stalls
- Temporary panels are onsite for separating animals

APPENDIX F-4 Animal Care and Holding/Boarding Form

Animal Care & Holding Form

**Animal Care and Holding/Boarding Survey<sup>5</sup>**

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

Facility Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax ( ) \_\_\_\_\_ - \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owners' Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Other ( ) \_\_\_\_\_ - \_\_\_\_\_

What animal species will you accept?

Dog  Cat  Equine  Livestock  Avian  Other \_\_\_\_\_

Do you have a microchip scanner available?  No  Yes Type: \_\_\_\_\_

How many cages, runs or stalls do you have available? Are any seasonal?

\_\_\_\_\_ Cages \_\_\_\_\_ Runs \_\_\_\_\_ Large Animal Stalls \_\_\_\_\_ Corrals

Would you be willing to provide services during a disaster?

Pro bono  Reduced Rate \_\_\_\_\_  Standard rate \_\_\_\_\_

What are the minimum normal entry requirements for animals to your facility?

None  Rabies  Other vaccinations \_\_\_\_\_

Parasite control  Other \_\_\_\_\_

Would you waive your entry requirements during a disaster?  Yes  No

Does your facility have isolation facilities?  Yes  No

Is your staff available outside normal hours of operation?  Yes  No

Do you have a consulting veterinarian or vet clinic you work with?  Yes  No

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Give brief directions to your facility from the closest major road or highway.

\_\_\_\_\_

\_\_\_\_\_

<sup>5</sup>Adapted from the Indiana State Annex for Veterinary Emergencies Committee.

Small Animal Intake Form – Animals with Known Owner

**Small Animal Intake Form - Owned Animals with Owner<sup>6</sup>**

Date arrived \_\_\_\_\_ Animal ID # \_\_\_\_\_

Date discharged \_\_\_\_\_ Assigned Location \_\_\_\_\_

Owner Information

Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Animal Identification

Species \_\_\_\_\_ Other ID \_\_\_\_\_

Breed \_\_\_\_\_ Size: Toy Small Medium Large Giant

Coat Color \_\_\_\_\_ Coat Length: Short Medium Long

Age \_\_\_\_\_ Sex: M M(neutered) F F(spayed)

Medical

Rabies Vaccine? Yes No Tag # \_\_\_\_\_ County issued \_\_\_\_\_

Other Vaccines:

Canine: Distemper Hepatitis Leptospirosis Parainfluenza Parvovirus Coronavirus

Feline: Rhinitis Calicivirus Panleukopenia Chlamydia Feline FIP

Any medical problems? No Yes \_\_\_\_\_

Taking medications? No Yes \_\_\_\_\_ Owner provided? No Yes

Instructions \_\_\_\_\_

Special diet? No Yes \_\_\_\_\_ Owner provided? No Yes

Instructions \_\_\_\_\_

Habits and Traits (circle all that apply)

fence jumper digger scratcher submissive housebroken highly excitable biter  
shy leash broken barker/vocal declawed obedience trained other \_\_\_\_\_

Aggressive toward men women children other animals \_\_\_\_\_

Accepted by (staff) \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Released by \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

<sup>6</sup>Adapted from *Help Us Get Them to Safety!* By the Nevada County Unit of the CVMA and Indiana's State Annex for Veterinary Emergency Committee.

Small Animal Intake Form – No Known Owner

**Small Animal Intake Form – Rescued/ Found / Stray<sup>7</sup>**

Date rescued/found \_\_\_\_\_ Location found \_\_\_\_\_  
 Date arrived \_\_\_\_\_ Assigned Location \_\_\_\_\_  
 Date discharged \_\_\_\_\_ Animal ID # \_\_\_\_\_

Accepted by (staff) \_\_\_\_\_

**Rescuer Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_

**Animal Identification**

Species \_\_\_\_\_ Rabies Tag?  No  Yes # \_\_\_\_\_  
 Breed \_\_\_\_\_ Size:  Toy  Small  Medium  Large  Giant  
 Coat Color \_\_\_\_\_ Coat Length:  Short  Medium  Long  
 Other ID \_\_\_\_\_ Sex:  Male  M (neutered)  Female  F (spayed)

Reclaimed

Owner \_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Proof of Ownership \_\_\_\_\_

Released by \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted

Adoptive owner \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Released by \_\_\_\_\_ Date \_\_\_\_\_

New owner signature \_\_\_\_\_ Date \_\_\_\_\_

Transferred to \_\_\_\_\_

\_\_\_\_\_

<sup>7</sup> Adapted from *Help Us Get Them to Safety!* By the Nevada County Unit of the CVMA and Indiana's State Annex for Veterinary Emergencies Committee.

Large Animal Intake Form

## Large Animal Intake Form<sup>8</sup>

Date Arrived \_\_\_\_\_  Rescued  Owner Brought  
 Intake number \_\_\_\_\_ Assigned Shelter Location \_\_\_\_\_  
 If rescued, Date rescued \_\_\_\_\_ Location \_\_\_\_\_  
 Date Discharged \_\_\_\_\_  
 Species:  Cattle  Sheep  Swine  Horse  Goats  Other \_\_\_\_\_  
 Owner's/Rescuer's name \_\_\_\_\_

Address \_\_\_\_\_  
Number and street City Zip  
 Phone ( ) \_\_\_\_\_ Cellular ( ) \_\_\_\_\_  
 Other ( ) \_\_\_\_\_

**Individual Animal Identification**

Identification (E.g., Brand/tattoo)	Description, registration name or number	Age	Sex	Breed
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Accepted by (staff) \_\_\_\_\_ Date \_\_\_\_\_  
 Owner's signature \_\_\_\_\_ Date \_\_\_\_\_  
 Released by \_\_\_\_\_ Date \_\_\_\_\_  
 Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>8</sup> Adapted from Indiana's State Annex for Veterinary Emergencies Committee.

**Animal Release Form**

The undersigned owner(s) (agent) of the animal(s) described as follows:

Name of Animal \_\_\_\_\_ Breed \_\_\_\_\_ Description \_\_\_\_\_

I, \_\_\_\_\_, hereby request the emergency quartering of these animals being evacuated because of a pending or occurring disaster. The animal owners (agents) hereby release the receiving property owners and any caregivers from any and all liability regarding the care and quartering of these animals during and following this emergency. The animal owners (agents) acknowledge that if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary and that this release is intended to extend to such relocation.

The animal owners (agents) acknowledge that the risk of injury or death to these animals during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of their animals. It is also requested that the animal owners (agents) contribute to the feeding and daily care of their animals, if possible.

The cost (if any) of returning these animals after the emergency will be at the owners (agents) expense. If an animal is not claimed within thirty (30) days, unless prior arrangements have been made, the animal owner will be notified of possible adoption or relocation.

Printed Name of Animal Owner (Agent) \_\_\_\_\_

Signed Name of Animal Owner (Agent) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Evacuation Address \_\_\_\_\_

It is the responsibility of the animal owners (agents) to keep the receiving property owners aware of where the animal owner's (agents) can be contacted following the emergency.

Address of Receiving Property \_\_\_\_\_

Missing Livestock Form

OWNER OF LIVESTOCK \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/COUNTY/STATE/ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**LIVESTOCK INFORMATION**

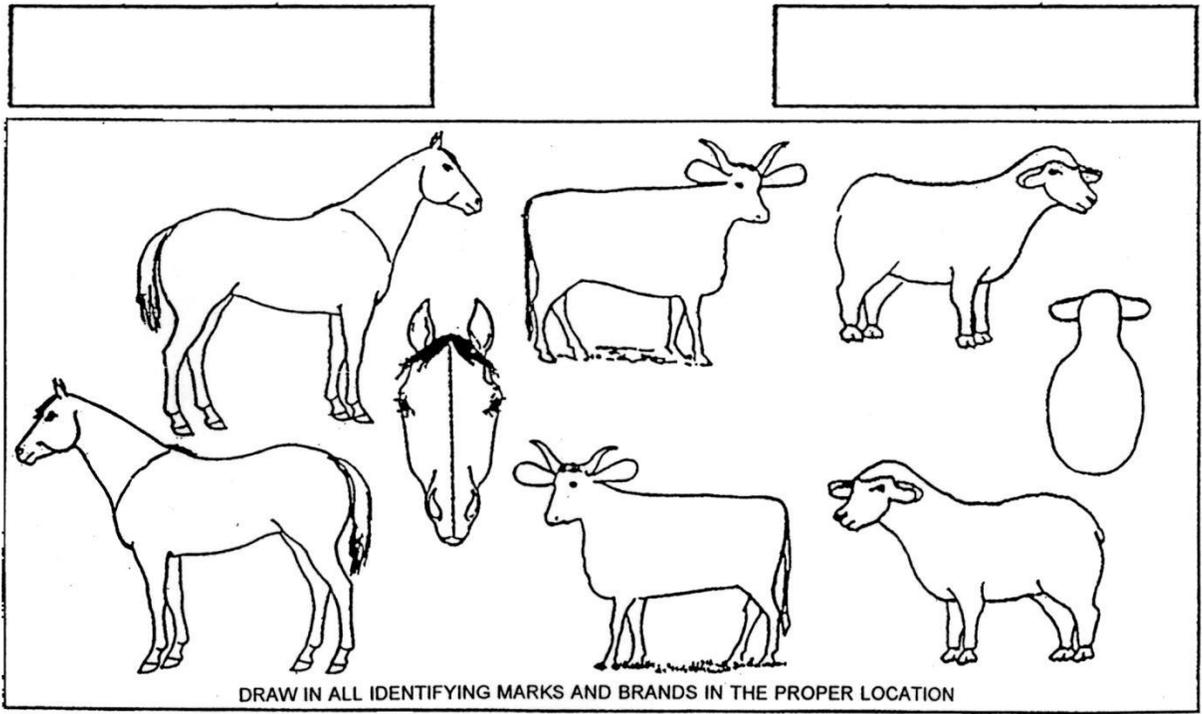
LAST LOCATION OF LIVESTOCK \_\_\_\_\_

NO. MISSING \_\_\_\_\_ SPECIES OF LIVESTOCK \_\_\_\_\_

BREED \_\_\_\_\_ SEX \_\_\_\_\_ AGE \_\_\_\_\_ COLOR \_\_\_\_\_

DATE & TIME LIVESTOCK WERE LAST SEEN \_\_\_\_\_

ADDITIONAL DESCRIPTION OF LIVESTOCK \_\_\_\_\_



DATE \_\_\_\_\_

REPORT# \_\_\_\_\_

## APPENDIX F-5 Emergency Animal Services Field Operations

### Emergency Animal Services Positions

Listed below are some of the volunteer positions that may be needed for emergency animal services. Many of the positions, such as Kennel Attendant, require multiple people to fill them. The number of people needed and the types of positions needed are determined by the magnitude and nature of the disaster and by available resources.

#### Staff Positions

- Animal Intake
- Registered Veterinary Technician
- Data Entry/Phone Clerk
- Telephone/Communications Installer
- Animal Control Officers (ACOs) for animal rescues, transports and security
- Livestock Herd Manager

#### Supervisory Positions

- Adoption Coordinator
- Facilities Coordinator
- Foster Care Coordinator
- Kennel Coordinator
- Office Coordinator
- Rescue Coordinator
- Supply Coordinator
- Telephone Coordinator
- Volunteer Coordinator
- Large Animal Brand Inspector
- Livestock Coordinator

#### Non-Supervisory Positions

- Animal Food Preparer
- Animal Food Attendant
- Animal Intake Person
- Animal Search and Rescue
- Animal Supply Attendant
- Animal Transporter
- Cage Assembler and Cleaner
- Community Liaison
- Dog/Cat Bather
- Dog Walker

- Errand Runner (off premises)
- Handy Person (Carpenter, Electrician, Plumber)
- Information Table Attendant
- Janitor/Grounds Person
- Kennel Attendant
- Lost Information Recorder
- Office/File Clerk
- Photographer
- Sanitation Person
- Security Personnel
- Sign Poster (off premises)
- Telephone Operator

**Emergency Animal Shelter Assessment**

**Considerations for emergency animal shelter location selection:**

- Location should remain out of direct and indirect danger from the incident
- Location should be near human shelters to facilitate frequent interaction between animals and owners
- Availability of utilities: Fresh water, electricity, sewer/septic service
- Ability to shelter multiple animal types in one overall location
- Separate areas, preferably enclosed, for cats and special needs dogs
- Heating, air conditioning, shade, and ventilation as conditions warrant
- Staff assembly, work, and rest areas
- Animal containment areas should not be readily visible to the passing public
- Controlled public entrance(s)
- Room for expansion as anticipated incident conditions warrant
- Sanitation: rest rooms and/or portable toilets; showers as appropriate
- Waste management: short-term storage and removal availability
- Safety and security:
  - Secured by a perimeter fence (temporary fencing may be an option)
  - Outside lighting
  - Locking doors
  - Clearly marked exits and fire escapes
  - Smoke and CO detector(s) and fire extinguisher(s)
- Parking adequate and safe for staff, public, and response vehicles
- Free from any significant rodent, insect, or reptile problem
- Suitable storage space for supplies, including chemicals and toxic substances

**Potential facility types for emergency shelter operations (not an all-inclusive list)**

- Temporary expansion of existing animal shelter
- Dog park
- Dog training center (best suited to dogs, but adaptable to other animals)
- Fairgrounds
- Park, golf course, school (seasonal), or other available field areas
- Kennel or pet day care center
- Empty warehouse or retail space

**Planning**

- Pre-existing agreements should be in place with the most desirable locations
- Sites should be visited and site-specific plans developed ahead of time
  - Ranking by preference; specific advantage, limitations, and needs for each
  - Capacities for each type of animal

### Emergency Animal Field Shelter Supplies & Equipment

This is a suggested list of supplies and equipment that may be needed for an emergency animal field shelter.

#### Support Equipment:

- Portable computer with Internet access
- Scanner
- Color printer
- All necessary cables
- Generator and fuel
- Digital cameras (2)
- Telephone(s), (land line and/or cellular/satellite)
- Answering machine
- Fax machine
- ID badge printer and stock
- Roll cart
- Large white board and easel
- 6-foot tables (at least 2)
- Chairs (at least 6)
- Garbage cans, (large and small)
- Brooms (inside and outside)
- Dust pans
- Clock
- Awning/canopy if located outside
- Flashlights and batteries
- Lantern and batteries
- Outdoor extension cords
- Shop lights and light bulbs
- First Aid kit(s)
- Universal microchip Scanners (3)

#### Personnel supplies:

- Toilet Paper
- Hand Sanitizers
- Scrub tops and pants
- Shoe covers or boots
- Exam Gloves (two boxes each size)
- Scissors (2)
- Black Sharpie pens (1 Box)
- Printer paper
- Note pads
- Staplers (2) and Staples
- Staple remover
- Scotch tape
- Duct tape
- Paper clips

- Ball point pens (1 box)
- Post-It notes (3"x 3")
- Binders 2 inch (12)
- Binder labels
- Three-hole punch
- Plastic paper sleeves
- Rubber bands (1 box assorted)
- Push pins
- Binder clips, (2 boxes each size)
- Permanent markers (wide point)
- White board markers
- White board eraser
- Containers to hold office supplies
- File boxes to hold forms
- In and out baskets
- Phone message pads
- Phone message board
- Local telephone book
- Local detailed street map
- Calendar

**Forms:**

- ICS forms: 204, 207, 213, 211, 214, others as needed
- List of registered volunteers
- Animal Intake, (Impoundment, Owner, Stray, Pet Profile)
- Disaster Boarding Agreement
- Foster Agreement/Contract
- Lost/Found Reports
- Animal Bite Cards/RQ Cards
- Volunteer Sign-in Sheets

**Signs:**

- Disaster Field Animal Shelter sign
- Incoming Animals
- Animal Food/Water/Supplies Distribution
- Volunteer Information
- Donations
- Volunteer Check In
- Injured Animals
- Staff Parking
- Public Parking
- Lost and Found Animal Reports

**Animal General Care Supplies:**

- Cat Carriers both plastic and cardboard
- Dog Leashes

- Newspaper
- Towels/Blankets
- Litter Boxes
- Dog and Cat Bowls
- Dog and Cat Dry/Canned Food
- Water, potable and non-potable
- Dog and Cat Treats/Toys
- Cat Litter
- Kennel Kare/Bleach
- Pooper Scoopers
  
- Garden Hoses and sprayer nozzles
- Dish Soap
- Muzzles, (variety of sizes)
- Kennels
- Catch Poles
- E-Collars (various sizes)

**Veterinary Supplies:**

- Dog/Cat Vaccines
- Ice Chest
- Frozen Ice Packs
- Syringes/Needles
- Sharps Containers
- Bandage Materials
- Animal Crash Kit
- Rubbing Alcohol
- Surgical Scrub and Solution.
- 2" Gauze Squares
- Heating Pads
- Cotton Balls
- Hydrogen Peroxide
- Clippers
- Nail Trimmers
- Cold Sterile Tray with Instruments

**Animal Identification Supplies:**

- Identification Collars
- 2 Boxes of Microchips

**Miscellaneous:**

- Donation Boxes
- Garbage Bags, (for garbage and cadaver bags)
- Handy Wipes
- Paper Towels

### Emergency Animal Field Shelter Functional Areas

Volunteers should be prepared to set up space for the following areas when assembling all Animal Field Shelter:

**Information Tables** - First stopping point for everyone entering the Animal Field Shelter. Volunteers at this location direct people to where they can get the service(s) they need.

**Animal Intake Area** - here paperwork is completed on all incoming animals, the animals are photographed and identification is placed on them.

**Kennels** - Where all the animals are housed until they are reclaimed, placed in foster homes, or adopted. Separate areas must be designated for dogs and cats.

**Medical Clinic** - Where all animals are treated for minor injuries. Seriously injured animals may be treated elsewhere depending on available resources. Vaccinations may also be given at this location. Any animals suspected of being sick are kept in this area. It is especially important to keep animals potentially having contagious diseases separate from the rest of the population.

**Animal Supply Storage/Distribution** - Where all supplies are kept for the animals. These include feeding dishes, litter boxes, scoops, cages, treats, toys, leashes, collars, flea spray, shampoo, nail clippers, brushes, combs, newspaper, towels, and blankets. These items are used at the Field Shelter, but may also be given out to field personnel and/or the public depending on the need and quantities available.

**Animal Food Storage/Distribution** -Where all food is kept. It is used primarily for the animals at the Field Shelter, but is also given out to the public depending on the quantities available. This must be an area that remains dry. Rodent control steps may be necessary.

**Animal Food Preparation Area** -Where food is prepared for the animals at the Field Shelter. This area should be kept clean and free of insects. Water should also be available in this area.

**Animal Cage Cleaning Area** -Where portable cages and litter boxes are cleaned. This area is to be kept clean at all times. It should be located away from any food preparation area and close to a water supply, if available.

**Dog Walk/Exercise Area** -Where all dogs are walked and/or exercised. It is important for sanitary reasons to pick up promptly after the dogs; scoops and plastic bags will be made available.

**Animal Bath Area** -It is sometimes necessary to bathe dogs, and even cats, after they arrive at the shelter. The ability to do this depends on the water supply and availability of washing facilities.

**Water Storage** -Where water is stored in gallon jugs for animal consumption. This area may not be necessary in all disasters. The water must be kept out of direct sunlight.

**Telephones/Amateur Radio** - The telephone system is where all incoming and outgoing business calls are placed. In some disasters phone service may not be operating. The phones may then be cellular, but cellular service can be limited or unavailable during and immediately after a disaster. Portable two-way radios may be used as available. Telephone/ radio areas should be established distant enough from animals to keep animal vocalizations from interfering with communications.

**Volunteer Information Boards and Sign In** - Where all volunteers report when reporting for duty. After signing in, they read that day's information board. The board will provide them with updated information, any procedural changes, and other announcements. As necessary, briefings may be provided in this location. Volunteers sign out in this same area when they complete their shift.

**Volunteer Food and Rest Area** - Where volunteers can eat and rest during their shifts. This area should provide a quiet, comfortable, and restful space in order to reduce fatigue and burnout. When working 12- to 16-hour shifts for days at a time, even the most ardent animal lover needs a quiet place to relax. Consider locating upwind of animal care areas.

**Equipment Storage Area** - Where all animal rescue equipment is stored when it is not in use. This should be a secure area.

**Rescue Staging Area** - Where rescue volunteers assemble to respond to rescue calls. Rescue calls are logged in and communicated to the Animal Rescue Volunteer Coordinator, who then dispatches rescue volunteers as needed. There can be a second staging area outside if special vehicles and/or equipment is needed (boats, 4- wheel drives, etc.).

**Parking** - Designate an area where volunteers and visitors to the Animal Field Shelter can park. Spaces closest to the shelter should be saved for visitors and other transient traffic. The location should avoid high pedestrian traffic areas and other safety hazards. Be careful not to disturb residents and/or adjacent businesses.

**Restrooms** - If restroom facilities are not available at the location or if existing facilities are not functional because of water supply disruption, chemical toilets and portable hand washing stations must be ordered through the Op Area EOC Logistics Section. These should be set up a suitable distance from the shelter.

**Human First Aid Area** -In any disaster, it is important to immediately identify the closest emergency medical facility. A basic first aid kit is kept at the Animal Field Shelter for minor injuries. All volunteers are encouraged to take the American Red Cross Standard First Aid Course to help out in this area.

A medical plan should be formulated to provide emergency medical care beyond what can appropriately be provided using first aid. Emergency medical response and transportation for humans should be coordinated through the Op Area EOC. Medical care for response personnel is coordinated through the Logistics Section.

All injuries must be reported promptly to the Safety Officer using the method specified.

**Garbage Area** – An area should be designated for collection, bagging, and storage of garbage until it can be properly removed. This area must be kept a suitable distance from the shelter and other occupied areas to prevent odor/disease problems.

Whenever practical, wastes should be maintained separately:

- Animal carcasses and waste, including items contaminated with body fluids should be kept separate from ordinary garbage in order to facilitate effective transfer for disposal. Carcasses should be refrigerated when possible to control decomposition, odor, and sanitation hazards.
- All biohazard wastes must be collected and managed according to accepted protocols.
- Ordinary “wet” garbage, including food waste, should be maintained separately, however doesn’t usually require refrigeration.
- Ideally, office waste and other dry garbage which will not rapidly decompose or pose a health hazard or offensive odor should be kept separate from other types of garbage. These wastes require less management, and transfer for ultimate disposal may be delayed indefinitely, as necessary

Storage, collection, and ultimate disposal should be coordinated with Medical/Health Branch, Animal Care, and other disciplines as necessary. When possible, conventional garbage should be isolated and handled differently than biological waste, including animal carcasses.

Emergency Animal Shelter Intake Actions – Animal Brought in by Owner

1	<b>SAFETY</b>	<ul style="list-style-type: none"> <li>Secure the animal in a cage or on a leash</li> </ul>
2	<b>COMPLETE PAPERWORK</b> Animal Intake Form	<ul style="list-style-type: none"> <li>Complete the Animal Intake Form with information provided by owner.</li> <li>Use only 1 Animal Intake Form for litters under 8 weeks old</li> </ul>
3	<b>FOSTER CARE OPTIONS</b> Animal Intake Form (No foster form)	<ul style="list-style-type: none"> <li>Ask owner how long they anticipate needing care for the animal. If longer than the anticipated operation of the shelter, seek permission to foster the animal offsite.</li> </ul>
4	<b>PHOTOGRAPHS</b> Digital camera Photo printer Transfer cable or card	<ul style="list-style-type: none"> <li>Take 1 full body photograph of the animal with the owner(s) shown</li> <li>Take a group photograph of litters under 8 weeks old, including the mother in the photograph if possible.</li> </ul>
5	<b>PHOTO STICKER</b> Animal Identification Information Sticker	<ul style="list-style-type: none"> <li>Complete the Animal Information sticker with pen and affix to the back of the photograph, ensuring that the Intake ID Number appears</li> <li>Staple 1 photograph to the specified location of the Animal Intake Form</li> <li>Provide a copy of the Animal Intake Form to the owner</li> <li>Deposit the completed form and photo in the designated location</li> <li><b>DO NOT FILE PHOTOGRAPHS OR PAPERWORK IN BINDERS</b></li> </ul>
6	<b>NEW IDENTIFICATION</b> Ident-a-Band	<ul style="list-style-type: none"> <li>Place an Ident-a-Band on animals that can be collared</li> <li>Use a black permanent marker (e.g. Sharpie) to write:                             <ul style="list-style-type: none"> <li>A contact phone number for the shelter</li> <li>The animal's Intake Number</li> </ul> </li> </ul>
7	<b>FORMS</b> Small Animal Daily Care Card  <b>CAGE SIGNS</b> Caution-Biter Do Not Foster Quarantined Animal	<ul style="list-style-type: none"> <li>Fill out the following information on the Daily Animal Care Card:                             <ol style="list-style-type: none"> <li>Animal Intake Number</li> <li>Date In</li> <li>Mark "Owned"</li> </ol> </li> </ul> <p><b>IMPORTANT:</b> The Animal Intake Form, the Request for Rescue Form, or the In-Field Animal Intake Information sticker <b>DO NOT</b> go with the animal. All forms remain in Intake. These should be paper clipped together and placed in the location specified for completed paperwork</p>
8	<b>ANIMAL READY TO GO TO TRIAGE</b>	After Steps 1 through 7 are completed, take the animal and the Daily Care Card or Log along with appropriate cage signs to the Triage Area

Emergency Animal Intake Actions – Rescue Animal

1	<b>SAFETY</b>	<ul style="list-style-type: none"> <li>Secure the animal in a cage or on a leash</li> </ul>
2	<b>SEARCH FOR PERMANENT ID</b>	<ul style="list-style-type: none"> <li>Scan animal for a microchip and search for a tattoo. If found, note on Animal Intake Form in the space provided</li> </ul>
3	<b>COMPLETE PAPERWORK</b> <ul style="list-style-type: none"> <li>Animal Intake Form</li> </ul> <b>REFERENCE PAPERWORK</b> <ul style="list-style-type: none"> <li>Rescue Request Form</li> <li>In-Field Animal Intake Tag</li> </ul>	<ul style="list-style-type: none"> <li>Complete the Animal Intake Form. Most information for this form may be found on the animal’s Rescue Request Form, the In-Field Animal Intake Information tag, or provided by an individual. A detailed description of the animal is noted on the Animal Intake Form.</li> <li>Use only 1 Animal Intake Form for litters under 8 weeks old</li> <li>If there is a Rescue Request Form for the animal, write the Intake number from the Animal Intake Form on the Rescue Request Form</li> </ul>
4	<b>PHOTOGRAPHS</b> Digital camera Photo printer Transfer cable or card	<ul style="list-style-type: none"> <li>Take 1-2 full front body photo and 1 or 2 side view photos</li> <li>Take a group photo of litters under 8 weeks old, including the mother in the photo if possible.</li> </ul>
5	<b>PHOTO STICKER</b> Animal Identification Information Sticker	<ul style="list-style-type: none"> <li>Complete the Animal Information sticker with pen and affix to the back of the photo, ensuring that the Intake ID Number appears</li> <li>Staple 1 photo (or set of photos) to the specified location of the Animal Intake Form</li> <li>Staple a second photo or set to other animal paperwork</li> <li>Deposit the completed form and photo in the designated location</li> <li><b>DO NOT FILE PHOTOGRAPHS OR PAPERWORK IN BINDERS</b></li> </ul>
6	<b>NEW IDENTIFICATION</b> Ident-a-Band	<ul style="list-style-type: none"> <li>Place an Ident-a-Band on animals that can be collared</li> <li>Use a black permanent marker (e.g. Sharpie) to write:               <ul style="list-style-type: none"> <li>A contact phone number for the shelter</li> <li>The animal’s Intake Number</li> </ul> </li> </ul>
7	<b>FORMS</b> Small Animal Daily Care Card  <b>CAGE SIGNS</b> Caution-Biter Do Not Foster Quarantined Animal	<ul style="list-style-type: none"> <li>Fill out the following information on the Daily Animal Care Card:               <ol style="list-style-type: none"> <li>Animal Intake Number</li> <li>Date In</li> <li>Mark “Stray”</li> </ol> </li> <li><b>IMPORTANT:</b> The Animal Intake Form, the Request for Rescue Form, or the In-Field Animal Intake Information sticker <b>DO NOT</b> go with the animal. All forms remain in Intake. These should be paper clipped together and placed in the location specified for completed paperwork</li> </ul>
8	<b>ANIMAL READY TO GO TO TRIAGE</b>	<ul style="list-style-type: none"> <li>After Steps 1 through 7 are completed, take the animal and the Daily Care Card or Log along with appropriate cage signs to the Triage Area</li> </ul>