SOUTH CAROLINA (SC) 2018
EMERGENCY ANIMAL SHELTERING ANNEX

This Annex contains resources targeted at disaster planners at local, regional and state levels who are seeking guidance to increase emergency animal sheltering capabilities in jurisdictions across SC. It was produced collaboratively by Clemson University Livestock Poultry Health (CULPH or LPH), planning and emergency management specialists from Dewberry Engineers, Inc., the US Corps of Engineers, and SC Emergency Management Division (SCEMD).

This Annex, which updates and replaces the 2007 *SC Companion Animal Evacuation/Shelter Plan,* was developed with the goal of creating a concise, sustainable base document. Links to other resources, all cited in the References section, as well as Attachments (which can be updated as needed) are provided for readers desiring more information.

We are grateful to Louisiana, one of our partner states in the Southern Agriculture and Animal Disaster Response Alliance (SAADRA[1]), for sharing their complete plans from the Louisiana Department of Agriculture and Forestry (LDAF) – Pet Evacuation and Sheltering Standard Operating Procedure No. 004, and LDAF Cohabitated Human/Household Pet Sheltering Toolkit, both found on the LPH website[2] on the emergency preparedness page – as well as the Louisiana State Animal Response Team (LSART[3]) Household Pet Evacuation and Sheltering Manual. In spite of differences between our states, these plans provide guidance that can be adapted for use in SC. Community Animal Response Planning (CARP[4]) resources from another SAADRA partner, Texas Animal Health Commission, may also be helpful. The following partner organizations also contributed: National Alliance of State Animal and Agricultural Emergency Programs (NASAAEP[5]), and the American Veterinary Medical Association (AVMA[6]). All the information presented is a result of the enhanced national planning efforts that followed passage of the 2006 Pet Evacuation Transportation Standards (PETS) Act[7].

Most of the information presented relates to emergency sheltering for pets. However, options for sheltering horses, other livestock, and exotic animals are discussed.

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INTRODUCTION

It is critical that animal emergency plans coordinate with plans for human emergency response in order to facilitate, and not disrupt, human emergency response.

Human life and safety is first priority in any disaster. Surveys and actual disaster events have demonstrated that many people will not evacuate without their animals or without assurance that secure and safe animal shelter options exist. A decision to stay behind can place people in danger of injury or even death. Additional burdens and safety concerns for first responders result when people and/or their animals remain in affected areas.

The SC Hurricane Plan estimates the vulnerable human population in the state as nearly 1.5 million. If the 5 to 10% of the people who seek shelter are from the more than 60% of animal-owning households, the number of animals requiring emergency shelter could reach 30,000.

Efficient response and recovery efforts help to assure a community's return to economic and public health soundness. Including animals in the planning process recognizes the importance of the human-animal bond to a successful recovery.

PURPOSE

Provides supplemental information to ESF-17 and ESF-6 plans with guidance aimed at increasing opportunities for animal owners to provide care for their animals in disasters that require evacuation and shelter.

CONCEPT OF OPERATIONS

Owners are responsible for animal care and are encouraged to develop personal disaster plans that include their animals. Safe animal sheltering options allow them to continue to carry out this responsibility during emergencies. When other options are available, congregate sheltering is the last resort for people and animals. However, circumstances can arise during disasters causing animal owners to seek assistance, including the need to seek an emergency animal shelter site.

Emergency response starts and ends locally. In SC county emergency management divisions (EMDs) plans for their citizens, some may include plans for emergency animal shelters to employ when impacted by a disaster or when serving as host for a impacted neighboring county. Since coastal residents may be advised to evacuate 100 miles from a hurricane it is possible that inland county shelter sites could be needed.

State Emergency Management Division (SCEMD) can assist when local resources are overwhelmed. SCEMD activates Emergency Support Functions (ESFs) to the State Emergency Operations Center (SEOC) where members of the State Emergency Response Team (SERT) respond to requests for needed resources. ESF-17 agencies and organizations assist with animal/agriculture issues as per the ESF-17 Annex in the State Emergency Operations Plan[8].

For planning purposes, emergency managers should recognize that requests for assistance could occur for many species of animals, to be handled on a case-by-case basis. Language under *Roles and Responsibilies* in the National Response Framework (NRF[9]) further elaborates this concept.

Terminology can be confusing. For descriptions of types of animals, for example, horses are considered both companion animals and livestock. It is also important to differentiate *emergency* animal shelters from resident animal shelters; the latter are open year round at local levels and are usually managed by either county government or local humane organizations. "Pet-friendly" is a general term that may refer to different types of emergency animal shelters: Separate/Stand Alone/Animals Only; Collocated; Cohabitated. Each type is described in this document.

Jurisdictions should document all services used to assist people with animal issues in disaster events. In a federally declared disaster, these may be reimbursable as described in the FEMA Public Assistance Program and Policy Guide[10], (replaces DAP 9523.19).

Service animals are not pets. They receive months to years of training to perform tasks to assist people with disabilities and they remain with their handlers in all situations, including in shelters.

Emotional Support Animals (ESAs) are not service animals; they are pets for whom owners have purchased an online certificate and/or a physician's statement that the pet is necessary for the owner's mental health. SC mass care partners intend to help everyone find safe temporary shelter in disasters, so there may be instances where special coordination will be necessary to determine emergency shelter options for people with ESAs. The FEMA Public Assistance Program and Policy Guide cited above includes services provided to "assistance animals" in their descriptions of possible reimbursable items. More information, including Frequently Asked Questions about service animals and ESAs, are at this Americans with Disabilities (ADA[11]) site.

ACTIONS AND RESPONSIBILITIES

PREPAREDNESS

- County EMDs consider pets and service animals in their disaster plans, can offer safe shelter options, and are familiar with request processes for assistance. Some have pre-designated sites, staff, and supplies for emergency animal shelters.

- Clemson University Livestock Poultry Health (CULPH, or LPH), ESF-17 coordinating agency, assists counties with guidance for emergency animal shelter planning upon request and participates in state planning and exercises throughout the year. Some ESF-17 support agencies and organizations assist with emergency animal shelter planning, including these:

    o SC Association of Veterinarians (SCAV) is Unit Lead for the Medical Reserve Corps SC Veterinary Reserve Corps (SCVRC), a volunteer group that can assist with animal/agriculture issues, including assisting with emergency animal sheltering, during disasters. LPH assists with SCVRC development and training including participation in small animal emergency sheltering classes held across the state.

    o Charleston Animal Society (CAS) and the SC Animal Care and Control Association (SCACCA) assist with state planning.

    o SC Department of Agriculture (SCDA) helps with an Emergency Stable Site list.

- SCAV, SCACCA and LPH developed the brochure *When Disaster Strikes – Actions Guidelines for People with Household Pets,* which is distributed through private veterinarians' offices; LPH and SCDA developed *SC Disaster Plan for Horses;* LPH developed *Disaster Preparedness Guidelines for South Carolina Goat and Sheep Owners.* All are found on the LPH website[2].

- LPH belongs to regional and national alliances that develop and share best practices for animal emergency response (AER) issues. Relevant practices are shared with SC county EMD directors and their selected points of contact. Alliance members include state emergency managers and selected national humane organizations active in response from the National Animal Rescue and Sheltering Coalition (NARSC[12]), both of which have Memorandums of Understanding (MOUs) with SCEMD to assist SC in disasters.

- LPH participates with several state partners on the SC Multi-Agency Mass Care Task Force. This group has developed SOPs and a Strategic Plan[13] and delivers training sessions to improve relationships and capabilities related to mass care in SC. American Red Cross, SC Department of Social Services (DSS), Department of Health and Environmental Control (DHEC), The Salvation Army, Harvest Hope, SC Baptist Convention, Able SC, The Lieutenant Governor's Office on Aging, SCEMD, and some county EMD representatives are members.

RESPONSE

- ESF-17 and ESF-6 staffs the SEOC. SERT members query counties for information (location, capacity) for any planned emergency animal sites and help to disseminate emergency animal shelter options to the public.

- ESF-17 SERT responds to Resource Requests via Palmetto software and other methods and, with assistance from the SCEMD Logistics Section, coordinates in- and out-of-state resources available to assist with emergency animal sheltering. Some requests will involve coordinating resources to support emergency animal shelters that are set up on an ad-hoc, just in time, basis.

- ESF-17 SERT responds to appropriate social media messages that relate to emergency animal sheltering.

- On SCEMD/county conference calls, ESF-17 SERT queries affected counties about their animal/agriculture resource needs and refers them to appropriate request processes.

- ESF-17 and ESF-6 request nightly animal census head counts from emergency animal shelters to assist with situational awareness and to add to official event reports.

- CAS may assist with efforts to move resident animals out of established local shelters to prepare for an influx of local animals. They may also provide assistance with other animal issues upon request and if capability exists.

- ESF-17 SERT participates on regular calls with regional and national AER planning partners during the event.

RECOVERY

- ESF-17 SERT assists with resources for emergency animal shelter demobilization including protocols for reunification and possible foster care after human shelters close.

- ESF-17 SERT submits volunteer hours, services, and final event reports to SCEMD.

- SCVRC volunteers may assist with animal sheltering needs at community levels.

- Clemson Cooperative Extension (ESF-17 primary agency) helps affected agricultural producers with recovery issues including referral to federal agencies that may provide financial assistance.

EMERGENCY ANIMAL SHELTER PLANNING RESOURCES

FORMING PARTNERSHIPS AND A PLANNING TEAM

When forming a committee be sure to foster close relationships between prospective emergency animal shelter managers and the human shelter mass care experts. Even though their goals of providing safe shelter for humans are the same, most responsibilities are completely separate. For example, even when pets are "collocated" near the site where their owners are sheltered, it should be clarified that their staff will not need to manage the emergency pet shelter section.

From the NASAAEP Sheltering Best Practices Working Group *White Paper* [14]*:*

> Include representatives from the authorizing agency for animal disaster-related issues (in many communities this is Animal Control or the County Sheriff). If they are unable to participate fully, make sure they are kept informed of the planning committee's activities and actions and are aware of the assets that you bring to their mandate for public safety and security.

> Include as many animal-related organizations within your community as possible. Being involved in the planning process helps organizations "own" the plan and want to participate. Consider including:
> - Emergency Management
> - Community Animal Response Team (CART)
> - Animal Services/Animal Control
> - Representatives of local American Red Cross (ARC) chapter
> - Local humane society/SPCA
> - Local rescue groups
> - Reputable breeders
> - Breed rescue groups
> - Veterinarians and veterinary technicians
> - Law enforcement/fire department
> - County extension services
> - Health department
> - HAM radio operators
> - University agriculture or veterinary departments
> - Wildlife rehabilitators
> - Farriers
> - Pet supply stores (companion animal and agricultural)
> - Animal/Kennel clubs
> - Boarding stables/kennels
> - Commercial agricultural industry if in community
> - Dog/horse tracks if in community
> - Livestock associations
> - Fairgrounds
> - Zoos/wildlife parks
> - Social service agencies (Meals on Wheels, etc.)

> Think "outside the box" when choosing participants. Include not only individuals and organizations with direct animal-welfare experience and expertise (as those listed above), but also those who can help with legal issues; administration and record-keeping;

transportation; sanitation; and many other areas that touch upon emergency animal sheltering (see "Tips" below for some examples).

Have a strong leadership team, open to input from all team members yet able to clearly set and maintain the focus and goals of the committee.

Keep momentum going. You could assign particular tasks to subcommittees which would then report to the whole committee. You could also plan trainings for the whole committee, or work with emergency management, fire, or other officials in your community on tabletop exercises or simulations. Consider regular meetings and bring in specialists to discuss possible needs (for example, fire training; care of pocket pets; volunteer management).

Tips:
- Having a commercial real-estate agent on your committee may help you locate an appropriate and available facility quickly.
- A representative of your local Fair Board can also help. Fairgrounds are often used for emergency animal shelters and provide an excellent resource if available.
- Often social-service agencies can help your committee gain knowledge of special-needs individuals and families with pets. Be aware of, and respect, the privacy requirements of these agencies.
- Encourage discussion and participation but also keep focus on your goal and maintain momentum towards creation of the emergency shelter plan.
- Publicize the work that you are doing to ensure the community is aware of the efforts being made on their behalf and the resources available to them during disasters.

DETERMING LOCAL NEED and CAPABILITY

From the Texas Animal Health Commission *Local Planning Resources,* Community Animal Response Plan (CARP), Guide to Developing a Community Animal Response Plan By Function*, Tropical Storms & Hurricanes*[4] :

Here are some hurricane-related issues to consider in your local emergency planning:
*   Floods will fill structures with rapidly rising water, mud, and debris, and may sweep structures off their foundations.
*   People and animals will be displaced and need temporary sheltering, housing, feeding and care.
*   Structures, fences, barns and pens will be destroyed, allowing animals to escape confinement.
*   Local infrastructure and resources will be stressed, damaged, or destroyed.
*   Local veterinary practitioners and clinics in your community will be affected.
*   Do you include animals and agriculture in your local tropical storm and hurricane emergency public information messages and disaster declarations?

Topics communities should consider include:
*   Are pet rescue stickers promoted or distributed in your community?
*   Are animal search and rescue procedures in place?
*   Is there a procedure in place to hold animals (livestock and pets) that have escaped confinement?
*   How will stray animals be identified and reunited with their owners?
*   Will animals be captured and held in a central location?
*   How will veterinary care be provided for rescued or injured animals?
*   What is the surge capacity of local veterinary facilities?
*   Do you establish animal and evacuee comfort stations in your community?
*   What is the surge capacity of local animal shelters?
*   Will small animals be co-located at local shelters or at a separate facility?
*   How will animal owners be transported to off-site shelters?
*   Are animal transport vehicles locally available?
*   How will additional animal care and shelter supplies be acquired?
*   Can local animal shelters operate during extended hours?
*   Are there adequate local resources for both large and small animal sheltering?
*   Is there a local animal volunteer and donation management plan in place?
*   Do local veterinary facilities and animal shelter(s) have disaster and COOP operating procedures in place?

[Other planning concepts to consider:]
*   Define the area/population you will be serving – local, county, state, region.
*   Identify high risk areas in your community.
*   Determine who's in charge–who has jurisdictional authority over animal welfare; who has knowledge of animal handling, health and other issues.
*   Know the laws–Federal, State and Local–that will govern what you can do.
*   Define your mission, goals, and function.
*   Assess the probable duration of the emergency shelter operation and plan…accordingly.
*   What natural disasters have occurred recently in your area?

* What natural disasters have occurred historically in your area?
* Are there scientific or other findings to indicate a strong possibility of a natural disaster in your area?
* …Are you near another, larger community that might be likely to suffer a natural…or man-made disaster and would be likely to evacuate to your community?
* Location of event: Does it affect a major metropolitan area, an urban center, a rural community?...The answer may be a factor in the types and numbers of animals affected
* Build in contingencies based on types of animals to be sheltered; health and safety considerations; and length of confinement/animal welfare.
* Include demobilization options in your plan.
* Build in redundancies – in operations, personnel and resources. No one person, one facility or one source for supplies is indispensable.
    * Specify your policies and procedures.

ESTIMATING ANIMAL NUMBERS

Not everyone in a disaster situation will evacuate. From the South Carolina Hurricane Evacuation Study: Behavioral Analysis[15], 61% said they would evacuate in a Category 1 or 2 storm, and 77% in a Category 3, 4, or 5. Most who evacuate will not seek shelter. However up to 10% of those evacuating may seek shelter and these evacuees may have pets. Therefore, estimates of animal numbers can be helpful for planning as long as limitations are recognized.

According to the 2017-18 American Pet Products Association (APPA) National Pet Owners Survey[16], approximately 68% of U.S. households own at least one pet.

AVMA offers a US Pet Ownership Statistics[17] tool to estimate community animal numbers.

A study by the FEMA IND Response and Recovery Planning Animal Work Group estimated animal numbers in different types of communities (such as rural, suburban, urban) to prepare for a possible nuclear emergency. Using 2.5 persons per household there would be 0.6 pets per person. This study is on the LPH[2] website emergency preparedness page.

Estimates of other animal species are in the US Department of Agriculture (USDA) National Agricultural Statistics Service (NASS[18]) database.

ANIMALS THAT MAY NEED EMERGENCY SHELTER

Unowned/At-Large: When storms destroy homes and fences, animals may be at-large. Experienced animal shelter personnel know how to capture and transfer these animals to shelter, to use reliable systems to reunite them with their owners, and to employ state laws to determine disposition of unclaimed animals.

Pet Dogs, Pet Cats and "Pocket Pets": These are the most common types of animals that evacuees will bring. Whoever is in charge of the emergency animal shelter can set the rules about what types of animals may and may not be sheltered. Examples: a weight limit can be set if the shelter is not capable of housing large dogs; a "No Reptiles" rule can be set if there are neither suitable accommodations or experienced staff to care for these animals. Keep in mind that FEMA[10] has a somewhat strict definition in their list of what they call "household pets" – the pets for which they may provide reimbursement for services in a Presidentially-declared disaster.

> Some SC counties have plans and sites for emergency animal shelters. ESF-17, with assistance from counties and national AER organizations invited into the state by SCEMD will seek additional emergency animal shelter sites if needed.

"Exotic" Animal Species Pets: Some animal pet species considered "exotic" (such as reptiles) may need specialized handling and care such as additional heat and humidity not available in most emergency animal shelter environments. For these reasons, these owners are advised that many emergency animal shelters will not be able to accept them, to be prepared to seek other options for safe shelter, and to take the pet's entire habitat along with them when they evacuate with them.

Horses: Guidance is available in the *SC Disaster Plan for Horses*[2] brochure to help horse owners decide whether to evacuate with their horses or leave them at home. Horse owners are encouraged to contact stables to reserve a stable spot as well as to determine supplies they need to bring such as shavings, hay, etc. They also must follow applicable rules about animal health paperwork needed to accompany their animals, especially when traveling between states; they can contact their veterinarian for more information about these requirements.

> ESF-17 prepares a list of Emergency Stable Sites[2] (also *Attachment 1*). It is shared with horse-owning evacuees and is revised often as new sites are added, sometimes during an event when barn and pasture owners call into the SEOC and/or post offers on social media for boarding horses.

Other Livestock: Owners of livestock species such as cattle, sheep and goats often do not evacuate with them. Mitigation efforts may be put in place at the barn or pasture -- such as berms for high ground -- to try to keep animals safe from injury or drowning. Guidance to assist livestock owners prepare for disasters is found on the LPH website[2]. If they choose to evacuate with these animals they can follow recommendations for horse owners to find emergency stable sites. It is critical that livestock species have identification (ID), such as microchips, official ear tags, or livestock paint. Livestock owners can consult their veterinarian to obtain official animal ID for these species. Official ID, unique for each animal, assists with animal disease traceability but also can enable animals stranded or at-large during a disaster to be returned to their owners. If needed, ESF-17 will coordinate resources for feeding and watering in-place for stranded livestock.

MESSAGING TO ANIMAL OWNERS

Pre-disaster Personal Planning for Animals: Families with animals should include their animals in disaster planning and should share plans with neighbors or friends who may be needed to help. Tips for planning for many animal species are in the AVMA/American Veterinary Medical Foundation (AVMF) Saving the Whole Family[19] disaster preparedness brochure. Other guidance, and pet evacuation and pet first aid kits, can be found on an internet search.

At minimum, recommended evacuation supplies for each animal should include the following:
- Identification (ID) for each animal (microchips, collars with tags)
- Kennel that pet can stand, turn, lie and sleep in
- Leash, collar, harness, muzzles; litter and litter box
- Three days of food and water, can opener; cleaning supplies
- Veterinary medical records, especially proof of rabies vaccine; medications
- Toys, grooming supplies, newspaper or other kennel liner
- Portable fencing, especially for horse owners

It is important to remember that these are *recommended*. In reality many families evacuate quickly without time to gather any of their planned supplies.

Emergency Animal Shelter Options When Evacuation is Imminent: For animal owners with transportation, travelling to friends **or family** willing to accept guests with pets outside the affected area is likely to provide the most comfortable place to ride out the storm. Other options:

"Pet-Friendly" hotels. Various websites and apps offer lists, directions, and reservations. *Bringfido.com* has an operator 24 hours a day, 365 days per year at 877-411-FIDO. Other reliable ones are found with an internet search. In some disasters, some hotel chains that do not normally accept pets will do so and will publish any fees and requirements.

Animal boarding facility outside the affected area. Animal boarding sites can be located by an internet search. Owners should contact them ahead of time for boarding requirements. A list of possible SC pet boarding facilities, compiled by ESF-17 in 2013, is on the LPH[2] website on the emergency preparedness page. In addition, information about SCVRC members who offer boarding at their animal hospitals will be available from ESF-17 at the SEOC.

Congregate shelter sites will be necessary for some evacuees, especially those with critical transportation needs (CTN). County EMDs should be contacted to inquire about the existence of emergency animal sheltering locations (*Attachment 2*). If more are needed, ESF-17, with assistance from counties and from national AER groups invited into the state by SCEMD, will work to determine additional sites. The sites will likely be a mix of the types described in the next section.

THREE MAIN TYPES OF EMERGENCY ANIMAL SHELTERS

Separate/Stand Alone/Animals Only: Animals are cared for in a location separated from the human shelter, totally by emergency animal shelter staff. This type of shelter may also house displaced animals brought in from impacted areas, initially without known owners.

These shelters require experienced, trained animal shelter staff. They may be more costly to run than the other two types since they are supply- and labor-intensive. Local resident animal shelters may have adequate space for animals in emergencies (but often not).

Collocated: Animals are sheltered near their owners in an adjacent section of the human shelter or in a building in close proximity. Owners (usually one person per family) sign agreements (examples are in the LDAF plan on LPH[2] website, the LSART[3] plan, and in *Attachment 3)* to follow shelter rules including display of ID for access to attend to their animals' needs (feeding, exercise, clean up) at specified times each day, and must understand they can lose privileges if they don't fulfill these obligations.

These shelters still require oversight from experienced animal shelter personnel but not as many as in Animals Only shelters. Because animal owners assist (and may bring kennels and other supplies) they are less costly to run.

If the site is in the same building as the human shelter, separate heating and air conditioning systems are recommended to eliminate issues for people with allergies. Also, filters can be changed once animals leave the building.

Some Florida counties successfully utilized school hallways as collocated pet shelters in the 2004 hurricane season. Guidance they shared is on the LPH[2] website along with photos of how they place the heavy mil plastic on the floors and walls.

Cohabitated/Cohabitational: Animals are sheltered with their owners who provide total care for them. This is the type of emergency animal shelter that has sprung up in small settings during actual disaster events in SC but it is a relatively new concept on the larger scale. The Cohabitated Human/Household Pet Sheltering Toolkit is on the LPH[2] site.

This should be the least costly type of emergency animal shelter since owners replace the need for experienced animal shelter staff plus (ideally) owners provide all needed supplies.

This type of emergency animal shelter would only be practical when the animal owners and pets are separated from any shelterees with animal allergies or fears. Managers of cohabitated emergency shelters should be familiar with zoonotic diseases and should have contact information available for local veterinarians. This American Humane Companion Animal Zoonotic Diseases[20] guide**,** though directed more for workers in resident animal shelters, may be helpful.

SELECTION OF SITES FOR USE AS EMERGENCY ANIMAL SHELTERS

Many emergency shelters for humans, especially evacuation shelters pre-designated as Red Cross-managed sites, must follow strict requirements for safety and space requirements. Currently there are not such defined requirements for emergency animal shelters. Even so, plans should account for the safety of the sheltered animals and the people caring for them.

Multiple types of sites are suitable for emergency animal shelters. Basic specifications include having drainage (non-porous floor), electricity, ventilation, and nearby bathroom and kitchen facilities for the staff. In most events, especially large ones, many types of sites may be in use.

Other specifications that should be considered:

- Internet connections for record keeping, connection to lost and found animal information on social media sites, and maintenance of situational awareness.

- Collocated sites need to be in close proximity to the human shelter, and if in the same building should have separate heating and air conditioning systems.

- Both collocated and cohabitated need to provide pet exercise and pet relief areas that are separate from the non-pet owner shelterees.

- Separate areas need to be available for registration, dog boarding, cat boarding, food preparation, veterinary exam, isolation boarding, and staff/volunteer breaks. These areas need to flow in a manner that prevents spread of animal diseases.

As long as water can be accessed, outdoor options are also suitable. Livestock arenas, and even pastures and parking lots can be used, especially with the addition of sturdy tents or portable buildings.

Empty warehouses or unoccupied business buildings are good sites to consider. Other possible animal shelter facilities -- from the NASAAEP Sheltering *Best Practices Working Group White Paper*[14]*:*
- Fairgrounds
- School gymnasiums or hallways
- Dog training centers
- Pet daycare centers
- Animal hospitals
- Boarding facilities
- Airplane hangars
- Church basements

Planning committee members can visit proposed sites to determine suitability. Assignment Lists (ICS 204[21]) can be completed for selected sites as is done for many human shelter sites.

Two sample site checklists are provided in *Attachment 4*: The *Pre-Emergency Animal Shelter Assessment*, developed by the Animal Care Workgroup in Denver, CO, and *Shelter Site Selection* from the LDAF Cohabitated Shelter Plan. Both are also on the LPH[2] website.

EMERGENCY ANIMAL SHELTER SUPPLIES and RESOURCES

Obtaining supplies and resources pre-event:

If possible, supplies are procured pre-disaster. Various grants are available and/or donors could be approached with requests to assist with preparedness for people with animals. Supplies for animal emergency needs are on the FEMA Authorized Equipment List (AEL[22]).

Once obtained, these systems must be in place to manage the supplies:
- Secure storage site and inventory system
- Distribution team (including kennel and crate set up)
- Cleaning, restocking and re-inventory after use

Obtaining supplies and resources during an event:

Any resource needs related to animals and agriculture within an affected county can be requested via a Resource Request on the Palmetto software. Of course, any additional communication and information about the request is welcomed. SCEMD Logistics will direct requests to ESF-17 SERT who will work to coordinate sources to fulfill the request.

Social media outreach can also bring quick results for needed resources.

Possible supplies and resources needed:

Possible resources include personnel (animal search and rescue and transport; emergency animal shelter set-up and staff; veterinarians and veterinary technicians and animal handling assistants) – see next section on Staffing -- and physical supplies such as crates, bowls, pet food, etc.

Physical supplies needed will differ for various types of shelters and for different areas and functions within the emergency animal shelter. Supply lists are in the LDAF plan on the LPH[2] website, in the LSART[3] Plan, as well as in *Attachment 5*.

Shelter supplies, obtained by ESF-17 via a preparedness grant, and some obtained during actual disaster events (from PetSmart Charities and from Amazon), were distributed to counties. Some of these have already been shared with neighboring counties in subsequent events.

EMERGENCY ANIMAL SHELTER STAFFING

Selection and training of emergency animal shelter staff personnel is important. Being a pet owner is not a sufficient pre-requisite. All potential staff, especially new volunteers, should receive standardized animal shelter training. Emergency animal shelters provide extra stresses and exaggerated behaviors -- from humans and animals -- common in disasters.

Staff who work year-round in resident animal shelters receive training and gain experience over time to understand the care and behaviors of various species, breeds, and sizes of animals. They also need knowledge of equipment and protocols to keep animals safe and free of disease and hopefully to reunite them with their owners or find them new homes.

These are some potential personnel sources to staff emergency animal shelters in SC:
- Staff from the SC Association of Animal Care and Control (SCACCA)
- Staff from local resident animal shelters
- Trained, screened volunteers
- National AER organizations that have MOUs with SCEMD:
  - American Society for the Prevention of Cruelty to Animals (ASPCA); or
  - National Animal Rescue and Sheltering Coalition (NARSC)

Veterinarians and veterinary technicians can be requested (locally or from the SCVRC) to visit on a regular basis or be on call to provide preventive care or treatment.

Security should also be provided to the emergency animal shelter setting.

Animal emergency responders need to be familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS[23]). Volunteers need to complete basic ICS courses (100, 200) at minimum. Staff for the emergency animal shelter, which is part of the local emergency management infrastructure, are organized by following ICS. Suggested organization charts are in LDAF plans on the LPH[2] website.

Training is available for potential emergency animal shelter volunteers. The Florida State Animal Response Coalition (FL SARC[24]) *Awareness and Operational Level Small Animal Emergency Sheltering* courses (certified by FL and on the FEMA class list) can be taught by request (to LPH). Other classes may be offered by resources known to SC county EMDs.

FEMA National Integration Center (NIC) AER Typed Resources[25] include emergency animal shelter positions, with qualifications and training requirements, to help with staff development.

"Spontaneous" volunteers who self-deploy can be referred to future trainings. If you choose to include them, offer them some support duties such as getting supplies or helping with donations.

OPERATING AN EMERGENCY ANIMAL SHELTER

There are several phases of emergency animal shelter operation, each with critical procedures and responsibilies.

Once your procedures are in place you can document them in a plan specific for your site or jurisdiction. LDAF (on LPH[2] website) and LSART[3] have excellent plans to use as templates, despite differences between our states. Each plan offers detailed protocols regarding the following phases:

Animal Transport (see options for pick-up procedures and manifest form in LA plans)
Set-up / shelter layout (set up may take several hours)
Log-in (includes assigning ID, taking photos, recordkeeping, census and tracking)
    Signage and rules (some examples are in *Attachment 3*)
    Registration (includes documenting existing ID or applying new ID)
    Triage (if animals appear sick – they will be separated from shelter animals and referred for veterinary medical care)
    +/- decon (with shampoo)
    Preventive external parasite control, +/- vaccinations
Daily care by species
    Feeding protocols
    Water, exercise
Cleaning and Disinfection (must follow steps to include soap, then appropriate disinfectant)
Waste Disposal
Veterinary medical care
Staff management
    Managing owners who are assisting
    Managing volunteers
    Shift change briefings and staff rotation
    Staff first aid and injury protocols
Bite Policy (refer to county animal services/DHEC policies and protocols)
Logistics (including requests for supplies when they are running low)
Donation Management (state what is needed, what is not needed and thank donors)
Discharge
    Reunification with owners -- for animals in Collocated or Separate sites and those brought in as at-large (often using reputable social media lost and found sites)
    Providing long-term shelter options, such as foster care, if needed
    Disposition of unclaimed animals
Deactivation/Demobilization (develop and follow a checklist)
    Cleaning, returning supplies
    Submitting reports and records

REFERENCES

1. Southern Agriculture and Animal Disaster Response Alliance (SAADRA). Member states: AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, TX, VA, and WV
2. Clemson Livestock Poultry Health (LPH) website: www.clemson.edu/lph/ahp, emergency preparedness page. Most documents referenced in this Annex are under *Emergency Animal Shelter Guidance for County Planners;* or under *Quick Links.*
3. Louisiana State Animal Rescue Team (LSART) Evacuation and Sheltering Manual, www.lsart.org
4. Texas Animal Health Commission, Local Planning Resources, Community Animal Response Plan (CARP), Guide to Developing a Community Animal Response Plan By Function, *Tropical Storms & Hurricanes*
5. National Alliance of State Animal and Agricultural Emergency Programs (NASAAEP), with representatives in all 50 states, was formed after Hurricane Katrina to develop Best Practices for emergency issues related to animals and agriculture. Website is under construction.
6. American Veterinary Medical Association (AVMA) a not-for-profit association based in Schaumburg, IL, serves as a collective voice for the veterinary profession and for more than 91,000 veterinarians working in private and corporate practice, government, industry, academia, and uniformed services.
7. Public Law 109–308, October 6, 2006, Pet Evacuation Transportation Standards Act
8. SC State Emergency Operations Plan, SCEMD.org
9. National Response Framework (NRF), Third Edition June 2016
10. FEMA Public Assistance Program & Policy Guide, FP 104-009-2/April, 2018
11. US Department of Justice, Civil Rights Division, Disability Rights Section, Frequently Asked Questions about Service Animals and the ADA
12. National Animal Rescue and Sheltering Coalition (NARSC), established in 2006, comprised of millions of experienced, qualified animal rescue and sheltering management professionals. NARSC has responded nationally and internationally to multiple disasters and deploys only hen officially activated by a state authority.
13. SC Hurricane Plan, General Population Shelter Management, *SC Multi-Agency Mass Care Task Force Strategy* document
14. NASAAEP Sheltering Best Practices Working Group 2014 *Emergency Animal Sheltering Best Practices Whitepaper*
15. South Carolina Hurricane Evacuation Study: Behavioral Analysis
16. 2017-18 American Pet Products Association (APPA) National Pet Owners Survey
17. AVMA US Pet Ownership & Demographics calculator
18. US Department of Agriculture, National Agricultural Statistics Service (NASS) database
19. AVMA, *Saving the Whole Family* disaster preparedness brochure
20. American Humane Companion Animal Zoonotic Diseases guide
21. FEMA ICS Forms, Assignment List (Form 204)
22. FEMA Authorized Equipment List (AEL)
23. FEMA Incident Command System Resources
24. Florida State Animal Response Coalition (FLSARC.org)
25. FEMA NIC Typed Resource Library, Animal Emergency Response (AER)

ATTACHMENTS   PAGE

Attachment 1
Emergency Stable Site Options

List maintained by Marsha Hewitt, SC Department of Agriculture Equine Specialist/Equine Evacuation Site Coordinator (803-727-6420) and CULPH

NOTE:
- **Call the stable site in advance to check availability, make reservations, get directions**
- **All require CURRENT NEGATIVE COGGINS TEST**
- **Owners responsible for feed, hay and water buckets and for cleaning up after their animals**
- **A listing here does not imply endorsement of services**

South Carolina

Low Country

Mullet Hall, Johns Island, 843-768-5867
Longfield, Palmetto Bluff, Bluffton, 843-706-9559
Lawton Stables, Hilton Head, 843-671-2586
Moss Creek Equestrian Center, Hilton Head, 843-837-6117 or 816-7830
Chapel Ridge Farm, Ridgeville, 843-875-4238
OKatee Corral & Stables, Ridgeland, pasture boarding, no stalls available yet; $10/day unless waived, liability waiver required, herd-friendly geldings and mares only, contact Lori Ann Thompson, 843-599-1183

Aiken Area

Buckleigh Farm, Aiken, 50-60 stalls, $10/horse/day, some living quarters available, no RV hook-up, contact Ite O'Huggins 803-640-5009 (leave message with name and phone number)
Aiken Training Track, Aiken, 50-60 stalls, call for availability, contact Darryl Holloway 803-648-4631
Marrinson Stables, Ridge Spring, 803-685-5425
Chime Bell Farm, Aiken, 803-649-1746 or 649-4471
Highfields Event Center, Aiken, 803-649-3505
Red Amour, Inc., Aiken, 563-373-9480 or 561-373-9489 or 383-8095
Rumor Has It Farm, Williston, 20-stall barn, call for availability 803-266-3556 or 803-522-0067
Valhalla Equestrian Centre, Aiken, 608-320-1819
Highlander Farm, Ridge Spring, 803-257-1980
Deerwood Horse Hotel, Aiken, camper hookups, 803-522-8453
Echo's Rest Farm, Aiken, 803-270-7356 or 644-4739
Shepherd's Purse Farm, Williston, 540-454-1029 or 803-266-4012
Cadence Farm, Wagener, 803-221-3227
Hatchaway Bridge Farms, Aiken, contact Kathryn Murphy 803-649-6989

Camden Area

Springdale Racetrack, Camden, by availability only, 60 stalls, contact Jeff Teeter 803-432-6513
Evergreen Training Center, Camden, 55-60 stalls, bedding available for purchase, contact Mike Rahain 803-422-1845
Camden Training Center, Camden, by availability only, 30 stalls - $10 per day, bedding available for purchase, contact Paul Anderson 803-513-2939
SC Equine Park, Camden, Exit 101 off I-20, 290 stalls, $10/day, contact Mike Mathis 803-486-4938
Hunters Forge, Camden, 803-572-1208 or 803-572-1192
Pear Tree Farm, Camden, 803-432-9490

Upstate

Garrison Arena, Clemson, 300 stalls, call for availability & rates, contact Charles Williams 864-646-2717
Smiling Horse Farm, Anderson, 864-933-3529
ClearView, Landrum, 864-616-0033
Double J Arena, 429 Lockaby Rd, Pendleton, SC 29670, 864-918-2726

Other SC Areas

SC State Fairgrounds, Columbia, by availability only: contact Nancy Smith 803-799-3387, 8 - 5pm
There is NO charge for stabling; NO shavings are available for purchase on the grounds. The feed and shavings are the responsibility of the owner. Owner must muck the stalls prior to departure. If horses are brought to the fairgrounds for this purpose, the owner (or designated rep) is required to be on site with the animal/s 24/7.
The Hippodrome, N. Augusta, SC, contact Tim Peterson 803-278-4785
Whitehaven Plantation, Bishopville, 20 stalls and paddocks, 803-428-5656
Red Barn Pony, Sumter, 803-494-8004
Sumter County Fairgrounds, Sumter, 803-775-5200

Georgia

Echelon Sport Horse, Guyton, (near Savannah), 912-772-3897

North Carolina

Eastern Agriculture Center, Williamston, call for reservations, 252-792-5802
FENCE (Foothills Equestrian Nature Center) Tryon, by availability only, 300 stalls, $15/night, contact Ron Piccari 828-606-7441
Harmon Field, Tryon, 150 stalls, no charge but donation welcome, contact George Alley at 828-859-5784
Hunt Complex, Raleigh; bring feed, hay, bedding, 919-821-7400
NCSU Vet. Equine Research Center, Southern Pines, 910-692-8640
Western Agriculture Center, Fletcher (Asheville area), bring feed, hay, bedding, Matt Buchanan 828-687-1414
Found Feather Farm, Lake Lure, 828-625-8770

Attachment 2
List of SC Emergency Animal Shelter Sites

Emergency animal sites under development:

Counties: ESF-17 is aware that several SC counties are in the process of working to develop emergency animal shelter sites. Some of these will be collocated. Other counties have agreements with their local animal services or local humane groups to provide for Separate/Stand Alone/Animals Only emergency animal sheltering. Some have procured mobile units that can shelter pets in emergencies. Other counties may have predesignated sites and plans in place that are unknown to ESF-17 at this time – these will be added to the list as soon as they are known.

We are unaware of a development of Cohabitated emergency animal shelter sites; in actual events, however, ad-hoc, independent-type Cohabitated sites have been used on a small scale.

Regional: ESF-17 has done outreach to counties about development of a regional emergency animal shelter site concept, possibly using livestock buildings in county-based fairgrounds, all of which are privately owned. Work on this concept, including development of a template for a site usage MOU, is in process.

ASPCA or NARSC-managed sites: Because of MOUs that SCEMD has with both ASPCA and NARSC, emergency animal shelter sites can be set up and operated during an event if needed.

Known county emergency animal shelter sites:

Berkeley County:
Cane Bay High School
Gym lockers rooms
Approximate Capacity: 100 pets

Westview Middle School
Gymnasium
Approximate Capacity: 100 pets

Charleston County:
Coastal Pre-Release Center
3765 Leeds Avenue, Charleston, SC 29405
Approximate Capacity: 120 pets

Dorchester County:
Dubose Middle School, Gymnasium
1005 Dubose School Road, Summerville, SC 29483
Approximate Capacity: 100 pets

Oconee County:
Approximate Capacity: 100 pets

Richland County:
3214 Broad River Road, Columbia, SC
Approximate Capacity: 40 dogs, 20 cats

1 Broad River Road, Columbia, SC
Mobile emergency pet shelter

Attachment 3
Examples of Forms, Rules and Signs for Emergency Animal Sheltering

➢ More examples, including daily animal care schedule sheets, are on the LDAF plan on the LPH website[2].

➢ Check with your local resident animal shelter/animal services personnel to ask if they have other examples to adapt for your use.

➢ Confer with your legal team for their advice and preferred wording about liability issues, etc.

Suggested Signs

REGISTRATION AREA   CONTROL YOUR PET!

VOLUNTEER SIGN-IN AREA   DOG WALK AREA

SHELTER HOURS _____TO _____   QUIET! LIGHTS OUT! PETS ARE SLEEPING

NO ACCESS WITHOUT PROPER ID

CURRENT NEWS (posted on bulletin board)

CAUTION – ISOLATION AREA

VOLUNTEER APPLICATION FORM

Date_____

Name_____ Occupation_____
_____
Address_____

Mailing Address (if different) _____
City_____State_____Zip_____
Telephone (work) _____ (home)_____
May we contact you at work? Yes____   No_____   Cell/Pager #_____
Email address/web
site_____
Employer Name & Address (optional) _____
_____
Emergency
Contact_____
Relationship_____Phone _____
Education_____
Professional
Skills/Training_____
ICS 100 _____ICS 700   Other ICS_____
HAZMAT training_____
Other_____
Volunteer Experience (especially working with animals):
Years   Organization   Position/Activity
_____
_____

Availability for Meetings/Training: _____Days _____Evenings ____Weekends
During a declared emergency, when would you be available to help? (Check all that apply)
_____Days _____Evenings _____Weekend Days _____Weekend Evenings ____N/A
Are you currently vaccinated against: _____Tetanus _____Rabies _____Hepatitis
Do you have any equipment/supplies that you could make available during a disaster? (i.e.,
horse trailer, 4 wheel drive vehicle, animal carriers, etc.
_____
Please circle assignments that you would be willing to perform during a disaster:

1. Set-up   2. Break-down   3. Transportation   4. Clerical
5. Telephone duty   6. Computer Operator 7. Inventory   8. Coordinator
9. Grief Counselor   10. Electrical   11. Plumbing   12. Trash
13. Construction   4. Laundry   15. Cleaner   16. Procurement Supplies
17. Lab Tech   18. Grooming   19. Vet Tech   20. Veterinary Services
21. Animal Care   22. Record Keeping   23. Foster Car   24. Photography
25. Animal Diet Prep 26. "Rover"/"Gopher" 27. Other_____

VOLUNTEER AGREEMENT & RELEASE OF LIABILITY

I, _____, **HEREBY ACKNOWLEDGE** that I have voluntarily applied to assist _____ in the disaster situation described as follows:
_____
_____--_____
I AM AWARE THAT WORKING IN THE SAID DISASTER SITUATION MAY BE DANGEROUS AND I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH.
Please Initial:_____

AS LAWFUL CONSIDERATION for being permitted by_____ to assist in the said disaster and receive, as it may be, disaster relief training and instruction, free meals, transportation, lodging, or other like considerations, I hereby agree that I, my heirs, distributees, guardians, legal representatives, and assigns will not make a claim against, sue, attach the property of, or prosecute _____ for injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent, or contractor of _____, or its affiliates, as a result of my assisting in the said disaster. In addition, I hereby release and discharge _____ and its affiliate organizations from all actions, claims, or demands I, my heirs, distributees, guardians, legal representatives, or assigns may have for injury or damage resulting from my assistance in the said disaster.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND _____ AND I SIGN IT OF MY OWN FREE WILL.

SIGNATURE / DATE VOLUNTEER'S SIGNATURE

SIGNATURE / DATE WITNESS'S SIGNATURE

COLLOCATED EMERGENCY ANIMAL SHELTER 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 have identification with you and on your cat or dog and animal cage at all times (see attached pet care outline).
2. You must provide appropriate type animal kennel for your pet.
3. You must provide written proof of current Rabies Vaccinations. If you do not have proof of rabies vaccination, a $10.00 fee is collected and a rabies vaccination will be given by a veterinarian. Other vaccines may be recommended.
4. 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." Only one person per household will be allowed to enter the cat or dog living quarters. No one under 18 years of age will be permitted in the animal living quarters.
5. Owners agree to feed, water, sanitize, and exercise their cat or dog on a scheduled frequency of no less than twice daily.
6. Owners will not permit other shelter occupants to handle or approach their animal(s). Owners agree not to handle any other shelter occupant's pet.
7. 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.
8. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s).
9. Owner acknowledges that any decision concerning the care and welfare of their animals(s) and the shelter population as a whole are within the sole discretion of the Shelter Manager.
10. Any pet found abandoned or without owner within the shelter, will result in the animal being relocated to the nearest animal control facility with final disposition left to the discretion of the animal control facility. **AN ANIMAL IS CONSIDERED ABANDONED WHEN THE OWNER HAS FAILED TO TAKE CARE OF AND SIGN THE ANIMAL CARE SHEET FOR 48 HOURS.**
11. 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 symptoms.

Owner Signature _____

Date   **_____**

SHELTER PROCEDURES FOR OWNERS

VISITING HOURS

- **POSTED AT ENTRANCE TO ANIMAL SHELTER**
- **MUST GET A VISITOR'S PASS AT THE REGISTRATION DESK**
- **SUBJECT TO CHANGE WITHOUT NOTICE AS NECESSARY**
- **OWNERS ENCOURAGED TO EXERCISE & OTHERWISE CARE FOR THEIR OWN ANIMAL AS MUCH AS IS PRACTICAL**
- **FEEDING TO TAKE PLACE AT ONE TIME FOR ALL ANIMALS IN AREA**
- **OWNER MUST BE 18 YEARS OLD AT MINIMUM TO TAKE PET OUT OF CAGING**
- **PROOF OF OWNERSHIP (SHELTER INTAKE FORM RECEIPT) MUST BE SHOWN EACH TIME OWNER VISITS ANIMAL**

OWNERSHIP RIGHTS

- ABILITY TO VISIT WITH PET DURING OPEN HOURS AS MUCH AS POSSIBLE, PROVIDING SUCH VISITATION DOES NOT INTERFERE WITH OTHER RESIDENT'S RIGHTS TO THE SAME CONSIDERATION, AND UNDER SUCH PROCEDURAL RULES THAT THE INCIDENT COMMANDER MAY DETERMINE TO BE NECESSARY IN ORDER TO ENSURE BOTH THE PET'S SAFETY AND SECURITY AS WELL AS THE OWNER'S AND THE GENERAL PUBLIC'S.

OWNERSHIP RESPONSIBILITIES

PROVIDE AS MUCH OF DAILY CARE TO PET AS IS POSSIBLE.
SIGN IN AND SIGN OUT, UTILIZING AN IDENTIFICATION PASS.

DOGS WILL NEED-
- WALKING 3 - 4 TIMES DAILY
- CAGE CLEANING DAILY
- FRESH WATER 1 - 2 TIMES DAILY
- FEEDING - SEE STAFF FOR YOUR SECTION'S SCHEDULE
- MEDICATING, IF NECESSARY

CATS WILL NEED-
- LITTER BOX CLEANING DAILY
- FRESH DRY FOOD AND WATER DAILY
- MEDICATING, IF NECESSARY
- FRESH BEDDING

PLEASE PROVIDE AS MUCH OF YOUR ANIMAL'S CARE AS YOU CAN!!
IF YOU HAVE TIME, THERE MAY BE OTHER WAYS TO HELP – PLEASE ASK!!

EMERGENCY ANIMAL SHELTER ADMISSION INFORMATION

Date_____

Owner's Printed Name (print) _____

_____

Address: _____

City: _____ State: ____Zip:_____Phone: _____

Alternate Phone: _____E-mail _____

Driver's License #: _____

Place of Employment _____

How can you be contacted while your pets are here? _____

List anyone authorized to care for your pets at the emergency animal shelter (must be 18 or older).

Name(s)   Relation to Owner:

_____

_____

_____

Pet Information

	Pet 1	Pet 2	Pet 3
Name			
Breed			
Date of Birth			
Color/Description			
Sex (spayed/neutered?)			
Medications			
Special Diets			
Micro-chipped?			

Pet Vaccine History

Rabies Vaccine			
DHLPP Vaccine			
Kennel Cough Vaccine			
FVRCP Vaccine			

Current Veterinarian: _____ Phone: _____

I have read and understand this agreement and certify that I am the owner of these animal(s).I agree to hold harmless all persons and/or this facility for assistance in housing my pets, or should they become lost, injured, or ill while utilizing these services. I agree to follow the pet area rules while I am here. I understand that any unclaimed pets will be considered abandoned.

_____   _____

Date   Pet Owner Signature

_____   _____

Date   Witness Signature

ANIMAL INTAKE INFORMATION

❑ RESCUED BY VOLUNTEER ❑ DROPPED OFF (STRAY) ❑ OWNER REQUESTED SHELTER ❑ OWNER SURRENDER ❑ DEAD ON ARRIVAL	SHELTER NAME: SHELTER LOCATION:		ID NUMBER
	DISASTER LOCATION		CAGE NUMBER
	TODAY'S DATE	RECEIVED BY (PRINT)	
PERMISSION TO SHELTER ❑ OFF-SITE ❑ ON-SITE	PRINT NAME		OFFSITE LOCATION

OWNER INFORMATION

NAME	PRE-DISASTER ADDRESS (INCLUDE CITY & ZIP CODE)	PHONE NUMBER(S) (HOME, WORK, MESSAGE)

INFORMATION PROVIDED BY (IF ANIMAL DROPPED OFF BY SOMEONE OTHER THAN (OWNER)

NAME	POST- DISASTER ADDRESS (INCLUDE CITY & ZIP CODE)	POST-DISASTER PHONE NUMBER(S)
DRIVER'S LICENSE # STATE	TEMPORARY ADDRESS	PHONE NUMBER(S)

LOCATION OF ANIMAL PICKUP (GIVE ADDRESS IF KNOWN AND LANDMARKS) & VACCINATION STATUS

Current on Vaccinations?   Yes ❑ No ❑ Date of last vaccinations _____Veterinarian _____

ANIMAL INFORMATION

❑ DOG   ❑ CAT   ❑ BIRD   ❑ REPTILES ❑ OTHER _____   ❑ HORSE
❑ PUPPY ❑ KITTEN ❑ FERRET ❑ RODENT ❑ LITTER (IF UNDER 8 WKS NUMBER IN LITTER) _____

❑ M ❑ F	❑ NEUTERED ❑ SPAYED ❑ UNKNOWN	BREED _____ ❑ SM ❑ MED ❑ LGE	
COAT TYPE	COLORS	TAIL ❑ LONG ❑ SHORT ❑ CURLY❑ BUSHY ❑ CROPPED❑	EARS ❑ ERECT ❑ FLOP ❑ CROPPED
DISTINGUISHING MARKS	IF CAT, DECLAWED ❑ NO ❑ YES	ANIMAL'S NAME (IF KNOWN)	MICRO CHIP OR TATTOO? ❑NO ❑YES #_____
COLLAR ❑NO ❑YES RABIES TAG # /STATE /YR	ID TAG (IF YES) NAME/PHONE NUMBER/ ADDRESS OF THE ID TAG ATTEMPED TO CONTACT via tag info Date _____		
ANIMAL AGGRESSIVE? ❑NO ❑ YES MARK CAGE	IF YES, AGGRESSIVE TOWARDS ❑ PEOPLE ❑ OTHER ANIMALS	HAS ANIMAL BITTEN ANYONE IN THE LAST 10 DAYS ❑ NO ❑ YES QUARANTINE AND FILE REPORT	

Medications and instructions:

UNCLAIMED OR ANIMALS WITHOUT KNOWN OWNERS

Date Entered into Databases:	Date Surrendered to Owner:	Date Surrendered to other shelter (name shelter):

PET RECOVERY RESIDENCE ENTRY FORM
Adapted from Aiken, Charleston and Richland Counties in SC

Name: _____

Address: _____

Nearest Cross Street: _____

Key Tag Number: _____

Telephone Number: _____

Type of Animal: _____

Animal Description: _____

Animal Location Inside or Outside or Residence/Business: _____
_____
_____

_____

Animal Identification Number: _____

Officer's Signature: _____

Disposition: _____

Owner's Return Signature: _____

AUTHORIZATION, RELEASE AND HOLD HARMLESS AGREEMENT

I hereby authorize XXXX County Government and the XXXXXX County XXXXX Animal Services, and its designees, officers, agents and employees to enter into my property at _____ utilizing the entrance keys provided by me to search for and retrieve my pet(s). In consideration of this authorization, I hereby release and hold such officers, employees and agents free and harmless from any injury or damage that may occur to real or personal property resulting from such entry. I further understand such entry is for the sole purpose of retrieving live animals and not for rescue or assistance in any other manner.

Approved and executed this _____day of _____Month, _____Year

_____
PRINT NAME
I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT

_____
SIGNATURE   DATE

_____   _____
WITNESS SIGNATURE   DATE

Attachment 4 – Two (2) Site Assessment Worksheets

a. Pre-Emergency Animal Shelter Assessment from Denver Animal Care Working Group
(Printable version is on LPH[2] emergency preparedness page)

Facility Data

Facility Name	_____
Facility Address	_____
Facility Phone	_____
Facility Primary Point of Contact	_____
Primary POC Phone	_____

Assessors Data

Assessors Name	_____
Agency/Organization	_____
Address	_____
Phone	Email _____

Floor Types & Modifications

Y	N	*Preferred*	
☐	☐	Concrete/Cement	_____
☐	☐	Poured non-porous floor	_____
☐	☐	Other	_____

Y	N	*Okay with constant replacement, maintenance, upkeep and/or sanitization*	
☐	☐	Dirt	_____
☐	☐	Wood	_____
☐	☐	Tarp	_____
☐	☐	Shavings	_____
☐	☐	Plastic	_____
☐	☐	Other	_____

Y	N	*Poor - not preferred or poor sanitation disease control capabilities*	
☐	☐	Carpet	_____
☐	☐	Other	_____

What modifications may need to be made?

Facility Accessibility

Y	N	Does the facility have:	
☐	☐	Easy entrance and exit for animal staff and transport vehicles	_____
☐	☐	Separate entrance and exit for the public (not required but helpful)	_____
☐	☐	Sufficient Parking for animal shelter staff, volunteers and the public	_____

Y	N	**Large animals/supplies**	
☐	☐	Large truck/trailer access	_____
☐	☐	Loading dock bay	_____
☐	☐	Roll up/large doors	_____

Facility Layout

Is there available space the following functions:

Y	N	**Animal needs**	
☐	☐	Intake	_____
☐	☐	Animal housing	_____
☐	☐	Veterinary clinic/care	_____
☐	☐	Adequate spacing to separate species	_____
☐	☐	Cleaning and sanitation	_____
☐	☐	Warehouse/storage (donations and supplies)	_____
☐	☐	Bathing of animals	_____

Y	N	**Volunteer needs**	
☐	☐	Volunteer care and rehab	
☐	☐	Food prep/serving area separate from pets?	_____
☐	☐	Separate eating/break area	_____
☐	☐	Separate rest area	_____
☐	☐	Bathroom & shower facilities	_____

Y	N	**Co-location considerations**	
☐	☐	If owner/pets co-located, is there 8' spacing between owner/pet groups	
☐	☐	Designated animal area	_____

Facility Amenities

Y	N	Does the facility have:	
☐	☐	Hot & Cold Running Water	_____
		*Necessary for cleaning and sanitizing equipment	
☐	☐	Drinking water for the animals	_____
☐	☐	Pet food storage	_____
☐	☐	Hand washing facilities	_____

Y	N	**Bathing of animals**	
☐	☐	Floor drains	_____
☐	☐	Hose spigots	_____

Power

Y	N	**Electric**

		Outlets - quantity	
		Outlets - locations	

		Easy access to breaker box/fuses	
Y	*N*	***Generators***	
		Available?	
		Pre-Wired?	
Y	*N*	***Lighting***	
		Supplemental lighting	
		Ability to turn down/lower intensity without shutting off all lights	
		Turn off completely	
		Security Lighting	
		Inside Facility	
		Outside facility	

Temperature Control

Y	*N*		
		Air Conditioning	
		Heat	
		Fan	
		Airflow	

Waste and Sanitation

Y	*N*	***Restrooms***	
		Inside for Staff and Volunteers	
		Public Access	
		Portables outside the shelter	
		Space for portables outside	
Y	*N*	***Waste Disposal***	
		Trash cans inside?	
		Trash cans outside?	
		Dumpster	

Security

Y	*N*		
		Does the facility have the following capabilities:	
		Animal escape prevention	
		Ability to close all exterior doors without ramifications to air flow	
		Interior fencing	
		Exterior/perimeter fencing	
		Public perimeter	

		Prevent theft of animals or supplies	_____
		Crowd control	_____
		Overnight security	_____
		Ability to lock all exterior doors	_____

Facility Considerations

Estimated dog capacity _____

Estimated cat capacity _____

Estimated capacity "other" _____

Types of Sheltering

Y   *N*   *Collocation*

| | | Pet Friendly - owners & animals shelter close | _____ |

Y   *N*

| | | Cohabitation - owners & animals share space | _____ |

Y   *N*   *Temporary Evacuation*

| | | Strays | |
| | | Owned Animals - Owners sheltered elsewhere | _____ |

Notes

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

b. *Shelter Site Selection* (Appendix 6 in LDAF Cohabitated Shelter Toolkit)

APPENDIX 6
SHELTER SITE SELECTION

PET SHELTER SITE SELECTION WORKSHEET

County _____   Date _____

Site
Address:_____

_____

_____

_____

Will the site be part of a collocated shelter?   Yes   No

If yes, what is the capacity of the human shelter?

Electricity available?	Yes	No
Cold water available?	Yes	No
Hot water available?	Yes	No
Air conditioning?	Yes	No
Is access to ventilation adequate if power is out?	Yes	No
Is there a permanent roof/shelter?	Yes	No
Decon for animals available?	Yes	No
Can floors be washed with hose?	Yes	No
Area available for exotics?	Yes	No
Walking/exercise area for pets outdoor?	Yes	No
Walking/exercise area for pets indoor?	Yes	No
Are cat areas separate from dogs?	Yes	No
Is there an area for isolation?	Yes	No
Is there an area for quarantine?	Yes	No
Is there an area for registration?	Yes	No
Is internet access available?	Yes	No
Is internet access wireless?	Yes	No
Are separate buildings available for human/animal sheltering?	Yes	No

IF YES STOP HERE

Are non-adjacent human/animal shelter locations available in building?	Yes	No
Do solid walls and doors separate human/animal shelter locations?	Yes	No
Are human and animal sheltering spaces on separate HVAC systems?	Yes	No
Is separation adequate to control human exposure to animal noise?	Yes	No
Is separation adequate to control human exposure to animal allergens?	Yes	No
Is separation adequate to control human exposure to animal pathogens?	Yes	No

Describe conditions or operations that will allow separation of humans and animals in the shelter:

Square feet of available area for dogs and cats?   _____

Max number of dogs?   _____

Max number of cats?   _____

Square feet of available area for exotics?   _____

Max number of exotics?   _____

Will cages be stacked?   Yes   No

If cages stacked, how?

Attachment 5
Emergency Animal Shelter Supplies

Registration/Log In
Staff ID badges
Volunteer ID badges
Owner caretaker ID badges
One or two transport-type kennels
Large folding tables
Folding chairs
Universal microchip scanner
Multiple copies registration forms
Forms: volunteer check in/ animal check in/liability waiver/bite reports/discharge
If power: computer, thumb drives, printer/scanner, printer paper, ink cartridges
Camera
Filing boxes
Leashes
Portable fencing and posts and hammer
Office supplies:
> Spiral 3-ring binders and 3-hole punch
> Stapler, staples
> Scissors, notepads, paper clips
> Clip boards
> Permanent markers, dry erase markers, pens
> Tape and tape dispenser

Poster board, easels & tape for signage
Cell phones and chargers
+/- Microchips, animal neckbands, owner wrist bands
Radio for weather information
+/- Walkie-talkie radio
Flea control products (Capstar)
Duct tape
Human first aid kit
Letter size clear poly envelopes for cage info
Blank sticky labels and preprinted labels:
> *Intact male, female in heat*
> *Geriatric*
> *Caution*

Animal catch pole nearby
Cat "sacks"
Quality rope
Disposable gloves
Handwashing area with soap nearby
+/- Hand sanitizer gel
Whistles, megaphone
Animal tie/stake outs
Staff/volunteer job aids
Bulletin bd/dry erase/easel to post news
Signage: regarding areas with limited access, rules, and directional arrows

Pet Housing Areas
One entrance to each pod to reduce traffic
Bulletin board /dry erase board for notices including "Vet Alert" cards
Enough leashes to double up when walking each dog
Animal containment: mostly XL and L sizes
Extra-large folding wire crates
Large folding wire crates
Small folding wire crates
Medium (25-30 lb dog) airline-type carriers
A few portable corrals with wire on top
Cardboard crate separators or tarps
Huge supply of electric zip ties
Wire cutter
Clipboard for each cage
Letter sized clear poly envelope each cage
Forms:
> Cage cards / daily animal care sheets
> Vet Alert cards

Litterboxes, litter, litter scoops, shredded newspaper
Newspaper or other cage liner
Duct tape
100's of plastic zip-ties (about 8 per crate or kennel)
Blankets and towels (to cover crates)
Poop scoops
Disposable gloves

Muzzles
Animal catch pole
Heavy, long "cat" gloves
Fish "throw" net
Dividers/shoeboxes for small animals to "hide"
Radio to play soothing music
Grooming supplies
Basic pet first aid supplies

Food Preparation
Food storage containers
Food bowls, water bowls
Sinks and running hot water
Dishwashing liquid or dishwasher
Measuring cups and spoons
Rolling metal cart for food delivery & bowl pick up
Potable water
Dry dog food, dry cat food, wet cat food
Low residue dog food (such as I/D) for GI upsets
Can openers
Watering cans for water fill ups
Aluminum foil and/or plastic wrap
Ziploc bags

General Shelter/Facility Needs
Log-in, isolation, veterinary exam areas
Thick mil plastic to line floors and walls
Electricity available
Fans
Crate dolly
Fire extinguisher
Generator
Refrigeration (refrigerator ideal)
Ice chests or freezer, ice
Yellow caution tape, orange cones
First aid kit
Tools: hammer, wire cutters, screwdrivers, pocket knife, pliers, handsaw, bolt cutters, heavy scissors, wrench, shovel
+/- Tents
Corrugated mats
Portable halogen lights
Extension cords and power strips
Duct tape
Batteries

Flashlights
Fuel can
Large plastic storage tub(s)
Wasp spray and other insecticide
+/- Megaphone
Walkie-talkie
Candles and matches
Bleach
Back-up lighting
Laundry facility nearby

Veterinary Treatment
(Veterinarians would bring meds, etc.)
Exam gloves
Exam table or similar surface
Flea comb
Thermometers
Ectoparasite control meds
Vaccines
Antibiotics
Wound care (cotton, gauze, wrap, tape, splints)
Euthanasia supplies
Mild shampoo
Elizabethan collars
Set of clippers
Stethoscope
Alcohol wipes
Nail trimmers
Sharps container
Scale

Cleaning and Disinfection
Storage area for chemicals
Disposable gloves
Empty spray bottles
Large, heavy duty trash barrels with lids
Large thick-mil plastic trash bags
Small plastic trash bags
Soap
Disinfectant appropriate for animal kennels
Scrub brushes
One-use wipes, Paper towels, Cloth towels
Broom, mops, sponges, dust pan
Disinfecting wipes
Ear protection
Buckets separate from feed/water buckets
Shop vacuum

Garden hose and nozzle
Air deodorizer

<u>Staff/Volunteer Care</u>
ID badges
Rest area, inside or outside
Chairs, cot, +/- privacy screen
Sunscreen
First aid kit
Insect repellent
Umbrella, raincoats, rubber boots

Disposable coveralls and gloves, various sizes, safety glasses, dust/surgical masks
Work gloves
Personal food storage area
Paper plates and cups, napkins
Drinking water
Toilet paper
Radio/TV
Coffee pot
Hand soap, hand sanitizer gel

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