

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
EMERGENCY RESPONSE ACTIONS**

COHABITATED HUMAN/HOUSEHOLD PET SHELTERING TOOLKIT



July 2018

ACKNOWLEDGEMENTS

The completion of this Toolkit could not have been possible without the participation and help of so many people whose names may not be enumerated. Their contributions are sincerely appreciated.

The Louisiana Department of Agriculture and Forestry would like to express its deep appreciation to the following:

USDA, Louisiana State Animal Response Team, Tangipahoa Parish Government, Friends For Life, and the American Red Cross, for their endless support and dedication to protecting the lives of people and their pets during disasters.

To all others who in one way or another shared their support, thank you.



Produced under a cooperative agreement with the United States Department of Agriculture.

Table of Contents

1.0	SCOPE AND APPLICATION	6
1.1	<i>Special Considerations for No-notice Impromptu Cohabitated Human/Household Pet Sheltering</i>	6
1.2	<i>Summary of Guidance for Planning a Non-governmental and/or Local Cohabitated Human/Household Pet Shelter</i>	10
1.2.1	Planning to Initial Response Checklist:	10
1.2.2	Operational Coordination Checklist	11
1.2.3	Demobilization or Transition to Alternative Sheltering Checklist	12
2.0	SUMMARY OF GUIDANCE FOR PLANNING TO OPEN A COHABITATED HUMAN/HOUSEHOLD PET SHELTER	13
2.1	<i>Planning Cohabitated Shelter Operations</i>	14
2.1.1	Personnel	14
2.1.2	Pre-Incident Training	16
2.1.3	Equipment	17
3.0	COHABITATED SHELTER OPERATIONS	18
3.1	<i>Transition to Alternative Sheltering</i>	20
3.2	<i>Health and Safety</i>	20
3.2.1	Access Screening	21
3.3	<i>Documentation</i>	21
3.4	<i>Resources Used</i>	22
3.5	<i>Donations</i>	22
3.6	<i>Public Information</i>	22
	APPENDIX 1	23
	APPENDIX 2	26
	APPENDIX 3	28
	APPENDIX 4	29
	APPENDIX 5	32
	APPENDIX 6	45
	APPENDIX 7	48
	APPENDIX 8	50
	APPENDIX 9	53
	APPENDIX 10	56
	APPENDIX 11	57
	APPENDIX 12	59
	APPENDIX 13	59
	APPENDIX 14	63
	APPENDIX 15	67
	APPENDIX 16	68

APPENDICES

- Appendix 1 Cohabitated Shelter Management Structure
- Appendix 2 Coordinating Elements
- Appendix 3 Shelter Guide
- Appendix 4 Shelter Activation and Readiness Checklist
- Appendix 5 Animal Sheltering and Evacuation Forms
- Appendix 6 Shelter Site Selection
- Appendix 7 Public Health and Safety Considerations
- Appendix 8 Sample MOU's and Agreements
- Appendix 9 Public Information
- Appendix 10 Donations Management Checklist
- Appendix 11 Resources
- Appendix 12 Shelter Volunteers
- Appendix 13 Service Animals
- Appendix 14 Demobilization or Transitioning
- Appendix 15 Reimbursement for Pet Evacuation and Sheltering
- Appendix 16 Common Definitions

RESOURCE LINKS AND REFERENCES

- American Red Cross www.redcross.org
- American Society for the Prevention of Cruelty to Animal <https://www.asPCA.org/>
- American Veterinary Medicine Association www.avma.org
- Center for Disease Control <https://www.cdc.gov>
- Federal Emergency Management Agency <https://www.fema.gov>
<https://rtlt.preptoolkit.fema.gov/Public/Combined?s=&a=&q=animal>
- Friends For Life <http://www.friends4life.org/>
- Louisiana Department of Agriculture and Forestry www.ldaf.state.la.us
- Louisiana Society for the Prevention of Cruelty to Animals <https://www.la-sPCA.org>
- Louisiana State Animal Response Team <http://www.lsart.org/>
- National Animal Control Association <http://www.nacanet.org/>
- National Animal Rescue and Sheltering Coalition <http://thenarsc.org/>
- National Voluntary Organizations Active in Disaster <https://www.nvoad.org/>
- United States Department of Agriculture, Animal and Plant Health Inspection Service
<https://www.aphis.usda.gov>
- United States Department of Housing and Urban Development
https://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf

GLOSSARY

AC	Animal Care
ACC	Animal Control Center
ACO	Animal Control Officer
ACT	Animal Control Team
ADA	Americans with Disabilities Act
APHIS	Animal and Plant Health Inspection Service
CDC	Center for Disease Control
CGS	Command and General Staff
CHHP	Cohabitated Human/Household Pet
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FSC	Finance Section Chief
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
LNO	Liaison Officer
LSC	Logistics Section Chief
MOU	Memorandum of Understanding
MSN	Medical Special Needs
NARSC	National Animal Rescue and Sheltering Coalition
NGO	Non-Governmental Organization
NIMS	National Incident Management System
OSC	Operations Section Chief
PIO	Public Information Officer
POC	Point of Contact
SitRep	Situation Report
SM	Shelter Manager
SME	Subject Matter Expert
SMT	Shelter Management Team
SO	Safety Officer
SST	Shelter Security Team
TSP	Technical Specialist Provider
USDA	US Department of Agriculture
VMRC	Veterinary Medical Reserve Corps
VMT	Veterinary Medical Team
VOAD	United States Department of Housing and Urban Development

1.0 SCOPE AND APPLICATION

The purpose of this Toolkit is to offer functional guidance to aid in the establishment, operation and maintenance of Cohabitated Human/Household Pet (CHHP) shelters in response to an emergency associated with a natural or manmade disaster. CHHP sheltering means that people and their pets are physically together within a shelter. Collocated Human/Household Pet sheltering in contrast involves separate facilities for the humans and pets, but are typically in close proximity so the humans can routinely visit and care for their pets. CHHP sheltering generally requires a collocated pet shelter for those pets not suitable for the Cohabitated shelter. Pet evacuation, sheltering and care are inherently the responsibility of the pet owner.

Experience has shown that some people who need assistance with evacuation, transportation and sheltering during an emergency may refuse to leave their homes unless they also receive assistance with their pets. Planning is required to address the needs of pet owners who require evacuation and sheltering assistance for their pets as well as the needs of people who have service animals. Each state has a designated lead agency to aid in this mission during a disaster. Each jurisdiction should identify a lead agency to aid in this sheltering mission.

During a catastrophic incident, impromptu or planned CHHP shelters may be established by non- governmental groups, local jurisdictions or other entities. Planning and coordinating support and services for cohabitated sheltering will mitigate the critical issues identified in sheltering with pets.

This Toolkit has been developed to offer guidance in supporting CHHP sheltering. The Toolkit describes how to coordinate with non-governmental organizations, community leaders and governmental partners at the local, parish/county, state/tribal/territorial levels to accomplish its sheltering mission.

1.1 Special Considerations for No-notice Impromptu Cohabitated Human/Household Pet Sheltering

Non-governmental cohabitated sheltering can be an essential asset to support people with pets who need sheltering during disasters. Cohabitated sheltering can also lessen the burden of local government agencies when resources to support sheltering are limited. CHHP sheltering generally requires a collocated pet shelter for those pets not suitable for the cohabitated shelter.

The priorities are to save lives and providing immediate temporary shelter when a non-governmental or local group sponsors an impromptu shelter during a no-notice or catastrophic event. Cohabiting humans and pets can be an efficient method of sheltering when properly organized. Mitigating public safety and health concerns should be the first priority when circumstances limit resources.

When non-governmental impromptu shelters are established, authority and organizational structure may not be immediately established. It is important to identify a person in charge of the pet sheltering operations. This person will provide leadership and establish the shelter rules and code of conduct.

There are critical issues to consider when opening a no-notice impromptu cohabitated shelter:

1. Notify local Emergency Management of shelter location, human/household pet census, current situation, shelter support (public health, and safety, local veterinarian, animal control, and humane group) and resources needed.
2. Establish pet rules and define which pet species are allowed to cohabitate with their owners.
3. Identify and record/register people with pets and those without pets (include emergency contact information).
4. Inform pet owners they are responsible for their pet.
5. Inform pet owners that transition to alternative forms of sheltering may be necessary as the incident evolves.
6. Separate people with pets from people without pets.
7. Separate species, aggressive, sick, and non -rabies vaccinated pets from the human population and other pets.
8. Choose a secure pet exercise/relief area with access to waste disposal, separate from general population traffic.
9. Identify and appoint someone or a group to support and offer oversight for pets, social media, donations and security.
10. Require all pets to remain leashed or crated at all times.
11. Report all Bite cases to local authorities (animal control, public health, and law enforcement).
12. Be prepared to transition to alternative forms of sheltering as the incident evolves.
13. Utilize shelter forms and policies.(Appendix 5)



LOUISIANA DEPARTMENT OF
AGRICULTURE AND
FORESTRY
Mike Strain DVM, Commissioner

5825 Florida Boulevard, Suite 4000
Baton Rouge, LA 70806

Phone: 225.925.3961
<http://www.ldaf.state.la.us/>



COHABITATED HUMAN/PET SHELTERING GUIDE

Cohabitated sheltering is an essential life saving measure to support people with pets who need sheltering during disasters.



Cohabitated means that people and their pets are sheltered together in the same area.



COHABITATED SHELTER COORDINATION CONTACT CHECKLIST:

Contact community Emergency Management.

Contact community Animal Control.
May provide Subject Matter Experts who can assist with abandoned, aggressive and/or quarantine animals involved in human bite cases.

Contact Sheriff or local Law Enforcement.
Security, Traffic, Inmate labor (pet cage set up, daily cleaning of shelter, etc.)

Contact local Fire Department.
May provide Safety Officer who can assist with human space requirements, safety and Paramedics, etc.

Contact local and State Veterinarian.
May provide veterinary care for sheltered pets. Advise the public health veterinarian that there is a shelter in the community. Ask for help and volunteers.

Contact community agencies and companies.
May provide and support wrap around services.
Public Health and Safety, VOAD, Local pet stores
Agriculture and Animal Health, Ag Extension Service
Local Humane Organizations

Identify alternative pet shelter sites.
Veterinary clinics, Animal Control, boarding facilities, arenas, and fairgrounds



Produced under a cooperative
agreement with the United States
Department of Agriculture.

LOUISIANA DEPARTMENT
OF AGRICULTURE AND
FORESTRY

Mike Strain DVM, Commissioner

Phone: 225.925.3961
<http://www.ldaf.state.la.us/>

COHABITATED HUMAN/PET SHELTERING GUIDE

SHELTER CHECKLIST

- ✓ Notify local Emergency Management of shelter location, shelter support and resources needed. (Public Health and Safety, veterinarian, animal control, and humane group)
- ✓ Establish pet rules and define which pet species are allowed to cohabitate with their owners.
- ✓ Establish area to shelter pets not allowed to cohabitate with their owners.
- ✓ Identify and appoint someone to support and provide oversight for pets, social media, donations and security.
- ✓ Identify and register people with pets.
- ✓ Inform people with pets that they are responsible for their pets.

SHELTER CHECKLIST

- ✓ Separate people with pets from people without pets.
- ✓ Separate by species, sick, aggressive, non-rabies vaccinated pets from the human population and other pets.
- ✓ Designate a secure pet exercise/relief area with access to waste disposal, separate from general population traffic.
- ✓ Require all pets to remain leashed or crated at all times.
- ✓ Report all bite cases to local authorities (Animal Control, Public Health, and Law Enforcement).
- ✓ Prepare to transition to alternative forms of sheltering.

National Resource Links

USDA <https://www.apbis.usda.gov/>
CDC <https://www.cdc.gov>
FEMA <https://www.fema.gov>
AVMA <https://www.avma.org>
VOAD <https://www.nvoad.org/>
RED CROSS www.redcross.org/
NACA <http://www.nacanet.org/>
NARSC thenarsc.org/

SHELTER RESOURCE LINK:

www.ldaf.state.la.us
Animal Health and Food Safety

Shelter Forms

Public Health & Safety Information

Service Animal

Volunteer registration

Bite Protocol

LSART Shelter Manual www.lsart.org

Operation guidelines may be found in Section 3 of this Toolkit.

1.2 Summary of Guidance for Planning a Non-governmental and/or Local Cohabitated Human/Household Pet Shelter

A collaborative planning process will facilitate efficient cohabitated sheltering operations when a non-governmental group sponsors a CHHP shelter. The planning process should include coordination with local, state, and federal government agencies as well as non-governmental support groups. These groups include public health, public safety, animal control, and humane groups, local, state and federal veterinarians.

Planning should include development of teams of specialized volunteers and technical specialist and easy to follow checklists for every phase of the sheltering process.

1. Planning to Initial Response
2. Operational Coordination
3. Demobilization or Transition to Alternative Sheltering

Examples and suggested checklist of each phase of sheltering are included in this section.

1.2.1 Planning to Initial Response Checklist:

- An organizational checklist should include who has the authority and responsibility. Establishing a leader offers an organized management framework. Sheltering is a scalable type operation that may contain from a handful of people and pets to hundreds of people with their pets. How it is organized is largely dependent on that scale. In small shelters the number of people running the operation may be limited. (Appendix 1)
- Establishing roles and responsibilities will provide the resources and technical experts required to shelter with pets.(Appendix 2)
- The primary goal of cohabitated sheltering is to offer a safe environment where people with pets may be sheltered together. They may be sheltered in an open or enclosed facility, but should be separated from those people without pets. When non- traditional or impromptu sheltering circumstances occur and resources are not available to support traditional pet sheltering, it is recommended to use a basic checklist. (Appendix 3, 4, 5)
- Site selection is one of the most critical components of cohabitated sheltering. Pre-planning which includes identifying potential pet sheltering sites prior to a disaster will contribute to successful cohabitated sheltering.(Appendix 6)
<http://nationalmasscarestrategy.org/american-red-cross-shelter-forms/>
- Determining who is the jurisdictional authority or agency in charge of public safety and public health issues about pet sheltering (e.g. emergency support lead, public health, local animal control or law enforcement) should occur during all phases of pet sheltering (planning, response, recovery). The key is to separate people with pets from non- pet owners.(Appendix 1, 2 and 7)
<http://www.usphs.gov/>
<https://www.cdc.gov/disasters/animalspubevac.html>
<https://www.cdc.gov/>

- Memorandums of Understanding (MOU's), agreements will promote partnering with local non-profits, faith based groups, humane organizations, animal response teams, and local veterinarians who can assist in providing essential resources to support cohabitated sheltering. (Appendix 8 and 11)
- Clear concise public information will support successful cohabitated sheltering operations. It is imperative to manage expectations from the beginning of any event. Depending on the circumstances, public messaging should encourage owners to come with their own crates or with a way to contain their animals, as well as with everything needed to care for their pets including food, medicines, etc. Supplies should be available for pet owners who did not bring all the necessary items to shelter with their pets.(Appendix 9)
- Donations management is an essential part of successful cohabitated sheltering.(Appendix 10)
<https://www.nvoad.org/>
- In certain Federal-declared disasters, the cost of pet-related response may be eligible for Federal/State/local cost sharing programs (FEMA Public Assistance Grants). Planning should include discussions with State and local emergency management agencies on eligibility and requirement for documenting operations and costs.
<https://www.fema.gov/public-assistance-policy-and-guidance>

1.2.2 Operational Coordination Checklist

Cohabitated Shelter Operations Checklist will provide the tools necessary to support cohabitated sheltering. During no-notice or catastrophic events, shelter resources may not be readily available. Shelters may have to operate with limited supplies.

- Request that pet owners bring their own essential supplies such as food, cages, vaccination records, and pet medications.
- Essential supplies can be obtained from the community if pet owners are not prepared.
- Shelter management planning, coordination and training are recommended prior to cohabitated sheltering. Partnering with local and national animal response groups to assist with training and response is recommended. (Appendix 11)
- Local volunteers can be enlisted to assist. They should be registered on a volunteer form. (Appendix 12)
- Service animals and their care are subject to ADA rules. Provisions must be made to accommodate people with disabilities and those with service animals.(Appendix 13) <http://www.ada.gov/>
<https://portal.hud.gov/hudportal/HUD>
- While the pets are the sole responsibility of their owners, a well-organized admission, discharge policy and procedure will facilitate sheltering operation.
- Impromptu or unplanned sheltering may not facilitate traditional or structured admission and discharge of people with pets. Policy and registration procedures may have to be implemented after the shelter is open.

- Local animal control responsibilities usually include the jurisdictional authority to manage animal issues in a community. In other cases, local law enforcement or a local humane organization may have been designated the authority to manage animal issues in the community. If additional resources are needed other regional, state and national animal control agencies can assist.
<http://www.nacanet.org/>
- Security personnel should be involved in shelter planning, response and recovery. Security protocols should evaluate shelter layout, shelter staff and pet owner/ pet ingress and egress, and control of pet exercise areas to ensure public safety and prevent pet theft.

1.2.3 Demobilization or Transition to Alternative Sheltering Checklist

Shelter operations will transition. A checklist will provide guidance for a smooth transition to alternative sheltering or closure. Managing expectations begins during the shelter intake process. (Appendix 14)

- During disasters, unclaimed, abandoned or surrendered pets will present management issues if not planned for in advance. Having proper forms and procedures to address these issues are critical.(Appendix 5)
<http://www.nacanet.org/>
- Recovery is a critical phase and begins with the onset of the disaster response. Planning is necessary to properly document the cost of the response efforts. Coordinate with Local/State Public Assistance Specialists to develop a plan for reimbursement.(Appendix 15)
<https://www.fema.gov>
- Coordinate facility restoration with property owner and local emergency management.(Appendix 14)
<http://nationalmasscarestrategy.org/american-red-cross-shelter-forms/>

2.0 SUMMARY OF GUIDANCE FOR PLANNING TO OPEN A COHABITATED HUMAN/HOUSEHOLD PET SHELTER

During catastrophic or no-notice events shelter resources may be limited to what is immediately available locally and the supplies the evacuees bring to support themselves and their pets. In many cases requested aid may take days to receive. Pre-planning to support cohabitated sheltering is essential and requires multijurisdictional coordination and support from nonprofit groups.

The following checklist is a planning guide to develop and coordinate sheltering operations:

Planning Checklist for Initial response:

- Identify which agency or group is responsible for pet sheltering within the jurisdiction.
- Ensure contracts and agreements are in place to support the transportation, evacuation and sheltering of household pets and service animals.
- Identify those human shelter locations that can support both cohabitated and collocated pet sheltering. Contact the local Fire Marshall for approved space requirement. A suggested footprint for cohabitation is 180 square feet for a family of four (4) and two (2) pets.
- Identify alternative shelter locations that can house animals who cannot be cohabitated or collocated with their owners (veterinary clinics, animal control or boarding facilities).
- Pre-position animal supplies in communities for the purpose of sheltering.
- Develop Human Shelter Management Teams and Pet Shelter Management Teams to support CHHP sheltering operations.
- Maintain agreements with instate and out-of-state humane and animal response groups that may be called to support pet sheltering.
- Plan to have donations accepted at an alternate location from the primary sheltering site.

Operational Coordination Checklist:

- Identify Pet Shelter stakeholders (emergency personnel, contractors, support agencies, animal control, veterinarians, pest control providers, NGO groups, and MOU/agreement holders).
- Identify Pet Shelter Management Team (local and national NGO volunteers, animal control, veterinarians and MOU/agreement holders).
- Develop credentialing protocol for shelter workers when activated. Require all pet shelter personnel when activated to register and receive credentials at the shelter or ICP and report to supervisor at shelter.
- Clearly define admission, discharge, abandoned or surrendered animal protocols.
- Identify sheltering options for those pets requiring alternative sheltering.
- Ensure all shelters have plans for pest control prior to opening, at transitioning and closing.
- Identify and appoint someone to support and provide over site for donations, social media and security.
- Develop PIO public messaging for timely dissemination for each phase of the sheltering operation (prior to, during the event and especially during transitions and demobilization).
- Develop plans to transition to alternative sheltering or demobilization. All stakeholders should attend the transition and demobilization meetings including the PIO and Liaison.
- Identify who receives sheltering documentation.

2.1 Planning Cohabitated Shelter Operations

Shelter teams should ideally utilize the Incident Command Structure (ICS) or some other form of planned organization to manage an incident involving either CHHP or collocated sheltering. <https://rtlt.preptoolkit.fema.gov/Public/Combined?s=&a=&q=animal>

Cohabitated sheltering requires less direct management or over site of pets due to owners providing continuous care. **Pet owners are responsible for the care of their pets. Ensure pet owners are aware of the rules concerning pets at the shelter.**

2.1.1 Personnel

In all animal sheltering situations, it is recommended to deploy and utilize trained and pre-credentialed staff, if available. Credentialing will be based on skill level and the type and level of NIMS-ICS training a responder has. The on-site shelter credential will identify a person who is authorized to support cohabitated sheltering. When adequate numbers of pre-trained and credentialed staff are not available, job-specific training for additional deployed volunteers can be provided through “just-in-time” training.

The following text presents a summary of responsibilities for the Cohabitated Pet Shelter Management Team (SMT).

- All Pet SMT positions are required to sign the Daily Sign In/Sign Out Form at registration desk and submit to the appointed authority.
- All Pet SMT Leader positions are required to maintain the daily ICS Form 214 (Unit Log) and submit to the appointed authority.

Pet Shelter Management Team (SMT)

During large scale sheltering operations, the overall Shelter Manager may identify a Leader, or a (Command and General staff IMT following ICS and NIMS structure) or some other form of organizational management.

- Management responsibilities:
 - Reports to the overall Shelter Manager(SM) or designated authority.
 - Assists with developing strategies and identifies, assigns, and supervises resources needed to accomplish incident objectives.
 - Monitors and supervises daily activities of pet sheltering operations.
 - Monitors the daily operation of the veterinary hospital and supervises Veterinarian Medical Team.
 - Oversees placement of animals in the shelter as they arrive.
 - Works with overall SM or designated authority to oversee closure of shelter.
 - Sets up and maintains the responder registration desk for pet shelter responders.
 - Sets up and maintains the owner/ pet intake registration desk.
 - Submits daily Situation Report to SM that will include an animal census (head count) and a list of supplies, needs, and any incidents.
 - Facilitates production and submission of documents that are used for FEMA reimbursement.
 - Appoints a person to act as a Liaison between the pet shelter and human shelter to identify and potentially resolve any issues that arise.

- **Operational support:**
 - Coordinates registration and shelter operation.
 - Ensures that animals are handled only by their owners or a designated person.
 - Documents animal injuries and reports human injuries to the correct channels (see bite protocol in Appendix 5).
 - Issues a Failure to Comply notice is completed if an owner does not follow shelter rules.
 - Ensures that pet owners have walked, cleaned, fed, and watered their pet within the time designated. Pet SMT Leader will designate a shelter worker to care for the pet if the owner has not done so.
 - Daily Animal Care Sheet must be signed by the shelter worker in red to signify that the shelter worker cared for the pet and not the owner. The information will also be written on the back of the Admin/Discharge Sheet and will include the date and time and the name of the shelter worker who cared for that animal.
 - Designates when shelter workers may handle animals because, unless there is a problem, owners will handle their own pets.

- **Logistical support:**
 - Responsible for making sure the shelter has sufficient resources to accomplish its mission (i.e., makes sure supplies, kits, equipment, contracts, personnel, and shelter are ready to open when needed and reports deficiencies or needs to the Pet SMT Leader.
 - Coordinates the delivery and set- up of animal cages, shelter kits and shelter supplies.
 - Coordinates placing cages on plastic sheeting, if floor is not suitable for drainage or cleaning.
 - Coordinates the set- up of shelter signage and registration location, and perimeter security fencing.
 - Designates separate areas for Human/Household Pet living quarters from people who do not have pets.
 - Designates pet exercise and relief areas separate from general population traffic and kids play areas.
 - Evaluates building facilities and reports conditions.
 - Coordinates the set- up of shelter supplies (fans, water hoses, trash cans, first aid stations), and other areas as determined by Pet SMT.
 - Coordinates the set- up of areas for veterinary care, triage, quarantine for sick animals and aggressive animals as determined by Pet SMT or shelter veterinarian in charge.
 - Coordinates the set up and organizes supply areas that provide easy access to water and feeding bowls, cleaning supplies (pooper scoopers, paper towels, trash cans, liners, etc.).
 - Ensure increased trash pick-up is adequate to keep shelter clean.

Shelter Security Team (SST)

- Reports to the Pet SMT Leader for pet specific issues.
- Ensures facilities and operations have an adequate security plan.
- Examines the surrounding area to assess the risk of disruption of services, damage or destruction of property, theft of animals, and unapproved access by the public.
- Provides guidance to shelter personnel and visitors on security precautions.

Veterinary Medical Team (VMT)

- Reports to Pet SMT Leader.
- Triage pets as they enter the shelter to mitigate public health concerns.
- Coordinates disposition of aggressive pets or pets needing medical attention with Pet SMT and Animal Control.
- Provides medical support to sheltered pets and identifies any potential zoonotic disease issues.
- Coordinates vaccination and internal and external parasite control requirements with Pet SMT and animal control.
- Facilitates referral of seriously ill or injured pets (beyond limit onsite care capabilities) to veterinary hospitals

Animal Control Team (ACT)

- Reports to Pet SMT Leader.
- Responsible for actions within their authority and jurisdiction.
- Coordinate management of aggressive animals, vaccination requirements, bite cases and quarantine.
- Coordinates with overall SM, Pet SMT and VMT on public health and safety issues.
- Coordinates abandoned or surrendered animal issues.

2.1.2 Pre-Incident Training

Personnel training will be a critical component of planning to initiate animal sheltering in the event of an emergency or disaster. Shelter management team members and workers should be trained in NIMS-ICS guidelines. Additional, task-specific training may include biosecurity, pet shelter management, family counseling, animal handling, emergency management, cleaning and disinfection, and disease recognition. This training may be provided by qualified organizations or personnel.

Public concern and potential conflict associated with human and animal sheltering will require the Pet SMT to have some level of Conflict Management training or access to someone with the capability to comfort pet owners and defuse potentially volatile situations. Law enforcement and some human sheltering personnel have this training.

Personnel associated with the daily operation of a shelter must be familiar with the documentation requirements and the access screening protocols. Access screening will allow only authorized people to enter a shelter area. Training in these aspects of shelter management will be needed for volunteer shelter workers.

“Just in Time” training in animal care and handling and biosecurity can be provided at the shelter-level by local animal control and the VMT.

2.1.3 Equipment

The equipment needed to set up and maintain a shelter is as follows:

Shelter Forms Required

1. Animal Emergency Shelter Rules and Agreement
2. Animal Emergency Shelter Admit/Discharge
3. Pet Medical Procedure Consent Form
4. Daily Animal Care Sheet
5. Failure to Comply Notice
6. Abandoned and surrendered Form (obtain from local animal control if possible)
7. Bite Record (obtain from local animal control if possible)
8. Veterinary Medical Record Form
9. Shelter Owner Log

Shelter Plans and Ops Kit (for Pet Intake, Responders and Owners)

- Registration/Credentialing Form
- Daily Sign In/Sign Out Sheet
- ICS 214 Unit Logs
- Shelter Situational Report
- ICS Forms
- Clip boards, copy paper
- Pens, markers, pencils, scissors, 8"
- Paper clips
- Two large 3 ring binders for intake and discharge paperwork, page protectors, alphabetical or write on tabs
- Duct tape (grey, red, and yellow), 2x60 yd. roll, scotch tape $\frac{3}{4}$ ", Zip ties 11.5"
- Three-hole punches, staplers
- Legal pads, spiral bound notebook, Post-It-Note cubes 2"x2", index cards, plain 3x5
- Filing tubs, file folders
- Printer, digital camera, laptop, hard copies of all forms
- Jump drive with all shelter forms and manuals
- Tables, chairs, signage

Kennel Unit Kit - Suggested Supplies

Items per Kennel Kit

- | | |
|--|---|
| Cages, wire (large and extra-large) | Leashes |
| Cages, transfer | Pooper scoopers |
| Water cooler | Kitty litter |
| Ice chests (large) | Litter pan, disposable, paper |
| Trash cans, 30 gallon and trash can bags | Poop bags |
| Carts with wheels | Puppy pads |
| Pallet jack, hand truck | Cat litter scoops |
| Shrink wrap, rolls and shrink wrap handle wrappers | Hand sanitizer |
| Bleach | First aid kit (large) |
| Squirt bottles | Food containers |
| Water hoses | Food cups |
| Water hose spray nozzles | Kennel disinfectant appropriately diluted |
| Extension cords, indoor/outdoor | Paper towels |
| Fans | Colored pet neckbands (different colors) |
| Bowls, 3 qt., stainless steel | Buckets |
| Bowls, 1 qt., stainless steel | Barrier fence, 25' roll |
| Dog handling pole | Broom |
| Round net | Flea and tick prevention |

3.0 COHABITATED SHELTER OPERATIONS

Pet evacuation and sheltering is inherently the responsibility of a pet's owner. Pet owners are responsible for the care of their pets during evacuation, cohabitated and/or collocated sheltering. Emergency Management or the shelter authority will assess the need for sheltering support based on the incident and coordinate with its partners to provide appropriate shelter support. Emergency Management or the shelter authority may provide support to the pet owners during evacuation, transportation and sheltering operations as resources are available.

Shelter Intake/ Pet Registration /Pet Triage

- Ideally intake and registration begins when the pets arrive with pet owners.
- Ideally registration for people and their pets should take place at the same time at the CHHP shelter. People without pets should be registered separately.
- Set up intake table and display informational shelter signage.
- Basic set up of the shelter includes cots and crates. Crates may be stacked two (2) high. In many cases pet owners will arrange their own living area to meet their needs.
- Initial pet triage during intake and registration will identify the general health, and behavioral characteristics of each animal. As time allows vaccination records will be verified. Any animal exhibiting aggressive behavior or a medical condition that can affect people or other pets will be subject to alternative sheltering.
- Intake desk should be equipped with supplies from the Shelter Kit including shelter forms as well as crates to contain pet(s) if needed. (Appendix 5)
- Animal Emergency Shelter Admin/Discharge Form (Pet owners are to complete, sign, and submit it at the intake desk where it is filed).
- Animal Emergency Shelter Agreement (Pet owners are given a copy to inform them of the pet shelter rules).
- Pet Medical Procedure Consent Form (Pet owners are to complete, sign, and submit it at the intake desk where it is filed).
- Daily Animal Care Sheet (Daily record of owner's animal care; vaccination status is noted; sheet to be kept in sheet protector attached to pet's cage).
- Failure to Comply Notice should be used when owners fail to follow the rules.
- Abandoned, Surrendered and the Bite Record Form should be obtained from local animal control if possible).
- Veterinary Medical Record Form.
- Shelter Owner Log (Records pet owner's name and pet cage number/s). Owner must sign daily. Log is used to provide daily animal count and to verify owner's daily care for pets.
- Cage Cleaning Protocol.
- Each pet receives an identification neck collar appropriate for animal use. Each animal is assigned a unique animal ID, which is written on the neck collar (i.e. Tab Band collars). The ID number may be the number from a bar coded band, pet microchip number, or a unique animal ID number. The unique animal ID number is hand written on the pet's neckband. The unique animal ID number is also entered on to the daily animal care sheet which is attached to the pet cage or crate. A corresponding color-coded wristband with the same unique animal ID number is given to the owner.
- Once the animal has been assigned a unique animal ID number, the Animal Emergency Shelter Admit/Discharge Form is completed by the shelter worker and signed by the owner. The owner is then given the Shelter Agreement form.
- The Admin/Discharge Form is placed in a file for each pet in a binder at the designated pet intake desk. A daily care sheet will be placed inside a plastic sheet protector and zip-tied to the wire kennel.
- Ask the owner to designate a family animal caregiver(s). If applicable, place a matching color-coded wristband on the wrist of the primary owner and/or the designated family animal caregiver(s).

- Explain to the owner that no one will touch their pet unless it is ill. Owners or designated family animal caregiver(s) are the only ones allowed to handle their own pets. Shelter workers are only there to provide assistance. Show them how to fill in the Daily Animal Care Sheet and tell them that they are responsible for completing the sheet daily. Explain to the owner that part of the shelter agreement is that they are to care for their animals and document the care. Any animal not receiving care will be removed by animal control or designated authority. If for any reason an owner is unable to care for their pet, they are to notify their Pet SMT so that short-term alternative arrangements can be made.
- Explain that owners are responsible for ensuring their pets do not injure anyone or another pet. Owners are responsible for the actions of their pets.
- Cats will not be allowed out of cages while inside the shelter. Only the family-designated animal caregiver(s) will be allowed to care for the cats.
- If pet supplies are available, inform pet owners where they are located and how to obtain them.
- Explain to owner where the pet exercise and relief area is located. Suggest they walk their pet prior to putting them in a cage. Inform them where plastic poop bags are located, and how to use them and where the pet waste garbage containers are located. Identify the location of hand-washing stations and communicate the need for hand washing after animal handling.
- Explain to cat owners how to clean their cat's cage and litter box and inform them this should be done at least once daily and ideally whenever strong odors are present..

Daily Shelter Operations

- Animal care procedures and expectations should be clearly posted (preferably at multiple locations) for owners to read.
- All shelter workers are required to sign in/out at the beginning of their shift.
- All pet shelters should have 24- hour security. Egress and ingress should be restricted.
- Pet Shelter Liaison should coordinate and communicate with human shelter management team daily to identify and resolve sheltering issues related to pets and pet owner(s).
- The Pet Shelter PIO should coordinate daily updates about the pet shelter with the Human Shelter PIO. These two positions may be consolidated into one position.
- All pet owners should have a color-coded wristband that matches the pet neckband.
- Pet SMT will check the Daily Animal Care Sheet to verify that cohabitated animals have received their daily care. Because there will likely be a collocated shelter next to the cohabitated shelter an owner sign in log can be used to verify care of collocated pets. Check times will be determined by the Pet SMT. The Pet SMT will be notified if animals have not received care. Any animal not receiving care from its owner will be cared for by Pet SMT and the animal care sheet will be signed in red by a Pet SMT. A "Failure to Comply" notice will be placed in the plastic envelope on the cage. A notation will be entered on the back of the Admit/Discharge Form for that owner and pet, including date, time and description of which rule was not followed.
- Shelter workers are responsible for ensuring that people keep the shelter clean. Trash cans with plastic liners should be available for owners to throw away their trash.
- Shelter workers will be responsible for monitoring the exercise and relief areas. This is best done by making sure owners are aware of the necessity of cleaning up the feces and that there are designated pet waste receptacles.
- As soon as possible, vaccinations for pets should be verified and if necessary the VMT administers appropriate vaccines to mitigate public health issues. External and internal parasite measures are put in place.
- Animal Control or designated authority should be available daily to assess aggressive animals, abandoned or surrendered animals and address public health and safety (bite cases).

Discharge

- This closure process begins when the Pet SMT has been notified by the designated shelter authority that the shelter is closing.
- Pet Shelter Liaison coordinates and communicates about pet shelter closure with human shelter management team.
- Pet Shelter PIO coordinates messaging with human shelter PIO to inform residents about shelter closure and disseminate information to the general public.
- Owners are notified of discharge procedures.
- Owners will present the Daily Animal Care sheet from cage and have owner sign out the pet on the Admit/Discharge Form.
- Staple the Animal Care Form to Admit/Discharge Form and file the forms in alphabetical order in the discharged file.
- Ensure owner has cleaned out cage and removed personal items from cage. If owners provided their own cage/crate, ensure they take it with them when they leave.
- Any animal in alternative sheltering not able to accompany its owner for any reason (bite cases, medical concerns) will be identified by the Pet SMT, owner contacted and issues resolved on a case by case basis.
- Any animals not claimed when shelter is closed will be sent to the agency that has jurisdictional authority for abandoned animals.

3.1 Transition to Alternative Sheltering

- It is imperative that a transition meeting occur and includes all human and pet stakeholders.
- If the current site can support co-location, transition is a matter of removing pets from the cohabitated part of the shelter to the collocated part of the shelter. This increases the capacity for human sheltering at that site. After the pets are removed the cohabitated part of the shelter will have to be cleaned and prepared for human sheltering.
- If possible, pets should be transitioned to a shelter close enough so that owners can care for their pets.
- Minimizing the separation of people and their pets will ease transition.
- Any animal in alternative sheltering not able to accompany its owner at transition for any reason (bite cases, medical concerns) will be identified by Pet SMT, owner contacted and issues resolved on a case by case basis.
- Pet Shelter Liaison coordinates and communicates between Pet SMT and human shelter management team.
- Pet Shelter PIO coordinates public messaging with human shelter PIO for shelter residents and general public.
- Identify pet transportation needs and coordinate if necessary (animal control vehicles or humane organization transport vehicles).
- Red Cross Shelter Support Questionnaire (Appendix 14)

3.2 Health and Safety

- Health and safety will be planned, coordinated and implemented by the Human/Household Pet Shelter Safety Officer and the Pet SMT.
- General human first aid and access to emergency medical services must be provided at all shelter locations.
- Veterinary Medical Services should be available at all shelter locations (either on-site or off site).
- Special consideration should be given to safety issues associated with animal bites, cleaning pets that may have been exposed to a toxic environment, daily pet waste cleanup, sharps procedures associated with animal treatment, drug security, euthanasia procedures and deceased pet disposal.

- Public health and safety will be coordinated with the local animal control or designated agency to mitigate animal bites and rabies vaccination requirements as well as quarantine requirements.
- Coordinate with the Public Health Authority to evaluate the public health and safety protocols related to cohabitated sheltering of people and pets.(Appendix 7)

3.2.1 Access Screening

Shelter access control is a crucial part of shelter management. Only credentialed shelter staff and approved pet owners should be allowed to enter the shelter area. These individuals can be identified by color coded wrist band specific for pet owners and shelter workers.

3.3 Documentation

Documentation is critical to providing an accurate record of creating, operating, and maintaining animal shelters. This information is important in managing an emergency response, managing pet care and ownership, providing liability protection, and in cost recovery efforts. Examples of the required documentation are included in the Appendices.

Written documentation will be maintained by using official local, state or federal forms, or a combination. Documentation should be recorded with an ink pen, and any entry errors should have a single line drawn through them with the author's initials and date recorded at one end of the line.

One camera should be available at each shelter for documentation. The Pet SMT will control the use of the camera at a shelter.

Shelter Documentation Forms for FEMA reimbursement¹:

- Registration and credentialing for volunteers only (has Code of Conduct that volunteers must sign and adhere to).
- Daily Sign In/Sign Out Sheet for use as emergency timesheet.
- ICS 211 Registration and Credentialing Form for all responders.
- ICS 214 Unit Logs document unit activities; to be submitted daily.
- Shelter SitRep, produced at the beginning of each shift and submitted daily.
- FEMA forms can be found at: <http://www.fema.gov/emergency/nims/JobAids.shtm>.

Evacuation and Sheltering Forms

These forms are for use at shelters to document activities:

- Animal Emergency Shelter Admission/Discharge
- Animal Emergency Shelter Agreement
- Pet Medical Procedure Consent Form
- Daily Animal Care Sheet
- Failure to Comply Notice
- Sample Owner Surrender Form
- Sample Animal Abandonment Policy
- Sample Bite Policy and Sample Bite Record
- Veterinary Medical Record Form
- Shelter Owner Log
- Cage Cleaning Protocol

¹ Only very large incidents will be subject to a Presidential Disaster Declaration and FEMA reimbursement for eligible expenses. Even when FEMA cost sharing is not available, tracking costs, times and donations may have significant management benefits for agencies and organizations.

If pictures, video, or taped messages or interviews are used to supplement the written documentation record, the following information should be documented for each picture, video segment, or audio taped message or interview: signed release form from subject or owner, photographer or interviewer, subject, time, date, person interviewed (video or audio taped), photo and film roll number, direction (pictures and video) and general weather conditions (e.g., temperature, wind direction, humidity, sky condition, etc.).

3.4 Resources Used

Throughout the process of sheltering household pets, it will be necessary to maintain various types of documentation. For reimbursement payments to the responding agency or other forms of state or federal reimbursement or cost sharing, it will be necessary to document the resources applied and expended in providing animal sheltering. These costs can include labor charges, equipment rentals or purchase, costs of expendable equipment or supplies, subcontractor costs, or any other costs associated with providing the sheltering services. The Pet SMT or Emergency Management Planning Section will be responsible for maintaining this documentation, using forms identified above. In certain incidents, many of the expenses associated with pet sheltering are reimbursable through FEMA <https://www.fema.gov>. (Appendix 15)

3.5 Donations

Donated resources used on eligible work that is essential to meeting immediate threats to life and property resulting from a major disaster may be credited toward the non-Federal share of grant costs under the Public Assistance program. Donated resources may include volunteer labor, donated equipment and donated materials. FEMA <https://www.fema.gov>. (Appendix 15)

3.6 Public Information

Public information will be coordinated between the Pet SMT and Human SMT or the Emergency Management PIO.

The Emergency Management PIO will initiate public information and media plan to inform the local community of the existence and operation of cohabitated shelters. Possible public information conduits will include the community emergency management website and/or media relations.

Media and Public Relations

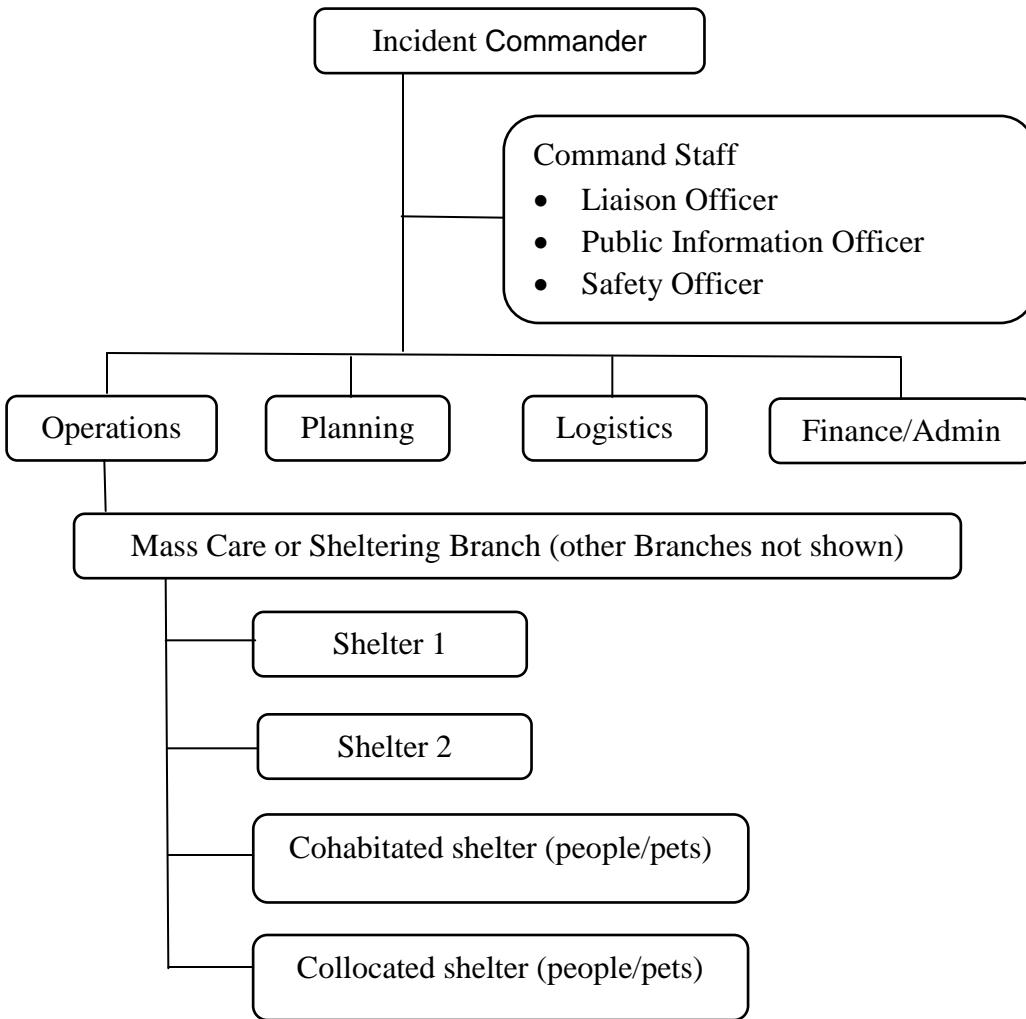
Each Pet SMT shall funnel all media inquiries, interviews and press releases through the Pet Shelter PIO. The Pet Shelter PIO will coordinate all information releases with the Human Shelter PIO or Emergency PIO. The following media protocol should be observed during animal sheltering:

- When the media approaches a shelter or working area, they shall be directed to the Pet Shelter PIO for permission and direction.
- No media will be allowed in a shelter without the prior approval from the Pet Shelter PIO.
- Any requests for interviews by the media must be referred to the Pet Shelter PIO, who will schedule with the appropriate spokespersons.
- Utilize the community emergency management website to post official information during a sheltering event to prevent and dispel rumors and inaccuracies, reduce miscommunication, and support the official lead agencies charged with overall conduct of the sheltering activity.
- Communication associated with household pet sheltering and service animals will involve operational communications and public information.
- Any pictures of animals should be approved by the owner with a signed release form.
- Daily updates are suggested to keep the public informed about overall pet sheltering emphasizing that these are owned animals cared for by their owners.(Appendix 9)

APPENDIX 1

EXAMPLES OF COHABITATED SHELTER MANAGEMENT STRUCTURE

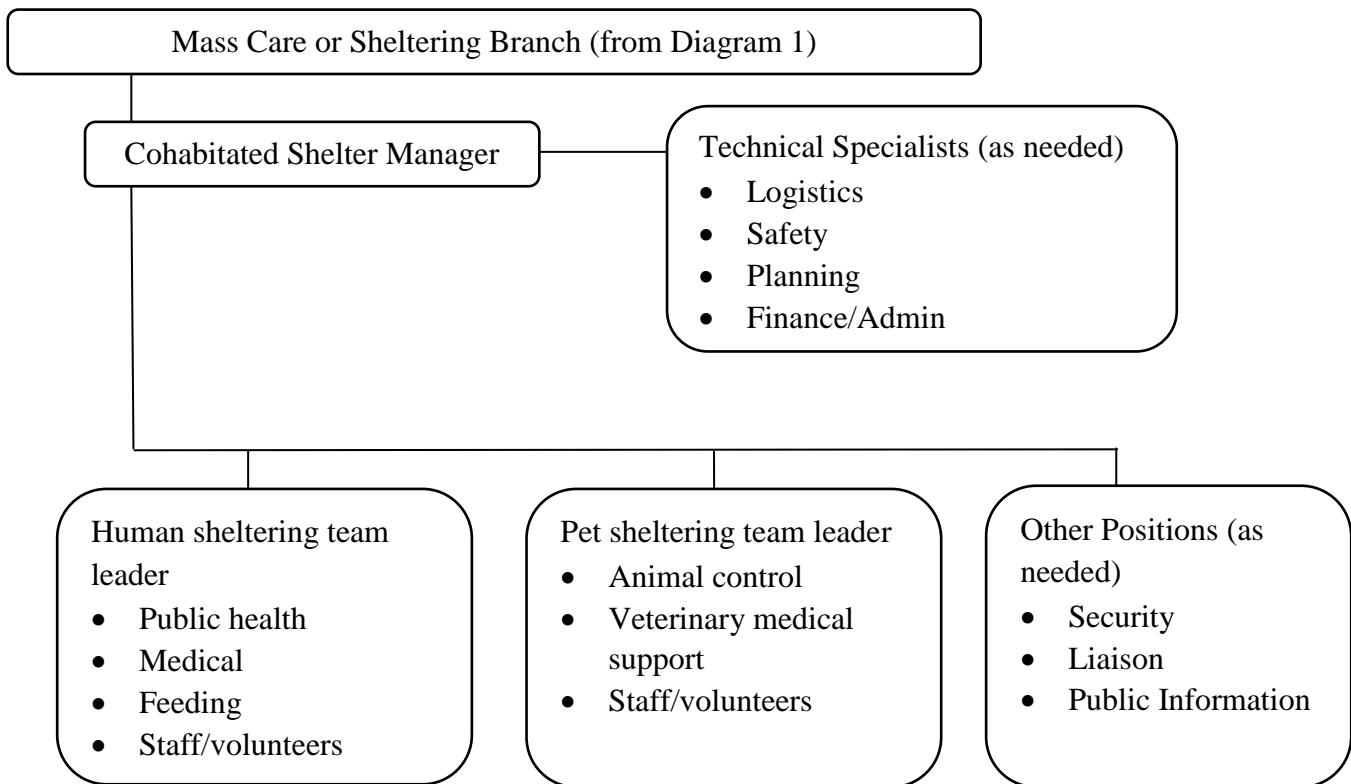
Diagram 1: Overarching ICS organization with multiple shelters (example)



Overall ICS organization may vary with scale of the incident and jurisdictional policies and procedures.

In some cases, sheltering functions may be supported through the local Emergency Operations Center and not under Command/Operations.

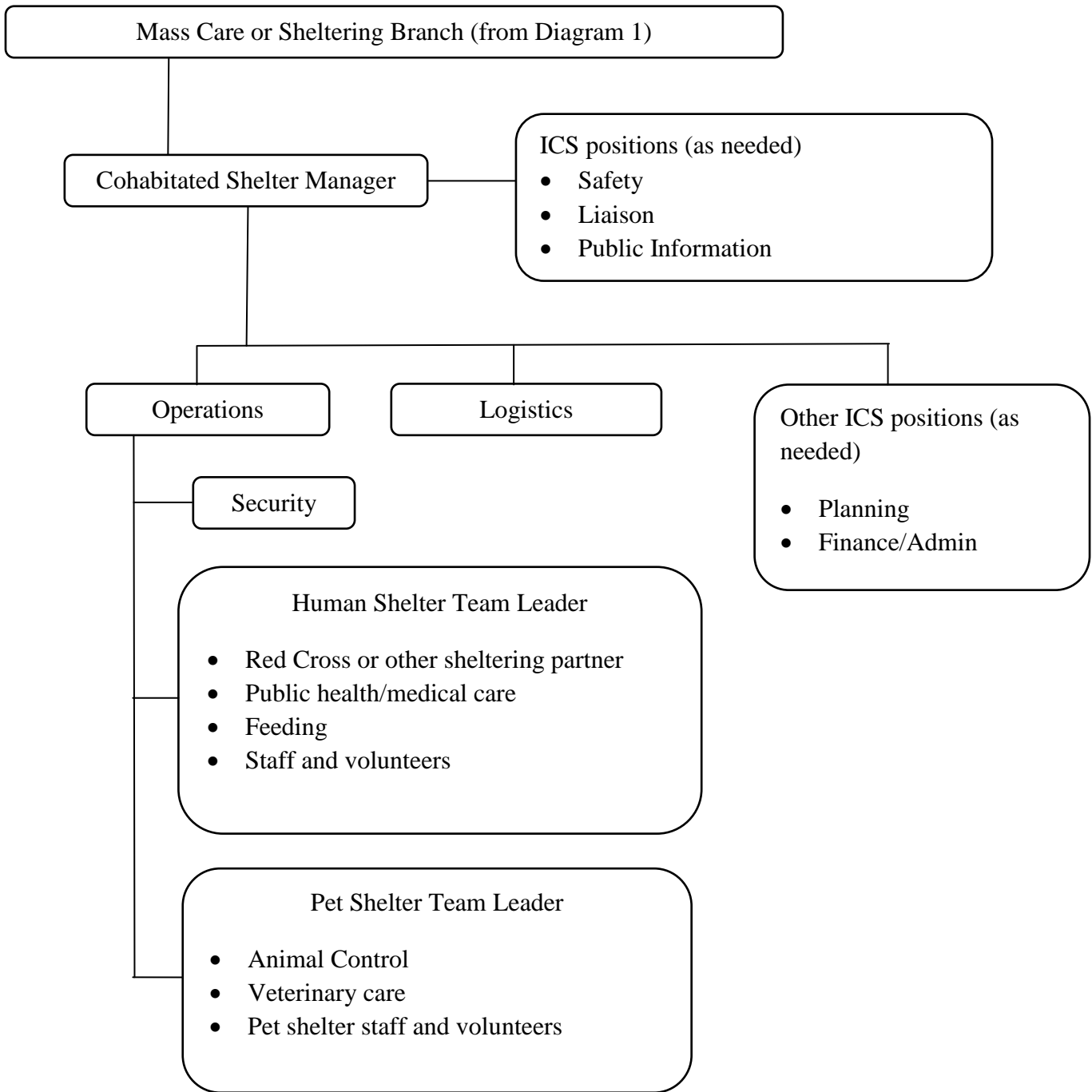
Diagram 2: Small cohabitated shelter (example)



Small shelters may be managed by a very limited number of personnel, so the organizational chart may be comparatively simple.

Additional positions may be added as appropriate for the situation, scale and available resources.

Diagram 3: Large cohabitated shelter (people and pets)



Not all ICS positions need to be filled, depending on scale of the incident and available resources.

ICS may be used to efficiently organize a shelter, but the overall command of the incident (and all shelters) remain with the jurisdictional ICS organization of local Emergency Operations Center.

APPENDIX 2

COORDINATING ELEMENTS

Sample Cohabitated Shelter Coordination Checklist

- Contact community Emergency Management
- Contact community Animal Control
 - Abandoned animals aggressive, bite cases, quarantine, SME
 - Conduct JIT animal handling training
- Contact Sheriff or local Law Enforcement
 - Inmate labor (pet cage set up, daily cleaning of shelter, etc.)
 - Security
 - Traffic
- Contact local Fire Department
 - Shelter Site Inspections
 - Space requirements
 - Fire extinguishers
 - Paramedics
 - Safety officer
- Contact local and state veterinarian
 - Advise there is a shelter in community
 - Source of SME and volunteers
- Contact community and non-governmental agencies to provide and support wrap around services
 - Public Health and Safety
 - VOAD
 - Agriculture and Animal Health
 - Ag Extension Service
 - Local Humane Organizations
 - Local pet and feed stores for supplies
 - Pest Control company
- Identify alternative pet shelter sites
 - Veterinary clinics and boarding facilities
 - Local Humane Organization facilities
 - Animal Control facilities, Community Centers, Arenas, Fairgrounds

Contacts for Animal Emergencies

Parish/County/Jurisdiction	
Emergency Management	
Fire and Rescue	
Highway Patrol	
Sheriff	
Police	
Human Sheltering Authority	
Pet Sheltering Authority	
VOAD	
Animal Control	
Local Veterinarian	
Public Health Veterinarian	
Veterinary School	Small Animal Large Animal
State Animal Response Team/VMRC	
Local Humane Organization	
State Animal Health Official	
State Department of Health	
Ag Extension Office	
Local Human Hospital	
Public Works	Electric Gas Utilities Waste Disposal
Animal Poison Control	
Feed Stores/Pet Food Suppliers	
Pets Control Services	
List of Local Volunteer Organizations	
List of Local Resources	

APPENDIX 3

COHABITATED HUMAN/HOUSEHOLD PET SHELTERING GUIDE

- Notify local Emergency Management of shelter location, shelter support and resources needed.(Public health and safety, veterinarian, animal control, and humane group).
- Establish pet rules and define which pet species are allowed to cohabitate with their owners.
- Establish area to shelter pets not allowed to cohabitate with their owners.
- Identify and appoint someone to support and provide oversight for pets, social media, donations and security.
- Identify and register people with pets.
- Inform people with pets that they are responsible for their pets.
- Separate people with pets from people without pets.
- Separate by species, sick, aggressive, non -rabies vaccinated pets from the human population and other pets.
- Designate a secure pet exercise/relief area with access to waste disposal, separate from general population traffic.
- Require all pets to remain leashed or crated at all times.
- Report all bite cases to local authorities (animal control, public health, and law enforcement).
- Prepare to transition to alternative forms of sheltering.

APPENDIX 4

SHELTER ACTIVATION AND READINESS CHECKLISTS

Shelter Readiness Checklist

Shelter readiness should be periodically verified.

- Check Utilities:
 - Water:
 - Service provider
 - Plumbing operational and adequate
 - Bathroom facilities operational and adequate
 - Porta-potties
 - Electricity:
 - Service provider
 - Operational and adequate for capacity
 - Light bulbs, breakers, outlets
 - Phone System:
 - Land line and service provider
 - Internet connectivity and service provider
 - Trash service: increase pick up frequency
- Parking:
 - Facilitate loading and unloading of pets
 - Sufficient space for pet owners transport
 - Lighting
- Safety check:
 - Have Fire Marshall inspect facility
 - Space requirements
- Equipment:
 - Pallet jack
 - Forklift: Maintained, full of fuel and operational
- Local Supplies:
 - Shavings, Feed, Equipment
- Stored Supplies:
 - Inventory supplies on hand and determine supplies needed
- Pest control contracts and service contractor's in-place and ready for activation.

Pet Shelter Support Checklist

This form will serve to identify key components of a pet shelter and aid in the discussion of what assistance is needed.

- Who has jurisdictional authority for the pet shelter? What agency or entity is in charge of the pet shelter? Who is the designated pet shelter manger?
- Who is currently in charge of documentation? What documentation is required and who receives them?
- Is there a pet shelter liaison to the human shelter?
- Does the shelter have a designated 24- hour security officer?
- Is the facility suitable as a pet shelter? Have water and the ability to clean cages etc.?
- Has the facility been inspected by the fire marshal and public health?
- Does the facility have sufficient bathroom facilities?
- If the facility is not suitable, what is needed to make the shelter suitable- water source, restrooms, fans etc.?
- If a cohabitated pet shelter is converted to a collocated pet shelter can the pet part of the cohabitated pet shelter be cleaned to house people including parasite control and changing air conditioner filters etc.?
- Are there sufficient trash services for the pet shelter? In many cases, 3mil thick trash bags increased trash cans, increased dumpsters and pickup times are required.
- Are pet owners caring for their own pets? This dramatically decreases animal bites to humans, decreases staff requirements and is better for the pets and owners. If owners are not caring for pets does the jurisdiction have a plan to request animal control officers to assist in the care of the pets?
- What type of registration form is used to register pets and owners into the shelter? Is there a pet shelter agreement that identifies the pet owner responsibilities and shelter rules?
- How are pets identified, registered, and linked to owners? Are all pets linked to owners? What type of identification is used to identify pet owners - color coded wristband, intake form, pet shelter ID card?
- Is there a separate area away from people that is identified where pets are allowed to defecate and urinate? It is important to keep the pet relief area away from where children play. Are owners required to pick up stool after their pets?
- What animal bite protocol is in place? Ideally the agency that handles animals that bite humans in non-disaster situations should be contacted and be available to assist if an animal bites a human in the shelter.

- Is there an abandoned/surrendered pet protocol for the shelter?
- Is there a veterinary medical plan in place for the pets at the shelter - onsite veterinarian, veterinarian on call, and list of local veterinarians?
- What vaccinations are required for the pets in the shelter?
- Is there an external parasite control plan for pets in the shelter? Have all pets been treated for fleas and ticks? Is there documentation that every pet is vaccinated and treated for external parasites? Does the facility have an external parasite plan in place? Has the facility been pre-treated for external parasites such as fleas and ticks? In many cases the facilities' existing exterminator can provide this service. Is there a plan to have the facility treated for external parasites after the shelter closes?
- Supplies needed? (cages, dog and cat food, cat litterboxes food and water bowls).

APPENDIX 5

ANIMAL SHELTERING AND EXACUATION FORMS

Form Name

1. Animal Emergency Shelter Admin/Discharge
2. Animal Emergency Shelter Agreement
3. Pet Medical Procedure Consent Form
4. Daily Animal Care Sheet
5. Failure to Comply Notice
6. Abandoned and Surrendered Form and Policy (obtain from local animal control if possible)
7. Bite Record and Policy (obtain from local animal control if possible)
8. Veterinary Medical Record Form
9. Shelter Owner Log
10. Cage Cleaning Protocol

Animal Emergency Shelter

Admin/Discharge - Pets

Cage #'s

Shelter Location:

Parish/County:

Name:		Driver's License #:
Address:		
City:	State:	Zip:
Cell Phone	Other Phone 1:	Other Phone 2:
Please list anyone authorized to care for your pets while they are here at the animal evacuation shelter. (*No one under 18 years is allowed in the animal living quarters.)		
Name:		Relation to Owner:
Name:		Relation to Owner:

Name	Age	M/F	Spay/ Neuter Y/N	Species	Breed	Color	Vaccinations (Verified by Staff)	Identification, Microchip and/or License #
							<input type="checkbox"/> Rabies <input type="checkbox"/> DAPP <input type="checkbox"/> Bordatella <input type="checkbox"/> FVRCP	
							<input type="checkbox"/> Rabies <input type="checkbox"/> DAPP <input type="checkbox"/> Bordatella <input type="checkbox"/> FVRCP	
							<input type="checkbox"/> Rabies <input type="checkbox"/> DAPP <input type="checkbox"/> Bordatella <input type="checkbox"/> FVRCP	
							<input type="checkbox"/> Rabies <input type="checkbox"/> DAPP <input type="checkbox"/> Bordatella <input type="checkbox"/> FVRCP	

Pet(s) Information

I understand that I am totally responsible for the care of my pets while I am using the facilities. I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I further agree to indemnify any persons or entities that may have suffered any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I also agree to follow the pet area rules while I am here. Any abandoned animals will be taken to the nearest local animal shelter.

I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s). I understand that if I fail to feed walk, clean care for my pet and sign the animal care sheet twice daily my pet will be considered abandoned and be removed from the shelter.

By signing here, I acknowledge that I have read/been read and understand the Shelter Agreement:

Admission Date

Owner/Agent for pet(s)

Discharge Date

Owner/Agent for pet(s)

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

Animal Emergency Shelter Agreement

I understand that emergencies exist and that limited arrangements have been made to allow myself, family, and pet to remain in the shelter facility. This is a cohabitated shelter where people and pets are housed together. I understand that if I or a member of my family are unable to stay in the same room as pets (pet allergies, fear, immunocompromised due to chemotherapy etc.), I will notify the shelter worker so other arrangement can be made for me and my pet/s. I understand that this shelter is temporary and may be consolidated to a collocated shelter where pets are housed near their owners should the need for more living space for people arise. This cohabitated pet shelter will house dog and cat pets only. Other arrangements will be made for families with exotic pets such as birds or reptiles. Each shelter resident will have space for one crate near their cot. Pet crates can be stacked two high. Other arrangements may have to be provided for multiple pet households.

1. My pet will remain contained in its approved carrier except at scheduled times. During scheduled relief time, my pet will be properly controlled with a leash, harness, and muzzle (if necessary). This shelter has designated dog walk areas. I agree to pick up all of my pet's stool and dispose of it in the appropriate trash bin. Scheduled times and dog walk protocols will be strictly followed.
2. I agree to properly feed, water, exercise and clean up after my pet and sign the pet care sheet twice per day, before 10:30 a.m. and 6:00 p.m. Cat litter boxes will be cleaned twice per day and litter changed as needed. I understand that failure to comply with this rule may result in removal of my pet from the shelter.
3. I agree to properly sanitize the area used by my pet, including proper disposal of waste and disinfecting.
4. I certify that my pet is current on rabies vaccinations. Rabies vaccination is required of all pets in the shelter. I understand that if I cannot provide proof of rabies vaccination, a rabies vaccination will be administered to my pet at a cost of \$____. I understand that Canine Distemper, Parvovirus, and Bordetella, and Feline Rhinotracheitis are recommended vaccines and may be available for a fee of \$____.
5. I understand there are designated "living areas" for residents and pets and designated exercise areas for pets. My pet/s will be contained in the living areas and not allowed to roam in the living area. As a shelter resident, I will not permit other shelter occupants to handle or approach my pet either while it is in its carrier or during exercise time. I agree not to handle or approach other shelter occupant's pets.
6. I will maintain proper identification on my pet and its carrier at all times and I will carry proper identification for myself (picture id).
7. I acknowledge that my failure to follow these rules may result in the removal of my pet. I further understand that if my pet becomes unruly, aggressive, show signs of contagious disease, are infested with parasites, or begin to show signs of stress-related conditions; my pet(s) may be removed to an alternate location. I understand that any decision concerning the removal of my pet(s) from the shelter population as a whole are within the sole discretion of the Shelter Manager whose decisions are final.
8. I certify that my pet(s) has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.
9. I understand that any pet(s) found abandoned, surrendered or without their owner within the shelter, will result in the animal being relocated to the nearest animal control facility or designated shelter with final disposition left to the discretion of the jurisdictional authority for animals.

AN ANIMAL IS CONSIDERED ABANDONED WHEN THE OWNER HAS FAILED TO TAKE CARE OF AND SIGN THE ANIMAL CARE SHEET FOR 48 HOURS. If the owner fails to care for the animal for 48 hours, that animal can be removed from the shelter and sent to the nearest animal control facility.

I understand and agree to abide by the pet care rules contained in this agreement, and have explained them to any other family member accompanying me and my pet.

I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I further agree to indemnify any persons or entities which may have suffered-(caused) any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s).

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

PET MEDICAL PROCEDURE CONSENT FORM

Location: _____

Date of Service: _____

Time of Service: _____

PLEASE READ AND CONSENT TO THE FOLLOWING:

1. I am the owner of the animal(s) presented for services and have the authority to execute this consent and authorize the performance of the requested procedures. I understand that Veterinarians and the shelter staff will perform the procedure(s) to the best of their ability, always taking into account the safety of the animal(s) first.
2. To the best of my knowledge my animal(s) has no diagnosed allergies to vaccines. I will inform the Veterinarian and staff of any current medical conditions or medications that may increase my animal(s) chance for adverse reactions to vaccinations. I am aware vaccine reactions are possible, though they are rare.
3. Should my animal(s) become ill due to vaccines, I will not hold the Veterinarian or their affiliates, or employees harmless. I agree to treat any medical concerns/conditions or vaccine reactions at my own Veterinarian or emergency clinic. And I am aware that this will be my own financial responsibility.
4. I understand that this is not a full and complete exam and for the overall health of my animal(s). Your animal(s) have been examined to determine the appropriateness of vaccinations selected. A comprehensive exam should be performed yearly at my local Veterinarian.
5. My animal(s) have had no recent occurrences of abnormalities such as coughing/sneezing, vomiting/diarrhea, runny eyes/nose, or fever. I certify that my animal(s) is in good health. We have the right to refuse services if it will cause harm to my animal(s). If an illness is identified, be aware your animal(s) vaccines may be delayed until said illness is addressed at your own Veterinarian.
6. I understand that the (insert Shelter authority) does not give out prescriptions. I am fully aware that if I choose to get prescription medications from an outside or online source, the shelter staff will not give out any information to help with the purchase of my prescription medications.
7. I understand that flea /tick treatment and prevention may be applied to my pet as a public health concern and to prevent infestation of the facility.
8. I understand any person within the State (insert state) who owns a dog/cat is required by law to have that animal registered with a rabies tag yearly. As the owner, I am aware that it is my responsibility to acquire the rabies license/tag and to vaccinate my pet at the appropriate interval as needed.

I consent to the following: Check all desired FREE services. *Services provided upon availability*

- Microchipping
- Bordatella (Kennel Cough) Vaccine
- Distemper/Parvo/Lepto Vaccine
- Rabies Vaccine
- Flea Prevention
- Deworming

PRINT OWNER NAME: _____

OWNER SIGNATURE: _____ DATE: _____

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

FAILURE TO COMPLY NOTICE

You, the pet owner, are receiving this notice because of a break in our agreement by you to provide the care required to your pet. The checked box below details the reason for this notice and written below is the corrective action taken by the Head of Operations and Shelter Manager.

1. Your pet was not cared for by the designated family member for at least 3 days.
2. Your pet's medical condition was not reported.
3. Other rule (please describe) _____

Corrective Action:

Approved by: _____

Title _____

Owner's Signature _____ **Date** _____

Shelter Worker's Signature _____ **Date** _____

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

SAMPLE OWNER SURRENDER FORM

TRANSFER OF OWNERSHIP

I am the owner, or authorized agent of the owner, of the animal described herein and I hereby consent to immediately transfer ownership, custody and control of said animal to_____.

I understand and acknowledge that due to the immediate transfer of ownership of the said animal to the _____Animal Shelter who has the discretion to immediately disposition the said animal as it deems reasonable. This disposition could include immediate adoption, foster, or immediate euthanasia of the said animal.

To my best knowledge and belief, this animal has not bitten any person during the fifteen (15) days preceding this date.

Owner Signature_____

Date _____

Owner_____

Patient Name_____

Species_____

Breed_____ Sex_____ Color_____

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

SAMPLE ANIMAL ABANDONMENT POLICY

AN ANIMAL IS CONSIDERED ABANDONED WHEN THE OWNER OR ANY PERSON HAVING CHARGE, CUSTODY, OR POSSESSION OF THE ANIMAL HAS FAILED TO PROVIDE IT WITH PROPER FOOD, DRINK, OR SHELTER AND SIGN THE ANIMAL CARE SHEET FOR 48 HOURS.

If the owner fails to care for the animal for 48 hours, that animal will be removed from the shelter and sent to the nearest animal control facility.

I understand that any pet found abandoned within the shelter will result in the relocation of the animal to the nearest animal control facility with the final disposition left to the discretion of the animal control facility.

I HAVE CAREFULLY READ THIS POLICY, FULLY UNDERSTAND ITS CONTENT AND AGREE TO ABIDE IT.

Pet Owner Signature

Date

Shelter Worker's Signature

Date

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

SAMPLE BITE POLICY

Confinement of all biting dogs and cats; notice to local health director; reports by physicians; certain dogs exempt.

When a person has been bitten by a dog or cat, the person or parent, guardian or person standing in loco parentis of the person, and the person owning the animal or in control or possession of the animal shall notify the local health director immediately and give the name and address of the person bitten and the owner of the animal. All dogs and cats that bite a person shall be immediately confined for 10 days in a place designated by the local health director. If the owner or the person who controls or possesses a dog or cat that has bitten a person refuses to confine the animal as required by local law, the local health director may order seizure of the animal and its confinement for 10 days at the expense of the owner. A physician who attends a person bitten by an animal known to be a potential carrier of rabies shall report within 24 hours to the local health director the name, age and sex of that person.

It is the policy of this shelter that the above policy will be followed and any dog or cat that bites a person will be placed in quarantine for 10 days.

I HAVE CAREFULLY READ THIS POLICY, FULLY UNDERSTAND ITS CONTENT AND AGREE TO ABIDE IT.

Pet Owner Signature

Date

Shelter Worker's Signature

Date

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

SAMPLE BITE RECORD

Name of owner:	
Contact number(s):	
Person bitten:	
Contact number(s):	
Location of bite on body:	
Date of bite:	
Time of bite:	
Cage #	
Name of animal/ Unique ID # :	
Breed/Age:	
Quarantine Location:	
Date quarantine starts:	
Date quarantine ends:	

Shelter Worker's Signature

Date:

VETERINARY MEDICAL RECORD FORM

Medications Administered and Owner Communications during Sheltering

DATE	MEDICAL CARE / OWNER COMMUNICATIONS	INITIALS

SHELTER OWNER LOG

DATE								
INCIDENT NAME								
INCIDENT LOCATION								
		DATE	DATE	DATE	DATE	DATE	DATE	DATE
ANIMAL OWNER NAME	CAGE	BADGE AM	BADGE PM	BADGE AM	BADGE PM	BADGE AM	BADGE PM	BADGE AM
TOTAL COUNT								

CAGE CLEANING PROTOCOL

- Animal crates will be cleaned at least once daily when animals are removed for morning walks and spot cleaned as needed throughout the day.
- Daily remove the bedding and all organic material from cage including feces, urine, food and water. Bedding, food and water bowls can be replaced in the cage if they are not soiled.
- Wipe the crate surfaces with the correct amount of diluted disinfectant. If large amounts of organic material are present warm soapy water may be necessary to remove all organic material prior to spraying with disinfectant.
- Make sure dilution protocols are followed so animals will not be exposed to concentrated disinfectant which can be a skin irritant. Ensure the cage surfaces are wiped prior to putting animals back in the crate.
- When you are leaving the shelter deep clean your cage on all sides, the top, bottom and cage doors. After cleaning, the cage will be sprayed with appropriately diluted disinfectant. The disinfectant should be allowed to sit on all cage surfaces,(three sides) top and bottom for a contact time of 10 minutes. Do not put animals in a cage that has wet disinfectant left in the cage. Ensure the cage surfaces are dry before putting another animal in the cage.
- Food and water bowls are removed, cleaned, disinfected for 10 minute contact time and then rinsed well and dried before reuse.

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

N

If cages stacked, how? _____

o

HUMAN SHELTERING FACILITY GUIDANCE

American Red Cross <http://www.redcross.org/>

BASIC SHELTER INFORMATION

Site Name/ School District _____ **NSS ID#** _____ **Date** _____
Name of building _____ **Building #** _____ **of** _____
Phone # _____ **Fax #** _____ **Website** _____
Shelter address _____
Town/ City _____ **County/ Parish** _____ **State** _____ **Zip Code** _____
Mailing Address (if different) _____
Town/ City _____ **County/ Parish** _____ **State** _____ **Zip Code** _____
Agency operating shelter (check one) Red Cross FEMA DHS TSA SBC Other _____
Shelter agency type (check one) Red Cross managed Red Cross partner Red Cross supported Independent _____
Shelter type (check all that apply) Evacuation General Medical Other _____
General facility notes _____

Shelter Capacity

Use the calculations to calculate the capacity for sleeping space.

Total sq feet _____ **Evacuation** _____ usable sq ft ÷ 20 sq ft/person = _____ person capacity
 Post Impact _____ usable sq ft ÷ 40 sq ft/person = _____ person capacity
Sq feet usable for sleeping space _____ **Other** _____ usable sq ft ÷ _____ sq ft/person = _____ person capacity

Geographic Information

Use major landmarks (e.g. highways, intersections, rivers, railroad crossings, etc.) that will be easily recognizable in a disaster. Latitude and longitude coordinates can be found at online web sites, using a global positioning system device, or will auto populate when the address is entered into the National Shelter System.

Latitude _____ **Longitude** _____ **Elevation** _____
In storm surge/evacuation Yes **Hurricane category or evacuation area** _____ No **In flood plain** Yes **_____ year flood impact** No
Directions to facility _____

Point of Contact to *Authorize Use of Facility*

Name _____ Title _____ Phone # _____
24 hour # _____ Fax # _____ Email _____
Contact notes _____

Point of Contact to *Open Facility*

Name _____ Title _____ Phone # _____
24 hour # _____ Fax # _____ Email _____
Contact notes _____

Alternate Point of Contact

Name _____ Title _____ Phone # _____
24 hour # _____ Fax # _____ Email _____
Contact notes _____

Pet Shelter

Pet shelter space available on site Yes *answer questions below* No **nearest location** _____
Separate ventilation system Yes No | Cement or tile floors with drains Yes No | Outdoor space to relieve pets Yes No
Agency that will operate the pet shelter _____ Phone # _____ 24 hour # _____

ADDITIONAL INFORMATION

Shelter agreement signed Yes No **Date signed** _____ **Notes** _____
Pre-designated shelter team assigned Yes **Team name** _____ No
Current facility floor plans available Yes **Location of copies** _____ No

International Association of Venue Managers (IAVM) facility Yes No
Use the [Standards for Selection of Hurricane Evacuation Shelters](#) to select hurricane evacuation shelters. In this document, you will find a planning process that involves many factors (e.g. technical information for storm surge and flood mapping). This process requires close coordination with local officials for technical information to make decisions about hurricane shelter suitability. Use the Facility Construction section to assist with determining whether this can be a hurricane evacuation shelter.
Shelter can be a hurricane evacuation shelter _____

APPENDIX 7

PUBLIC HEALTH AND SAFETY CONSIDERATIONS

What can be done to minimize the health risks of pets in human evacuation centers?

The following guidelines may help reduce risk of injury or disease if it is necessary to house pets in a public shelter:

The appropriateness of housing pets in public evacuation centers should be carefully considered. Sometimes separate areas can be established for pets. If this is done, then these areas should be staffed with animal care personnel who have been trained in the handling of animals as well as approaches to infection control. Animal evacuation centers or foster homes may be good alternatives.

- If a pet is kept at a human shelter, it should not be allowed to freely roam the facility and should be kept under control at all times, either via caging or a leash. This is for the animal's safety, as well as that of the people living in the shelter.
- All dogs, cats, and ferrets must have proof of current vaccination against rabies or be vaccinated upon entry to the shelter.
- Dogs and cats should be treated for intestinal parasites while staying at the human shelter. This is particularly important when the pet is younger than 6 months old.
- Dogs and cats should be treated with medications to kill fleas and ticks. In doing so, care should be taken to administer treatments that are safe for that particular species of animal (i.e., not all treatments that are safe for dogs are safe for cats).
- Furred or feathered pets should be housed in areas separate from people with allergies or asthma triggered by fur, feathers, or dander.
- Cats should be kept in a cage with a litter box that is cleaned frequently (at least once every 24 hours). Pregnant women or immunocompromised people should not have contact with used litter.
- Dogs should be walked regularly on a leash outside of the shelter to allow them to urinate and defecate in designated areas, and any feces should be immediately collected and disposed of.
- Anyone bitten by an animal should speak with a healthcare provider to discuss associated concerns (e.g., tissue trauma, infection, rabies risk.). Bites and scratches should be thoroughly cleaned with soap and water. Arrangements should be made to confine and observe a biting dog, cat, or ferret for a period of 10 days.
- People caring for pets in evacuation centers should practice good hygiene by cleaning up after their pets (e.g., disposal of feces) and frequently washing their hands.
- Children younger than 5 years old should not handle reptiles without adult supervision, and should always wash their hands after doing so. Hand washing should be monitored by an adult.
- Pregnant women and immunocompromised people should avoid contact with cat feces, reptiles, and with pet rodents such as hamsters, gerbils, and guinea pigs.
- People should not share food with their pets, nor allow pets to lick their faces.

For more information on the value of pets, and on keeping people and pets healthy, please visit: [CDC Healthy Pets Healthy People](#), [American Veterinary Medical Association](#)

SAMPLE OF STATE OF LOUISIANA PUBLIC HEALTH SANITARY CODE

Bobby Jindal
GOVERNOR



Kathy H. Kliebert
INTERIM SECRETARY

State of Louisiana
Department of Health and Hospitals
Center for Community and Preventive Health

Protocol for Animal Control and Law Enforcement Agencies addressing animal bites and potential rabies exposures (June 6, 2013)

Introduction:

The Louisiana State Public Health Sanitary Code states, *"When any dog, cat, or ferret bites a human being, said animal shall be confined (as described in §113) for a minimum of 10 days following the bite, or said animal shall be killed and the head submitted immediately to a laboratory of the Louisiana Department of Health and Hospitals for examination for rabies..."*

Often, police officers and/or animal control personnel are required to decide on the means of compliance with the above stipulation, and to humanely euthanize the offending animal and prepare the head (brain) for submission to the state public health laboratory for analysis.

Procedure:

The first decision to be made is whether to enforce a ten-day observation period (or quarantine) or to euthanize the animal and submit the brain (head) for testing. The usual recommendation and the optimum mode of verifying rabies status is to...

- **CONFINE THE ANIMAL (DOGS, CATS, AND FERRETS ONLY) FOR TEN DAYS (10 DAY OBSERVATION).**
 - Why?
 - The observation is science based. If the animal is actively shedding rabies virus in the saliva, then the animal will begin to show neurological signs within the 10 day period. If not, the victim does not need to fear infection with rabies virus.
 - This process conserves limited state funds that are used for rabies testing.
 - The ten day observation period preserves the life of the animal and eliminates unnecessary euthanasia of animals.
 - NOTE: The ten day observation applies only to dogs, cats and ferrets. Wild animals that are common vector species for rabies transmission should be humanely euthanized and the brain (head) submitted for testing.

Infectious Disease Epidemiology Section
Suite 2155, 1450 Poydras Street 70112 P.O. Box 60630 New Orleans, Louisiana 70161
Phone # 504-568-8313 Fax # 504-568-8290 www.dhh.louisiana.gov
"AN EQUAL OPPORTUNITY EMPLOYER"

APPENDIX 8
SAMPLE MOU'S AND AGREEMENTS
MEMORANDUM OF UNDERSTANDING

Between National Animal Rescue and Sheltering Coalition, Inc.

(1) and

[Full legal name of other party]

This memorandum of understanding (“**MOU**”) is between National Animal Rescue and Sheltering Coalition, Inc., a registered US 501©(6) organization comprised of national nonprofit organizations (“**NARSC**”), and [full legal name of other party], a [jurisdiction of incorporation and corporate status] (“**ABBREVIATION FOR OTHER PARTY**”).

NARSC works collaboratively and cooperatively to assist communities and their animals throughout the United States in their preparations for and response to incidents that place animals in crisis. Established in 2006, the NARSC mission is to identify, prioritize and find collaborative solutions to major human-animal emergency issues. NARSC members are dedicated to professionalism in animal emergency response and management.

NARSC is comprised of the following members at the time of the signing of this MOU:

Voting Members:

American Humane Association
American Society for the Prevention of Cruelty to Animals
Best Friends Animal Society
Code 3 Associates
International Fund for Animal Welfare
National Animal Care & Control Association
National Alliance of State Animal and Agricultural Emergency Programs
RedRover

General Members:

American Veterinary Medical Association
American Red Cross
Association of Zoos and Aquariums
PetFinder Foundation
PetSmart Charities
Society of Animal Welfare Administrators

The Members of NARSC collectively bring a large number of resources and provide a collective capability unparalleled worldwide, including trained volunteers, staff, and vehicles, trailers, boats, and rescue equipment (see Appendix A). All members of NARSC adhere to a Code of Conduct (Appendix B) that ensures that member agencies are National Incident Management System (“**NIMS**”) compliant and prepared to work within existing command structures.

[**ABBREVIATION FOR OTHER PARTY**] works to [describe mission/work].

NARSC and [**ABBREVIATION FOR OTHER PARTY**] strive to coordinate their disaster response activities, and are entering into this nonbinding MOU to memorialize their shared understandings and expectations.

The parties therefore agree as follows:

Article 1
TERM

- 1.1 **Term.** The term of this MOU is for five years from the date on which it is signed by a representative of each party.
- 1.2 **Termination.** Either party may terminate this MOU for any reason upon written notice to the point of contact (“**POC**”) designated by the other party.

Article 2
PURPOSE

- 2.1 NARSC and [**ABBREVIATION FOR OTHER PARTY**] strive to coordinate their disaster response efforts in preparing for, responding to, and recovering from major incidents including natural and manmade disasters of significant proportion.
- 2.2 The primary goal of this MOU is to maximize the welfare of animals and their owners before, during, and after a major incident, and to minimize the loss of life and animal suffering that might occur following such an incident through mitigation activities, ongoing planning and exercises, and effective and safe responses.

- 2.3 The benefits of this MOU may include the provision of available additional resources from various parties to [ABBREVIATION FOR OTHER PARTY], which resources may include small and large animal rescue and sheltering teams, situational and rapid assessment, overhead management teams, evacuation, re-homing, and placement efforts along with equipment, supplies, and transport support.
- 2.4 The parties will use their best efforts to meet their roles and responsibilities as outlined in this MOU, which are aspirational goals and are not binding contractual promises. In all circumstances, each party is responsible for the safety and well-being of its employees, representatives, responders, contractors, volunteers, and agents.
- 2.5 Each party acknowledges that there are risks associated with participating in disaster response activities, and assumes those risks knowingly on behalf of its employees, representatives, responders, contractors, volunteers, and agents.

Article 3 NARSC's ROLE

- 3.1 NARSC will use its reasonable best efforts within its sole discretion to meet its responsibilities as outlined in this article 3.
- 3.2 NARSC will provide a contact list to [ABBREVIATION FOR OTHER PARTY] (see Appendix C). This contact list will be structured "three-deep," and NARSC will strive to ensure that resources will be available 24 hours/day, 7 days/week, 365 days/year.
- 3.3 NARSC will designate a NARSC representative ("NR") who will recruit and secure response teams. Response teams may be comprised of individuals/resources from multiple NARSC agencies. The NR will provide a complete list of responders/agencies to Incident Command.
- 3.4 NARSC will provide a NR to the Emergency Operations Center as requested and as available, who will act as a liaison between NARSC members and [ABBREVIATION FOR OTHER PARTY].
- 3.5 [ABBREVIATION FOR OTHER PARTY] will forward resource needs to the NR, who will identify and coordinate incoming NARSC resources consisting of NARSC-member staff, volunteers, and their equipment, and will be organized in teams, each with a team leader ("TL") designated by NARSC.
- 3.6 The TL will use his/her best efforts to ensure that NARSC resources are used effectively and safely. The TL will report to the point of contact ("POC") designated by [ABBREVIATION FOR OTHER PARTY].

Article 4 [ABBREVIATION FOR OTHER PARTY]'s ROLE

- 4.1 [ABBREVIATION FOR OTHER PARTY] will use its reasonable best efforts within its sole discretion to meet its responsibilities as outlined in this article 4.
- 4.2 [Describe other party's responsibilities and role].

Article 5 TEAMWORK & COMMUNICATION

- 5.1 **Teamwork.** The parties intend to share information openly and honestly, communicate with each other in a timely manner, keep each other current on developments, and use their best efforts to fulfill their responsibilities in relation to the Project.
- 5.2 **Communication.** The parties' staff will be in contact via telephone or electronic communication on a monthly or more frequent basis to coordinate, provide assistance, and mutually assess the progress of the Project. The primary method of communication will be email but both parties are encouraged to telephone if immediate attention is required.
- 5.3 **NARSC Contact.** The primary NARSC contact is [name, title, mailing address, email address, phone and fax number].
- 5.4 **[ABBREVIATION FOR OTHER PARTY] Contact.** The primary [ABBREVIATION FOR OTHER PARTY] contact is [name, title, mailing address, email address, phone and fax number].
- 5.5 **Public Announcements.** Each party will notify the other party of any public announcement regarding the Project in advance of its release, or of any media coverage of the Project, including but not limited to print, broadcast, and electronic media. Each party will acknowledge the collaborative implementation of the Project in any public announcements and statements to media. Where possible, such acknowledgment will include: placement of the NARSC and [ABBREVIATION FOR OTHER PARTY] logos and web addresses; and/or inclusion of the statement "this Project is a collaborative effort by NARSC and [ABBREVIATION FOR OTHER PARTY]," or similar.
- 5.6 **Research Studies.** In the spirit of professional conduct and institutional collaboration, the parties will include and acknowledge the other party in research studies and other scientific or educational efforts, giving credit where it is due. Each party will give the other party access to the results of any such efforts.
- 5.7 **Images.** [ABBREVIATION FOR OTHER PARTY] will use its reasonable best efforts to cooperate with NARSC requests to produce or use photographic and/or video images and other information depicting NARSC's support to [ABBREVIATION FOR OTHER PARTY]. Such images and information may be used in fundraising appeals by NARSC members, the proceeds of which will be utilized by NARSC members without restriction.
- 5.8 **Equipment.** Equipment purchased by each party in relation to this MOU will remain the property of that party, unless otherwise agreed.

**Article 6
CONFIDENTIALITY**

6.1 Both during and after the term of this MOU, the parties will keep, and will ensure that their respective employees, servants, and agents keep, confidential all materials and information provided by the other party in relation to this MOU that are not available to the general public.

**Article 7
NONBINDING NATURE OF MOU; NONPARTNERSHIP**

7.1 **Nonbinding.** This MOU is not binding or legally enforceable, imposes no enforceable obligations upon the parties and does not grant any rights.

7.2 **Nonpartnership.** This MOU does not constitute and shall not be construed as constituting any of the relationships of agency, partnership, or joint venture between the parties. Neither party shall have the right to bind the other party in any manner whatsoever. The parties are separate and independent organizations. Each is responsible for establishing its own policies and financing its own activities.

By: _____

By: _____

Date: _____

Date: _____

Name:

Name:

Title: Chair

Title:

National Animal Rescue and Sheltering Coalition, Inc.

[Full legal name of other party]

APPENDIX 9

SAMPLE PUBLIC INFORMATION

Pet Evacuation Checklist

Dogs

- ID tags (ID, rabies, microchip)
- Leash
- Collar
- Food and bottle water
- Food and water bowls
- Can opener if needed
- Crate or pet carrier
- Mediations
- Vaccination records
- Current photo of your pet
- Veterinarian contact information
- Toys
- Treats
- Plastic bags for pet waste
- Paper towels and cleaning spray
- Muzzle if necessary
- First aid kit

Cats

- ID tags (ID, rabies, microchip)
- Collar
- Food and bottle water
- Food and water bowls
- Can opener if needed
- Crate or pet carrier
- Mediations
- Vaccination records
- Current photo of your pet
- Veterinarian contact information
- Toys
- Treats
- Small litter box and litter
- Plastic bags for pet waste
- Paper towels and cleaning spray

- First aid kit

Snakes

- Food and bottle water
- Water bowl
- Pillow cases for transporting
- Small enclosure with lid
- Heating pad
- Small mammals in small carriers
- Bedding material
- Current photo of your pet
- Veterinarian contact information

Birds

- Food and bottle water
- Carrier with perch
- Water mister
- Current photo of your pet
- Veterinarian contact information
- Toys
- Treats
- Plastic bags for pet waste
- Paper towels and cleaning spray

Rabbits

- Food and bottle water
- Food and water bowls
- Small cage or pet carrier
- Bedding material
- Current photo of your pet
- Veterinarian contact information
- Toys
- Treats
- Plastic bags for pet waste
- Paper towels and cleaning spray

For more information about how to prepare for your pets for hurricane season, visit or call xxxxxxx. For more information about planning for an evacuation with your pet, visit xxxxxxx

XXXXX Urges Pet Owners to Prepare for Hurricane Season Prepare, provide and protect your pets

xxxxxxxx – With hurricane season fast approaching, the [xxxxxx](#) urges xxxxxx pet-owners to create an advance evacuation plan that includes pets. Pets are members of the family and should be included in disaster preparations.

For households with pets, it is pertinent to include your animals in your evacuation plans and to prepare for the worst-case scenario. Do not, under any circumstances, leave your pet behind. Leaving your pet tied up outside to a tree or fence is not an option. Leaving your pet indoors is risky due to floods from tidal surges which could trap your animal in a house filling up quickly with water.

Just like other members of your household, emergency planning for your pets requires supplies and advance preparation. The supplies you gather should be able to provide for your pet for at least three days. For the safety of your pets and for your own peace of mind, the xxxxxx advises the following procedures for hurricane season.

Before hurricane season:

- Current vaccinations – Make sure your pet’s vaccinations are current. Make copies of your records to take with you. All boarding facilities and veterinarian offices require proof of immunization before accepting animals.
- Identification – Update your pet’s ID tags if needed. Talk to your veterinarian about permanent identification such as microchipping and enrolling your pet in a recovery database. This simple step could be your pet’s round-trip ticket home in the event they get lost. *Microchipping is mandatory in xxxxxxxx for all pets allowed outside.*
- Compile a list of places to go – Consider staying with a family or friends who reside outside of the affected area and are comfortable with pets, or look into pet-friendly hotels, shelters or boarding facilities outside of the hurricane strike zone. The xxxxxx does not board animals.

What your pet needs for an evacuation:

- Food and water – Keep food in an airtight, waterproof container. Water should be in addition to the water you need for yourself and family.
- Medicine and medical records – Keep an extra supply of medicines your pet takes on a regular basis in a waterproof container. All boarding facilities and veterinarian offices require proof of immunization before accepting animals.
- Collar with ID tags, harness or leash – Your pet should wear a collar with an up-to-date rabies tag and identification at all times. Include a backup leash, collar and ID tag. Place copies of your pet’s registration information, adoption papers, vaccination documents and medical records in a clear plastic bag or waterproof container. Talk to your veterinarian about permanent identification such as microchipping and enrolling your pet in a recovery database.
- Crate or other pet carrier – Get a portable, secure and covered pet carrier in advance. The carrier should be large enough so your pet can completely turn around and lie down. Mark your name, address, phone number and alternate contact information on the carrier.
- Sanitation – Include pet litter, small litter box, newspaper, towels, plastic trash bags and household chlorine bleach. Do not use scented or color safe bleaches or those with added cleaners. Use 16 drops of regular bleach per gallon of water.

xxxxx residents who will need assistance to evacuate are urged to register with the xxx to participate in the xxxxxxxx. This plan includes both residents and their pets. Citizens can register by calling xxx. When a mandatory evacuation is called, pick-up points throughout the xxx will be announced where citizens can go and board buses that will take them to the evacuation departure points. Pet owners must evacuate with their pets on xxx provided transportation; animal drop offs are not permitted.

For more information about how to prepare for your pets for hurricane season, visit xxxxx or call xxxxx

Evacuation Information for Pet Owners

XXXXXXXX (XXX, XX, XX) – Cohabitation emergency shelters are opening for residents evacuating with their pets at the following locations:

- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXX

Cohabitation shelters allow people to remain with their pets at the facility provided certain requirements are met. Residents evacuating with a pet must meet the following requirements in order to be admitted to a co-habited emergency shelter:

- Proof of vaccinations and identification
- Three-day supply of food and water for each pet
- Leash and collar for each pet
- Medication
- Litter box
- Crate or carrier large enough for your pet to stand up and turn around in
- Comfort items

Residents not meeting the above requirements will be sent to a collocated shelter. These facilities typically house people and one building and the animals in another.

For more information, visit xxx.xxx.

###

SAMPLE DONATIONS

Want to help animals? Consider a monetary donation

XXXXXX (XXX, XX, XXXX) – Donations are needed to assist the animal relief efforts that are underway by the xxxxxxxx governments. The funds collected will be used to provide supplies and equipment necessary to care for numerous pets and livestock in shelters operated by the xxxxxx and xxxxxx governments.

A monetary donation is the best way to help out animal relief efforts. The money goes directly towards purchases dog food, feed, bowls and other necessary animal care supplies.”

To donate, go to: xxxxx.com

While monetary donations are preferred, individuals wanting to donate items should only bring donations to designated donation drop-off locations. Please do not bring donations directly to shelters.

APPENDIX 10

DONATIONS MANAGEMENT CHECK LIST

Volunteer and donations management plans serve as vehicles to manage the public's generosity during a disaster and provide assistance to victims as soon as possible.

Do not send or bring unsolicited donations. In the early stages of the response phase, most organizations are unable to accommodate any material goods. Unsolicited donations create a challenge of storage and sorting when focus is needed on response and recovery.

- Activate the Donations Management Plan.
- Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
- Identify and activate staff for donations management facilities.
- Identify what commodities are needed (category, kind, type)?
- Identify where needed, how long, how much and when needed.
- Provide the media (through the PIOs) with information regarding donation needs and procedures and regularly update that information.
- In coordination with the PIOs, provide regular updates to the media on donations procedures, progress, status and the Current Donations Needs List (goods and services that are needed and not needed).
- Collect, sort, store, distribute and properly dispose of donations as necessary.
- Keep records of donations received; and, where appropriate, thank donors.
National VOAD <https://www.nvoad.org/>

APPENDIX 11

RESOURCES

NARSC member agencies cooperatively respond nationally and internationally to wildfires, floods, ice storms, tornadoes, hurricanes and other natural disasters; as well as man-made animal disasters including puppy mills and hoarding situations.

Current NARSC members include:

American Humane

1400 16th Street NW; Suite 360
Washington, DC 20036

www.AmericanHumane.org email: info@americanhumane.org

American Red Cross National Headquarters

2025 E Street, NW
Washington, DC 20006

www.redcross.org

American Society for the Prevention of Cruelty to Animals (ASPCA)

424 E. 92nd St.
New York, New York 10128-6804

www.aspca.org email: publicinformation@aspca.org

American Veterinary Medical Association (AVMA)

1931 North Meacham Road, Suite 100
Schaumburg, IL 60173

www.avma.org

Association of Zoos & Aquariums

8403 Colesville Rd., Suite 710
Silver Spring, MD 20910-3314

www.aza.org contact: <https://www.aza.org/contact-us>

Best Friends Animal Society

5001 Angel Canyon Road
Kanab, Utah 84741-5000

www.bestfriends.org email: info@bestfriends.org

Code 3 Associates

1530 Skyway Drive
Longmont, Colorado 80504

code3associates.org email: info@code3associates.org

International Fund for Animal Welfare (IFAW)

290 Summer St
Yarmouthport, MA 02675

www.ifaw.org email: info@ifaw.org

National Alliance of State Animal and Agricultural Emergency Programs (NASAAEP)

P.O .Box 3546

Pflugerville, TX 78691

<http://nasaaep.org/>

National Animal Care & Control Association

101 North Church St., Suite C

Olathe, Kansas 66061

www.nacenet.org email: naca@nacenet.org

Petfinder Foundation

4729 East Sunrise Drive, #119

Tucson, AZ 85718

www.petfinderfoundation.com email: foundation@petfinder.com

PetSmart Charities

19601 N 27th Ave.

Phoenix, AZ 85027

email: info@petsmartcharities.org

Red Rover

3800 J Street

Sacramento, California 95816

www.redrover.org email: info@redrover.org

Society of Animal Welfare Administrators (SAWA)

2170 S Parker Road, #255

Denver, CO 80231

sawanetwork.org email: SAWAconnect@ymail.com

Additional Resources

Friends For Life Animal Shelter and South Texas College of Law Houston, Animal Law Clinic – FAQ related to legal issues surrounding sheltering with pets. <http://www.friends4life.org/DisasterToolkit>

Louisiana State Animal Response Team – LSART Household Pet Evacuation and Sheltering Manual <http://www.lsart.org/>

APPENDIX 12

SHELTERING VOLUNTEERS

VOLUNTEER REGISTRATION FORM

Credentialing / Letter of Access

Name: _____
DOB: _____
Home Address: _____

County/Parish: _____
Home Phone #: _____
Cell Phone #: _____
E-mail Address: _____

Driver's License # and State: _____
Vehicle Tag # and State: _____
Trailer Tag # and State: _____

Name of person to contact in case of emergency: _____
Phone # of emergency contact: _____

Have you ever participated as a volunteer for animal rescue and sheltering? Yes No
When: _____ Where: _____

What functions did you personally perform?

Shelter Management Caretaker-food/water/cleaning Behaviorist
 Shelter intake Pet-Owner reunification Veterinarian
 Animal handler Dangerous dog handler Technician
 Field rescue Other _____

Do you have formal credentials related to animal emergency response? Yes No

ICS Training Taken: 100 200 700 800 300 400

Veterinary license: Yes No State and #: _____

Technician registration: Yes No State and #: _____

Animal Control Officer: Yes No State commissioned in: _____

Other: Specify _____

Code of Conduct: I agree to abide by Incident Command System (ICS) requirements at all times as a volunteer in the state's emergency response effort and to work within the official response plan and ICS command and control. I acknowledge that my failure to comply may result in the immediate revocation of my volunteer credentials.

Medical Release: I know that engaging in emergency response activities may subject me to physical injury. I assume full responsibility and liability for any physical injury to me as a result of my participation in response activities in the state. I release the state, and its departments and agencies, and all their agents, employees, officers, or representatives from any and all liability for any injury.

Signature: _____

Date: _____

Badge:

Location:

Jurisdictions and organizations may want to obtain a legal review of this form prior to incorporating it into their procedures.

APPENDIX 13

SERVICES ANIMALS



National Network

Information, Guidance and Training on the Americans with Disabilities Act

Call us toll-free
1-800-949-4232 V/TTY

Find your regional center at
www.adata.org

Service Animals

The Department of Justice has issued revised ADA Title II (which covers state and local government programs) and Title III (which covers private businesses, a.k.a. places of public accommodation such as restaurants or retail merchants) regulations, which took effect March 15, 2011. These regulations revise the definition of service animal and add additional provisions. (§35.104, §35.136, §36.104, §36.302)

Definition

A service animal is any dog that is individually 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. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

- assisting individuals who are blind or have low vision with navigation and other tasks
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- providing non-violent protection or rescue work
- pulling a wheelchair
- assisting an individual during a seizure
- alerting individuals to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to individuals with mobility disabilities

- helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks for purposes of the definition of a service animal.

Miniature Horses

A public entity or private business must allow a person with a disability to bring a miniature horse on the premises as long as it has been individually trained to do work or perform tasks for the benefit of the individual with a disability, as long as the facility can accommodate the miniature horse's type, size, and weight. The rules that apply to service dogs, outlined below, also apply to miniature horses.

Asking questions

To determine if an animal is a service animal, a public entity or a private business may ask two questions:

- Is this animal required because of a disability?
- What work or task has this animal been trained to perform?

These questions may not be asked if the need for the service animal is obvious (e.g., the dog is guiding an individual who is blind or is pulling a person's wheelchair). A public entity or private business may not ask about the nature or extent of an individual's disability or require documentation, such as proof that the animal has been certified, trained or licensed as a service animal, or require the animal to wear an identifying vest.

SAMPLE PROTOCOL FOR PROVIDING ASSISTANCE FOR SERVICE ANIMALS ACCOMPANYING THEIR OWNER TO A HUMAN SHELTER

DEFINITION OF SERVICE ANIMAL

Question 1. What is a service animal?

A: Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. In addition to the provisions about service dogs, the Department of Justice's revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities.

Question 2. What does "do work or perform tasks" mean?

A: The dog must be trained to take a specific action when needed to assist the person with a disability. For example, a person with diabetes may have a dog that is trained to alert him when his blood sugar reaches high or low levels. A person with depression may have a dog that is trained to remind her to take her medication. Or, a person who has epilepsy may have a dog that is trained to detect the onset of a seizure and then help the person remain safe during the seizure.

Question 3. Are emotional support, therapy, comfort, or companion animals considered service animals under the ADA?

A: No. These terms are used to describe animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. However, some State or local governments have laws that allow people to take emotional support animals into public places. You may check with your State and local government agencies to find out about these laws.

Question 4. What questions can a shelter worker ask to determine if a dog is a service animal?

A: In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

https://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf

SAMPLE GUIDELINES TO ACCOMMODATE SERVICE ANIMALS AND THEIR OWNERS IN A SHELTER.

1. Ask the owner for basic information on themselves and the service animal. See pet shelter Admin/ Discharge sheet.
2. Ask owner for proof of vaccinations for the service animal. Rabies vaccination should be required or a letter from their veterinarian with lab results verifying the service animal has protective titers for rabies. Rabies is a public health concern. The other vaccinations suggested are Distemper, Hepatitis, Leptospirosis, Parvo , Pararainfluenza, Bordatella (these vaccination protect the animal).
3. Identify an area away from the general population of the shelter for the owner and service animals to be housed.. A separate room is ideal.
4. Identify the area as housing a service animal with signage.
5. Ensure that the service animal and owners have enough space for a cot for the owner and a crate for the service animal.
6. Ensure that the owner has supplies such as food and water bowls, poop bags ,needed medications for service animal.
7. Designate a pet relief area for the service animal that is accessible for the owner.
8. Ask if the owner can accompany the service animal to the relief area and if they are able to clean up after the service animal or will they need assistance.
9. Educate shelter workers and the residents of the shelter that this is a service animal not a pet. The owner should be consulted before the service animal is touched.
10. Identify a local veterinary facility or facilities (daytime and emergency nighttime facilities) that will accept the service animal if veterinary care is required. Provide the contact information to the service animals' owner.
11. If possible have a local veterinarian visit with the service animal and owner to ensure their needs are met and document the visit.

APPENDIX 14

DEMOBILIZATION OR TRANSITION TO TRADITIONAL SHELTERING

SHELTER DEACTIVATION CHECKLIST

- Notify community partners providing service and cancel services.
- Notify PIO of shelter closing.
- Discharge people with pets.
- Collect credential badges from owners as they sign-out their pets.
- Collect shelter documents.
- Volunteers or personnel disassemble cages and crates for return to storage.
- Ensure that shelter facility has a contract in place to have facility sprayed for fleas and ticks for at least 3 times two weeks apart and that the contract has been activated.
- Clean shelter area and decontaminate the steel cages and crates.
- Deactivate volunteers and collect their credential badges.
- Conduct a closing inventory.
- Meet with facility owner to conduct closing survey.
- SMT and community emergency management meet to develop an after action report.

Transitions to Alternative Sheltering

- Notify community partners, PIO and shelter volunteers of transition plans.
- Notify pet owners of transition plans to alternative sheltering.
- Collect documents and supplies for transition.
- Prepare for relocation and movement of people with pets.
- Follow guidelines for alternative sheltering.

www.redcross.org

RED CROSS SHELTER SUPPORT WORKSHEET

Shelter Support Worksheet

Red Cross Managed Shelter Partner-managed Shelter

Point of Contact (POC) Information	
Partner	Red Cross
Agency Name:	Region Name:
POC Name:	POC Name:
Email:	Email:
Phone:	Phone:

Partner Agency	Red Cross	Support Provided to Sheltering Operation
		Provide Pre-Disaster Training:
		Psychological First Aid
		Shelter Fundamentals
		Disaster Services Overview Module 1
		Serving Individuals with Access and Functional Needs
X	X	Adhere to Code of Conduct*
X	X	Adhere to Fundamental Principles*
		Provide deployment support for staff
		Provide supplies and equipment
		Provide staff who are willing to serve as Red Cross volunteers in the shelter
		Provide payment for staff wages
		Provide subject matter expertise
		Participate in multi-agency coordination
		Provide signage/logos
		Provide financial assistance for shelter operation costs
		Provide shelter population and meal counts
		Provide situational awareness regarding the disaster
		Return equipment and supplies in agreed-upon condition
		Provide operational summary at agreed upon intervals
		Provide a niche service within area of expertise:
		Security
		Childcare
		Health Services
		Assistance with Activities of Daily Living
		Pet Sheltering
		Feeding
		Communication/ Internet Provider
		Custodial Services
		Transportation
		Facility
		Water

AMERICAN RED CROSS FACILITY/SHELTER OPENING & CLOSING INSPECTION



Facility/Shelter Opening & Closing Inspection

Name of Facility _____ Address _____

Name of Facility Rep and/or Operator _____ Phone # _____

Opening Inspection				
Areas to Inspect When Opening the Facility/Shelter <i>(Check yes, no, not applicable (NA) or unknown (U). Specific areas needing correction and those responsible for making them should be noted under "Comments". Take pictures of pre-existing damages)</i>				
Yes	No	NA	U	Comments
				Areas to Inspect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are indoor and outdoor walking surfaces free of trip and fall hazards (e.g. uneven sidewalks, unprotected walkways, loose/missing tiles, wires, etc...)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the routes to exits relatively straight and clear of obstructions (e.g. blocked, chained, obstructed)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all emergency exits properly identified and secured, and there are at least two exits per floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are illuminated exit and exit directional signs visible from all aisles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all kitchen equipment and bathroom fixtures in working order?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there an emergency evacuation plan posted and an identified meeting place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there guidelines for directing occupants to an identified assembly area away from the building once they reach the ground floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any site specific hazards (e.g. hazardous chemicals and machinery)? If so, describe them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the facility neat, clean and orderly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the following utility systems in good working order: electricity, water, sewage system, HVAC?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers and smoke detectors present, inspected and properly serviced with current inspection tags?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If power fails, is automatic emergency lighting available for exit routes, stairs and restrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a back-up power source?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are first aid kits readily available and fully stocked? Where?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will occupants of the building be notified that an emergency evacuation is necessary by a public address system or alarm?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are floors and walls free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the parking area free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHELTER ONLY: Are there accessible parking spaces?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHELTER ONLY: Is there at least one entrance to the building accessible for people with mobility issues with signage identifying the location of the accessible entrance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHELTER ONLY: Is there at least one accessible restroom?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHELTER ONLY: Are there routes without steps available to access service delivery areas, restrooms and showers? Can service be provided in an area that can be accessed by routes without steps?
Any Damage or Additional Comments				

American Red Cross Printed Name & Title _____		Signature _____		Date _____
Facility Rep/Operator Printed Name & Title _____		Signature _____		Date _____

AMERICAN RED CROSS FACILITY/ SHELTER OPENING & CLOSING INSPECTION



Facility/Shelter Opening & Closing Inspection

Name of Facility _____ Address _____

Name of Facility Rep and/or Operator _____ Phone # _____

Closing Inspection

This is to certify that the above listed Facility controlled, owned or operated by the above listed Facility Rep and/or Operator was used temporarily by the American Red Cross DR# _____ as an emergency disaster facility from _____ to _____. This facility is hereby returned by the American Red Cross in satisfactory condition less the following listed deficiencies:

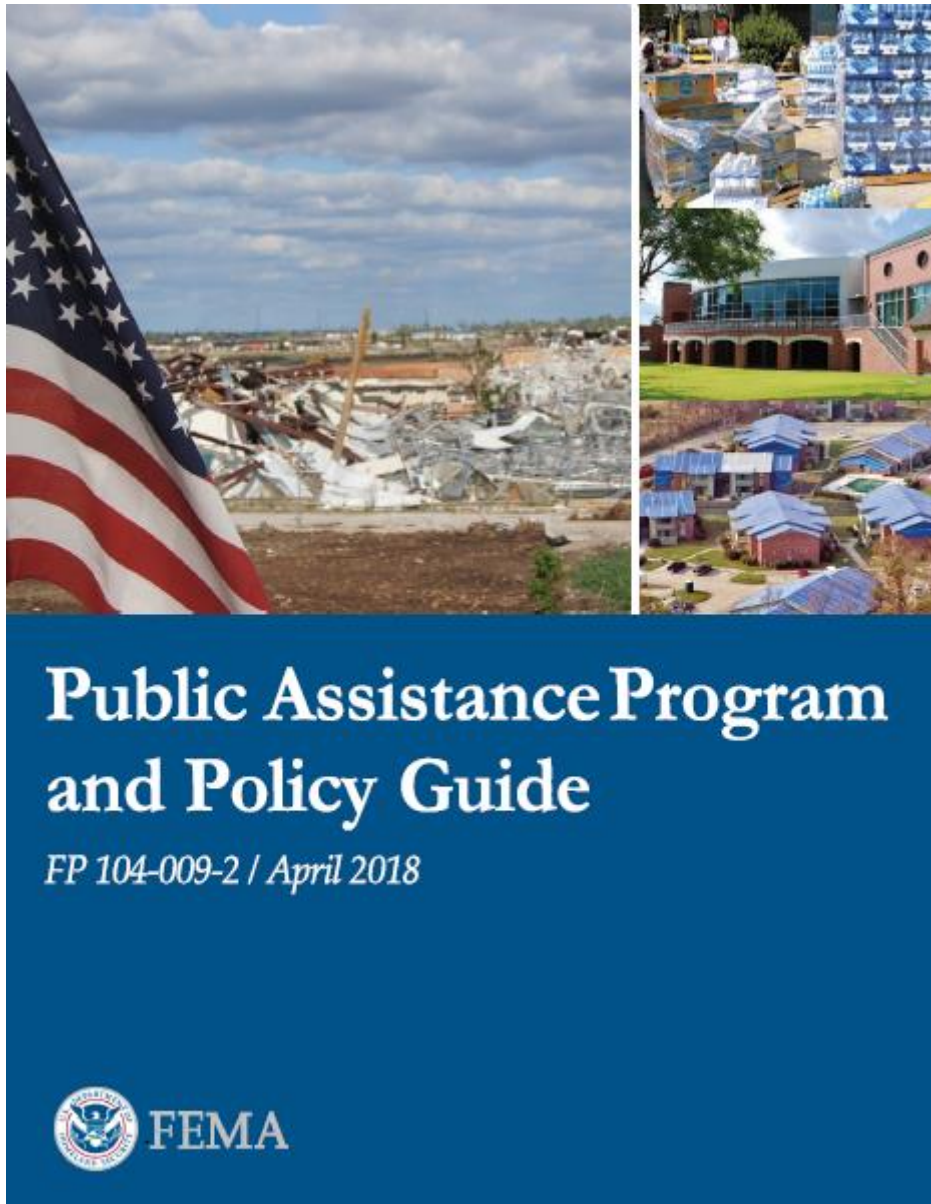
Please attach photos of deficiencies

American Red Cross
 Printed Name & Title _____ Signature _____ Date _____

Facility Rep/Operator
 Printed Name & Title _____ Signature _____ Date _____

APPENDIX 15
REIMBURSEMENT FOR PET EVACUATION AND SHELTERING

<https://www.fema.gov/public-assistance-policy-and-guidance>



APPENDIX 16

COMMON ANIMAL DEFINITIONS

- **Animals:** *From the ESF #11 Annex:* Animals include household pets, service and assistance animals, agricultural animals/livestock, wildlife, and other animals (including exotics, zoo animals, animals used in research, and animals housed in congregate settings, such as shelters, rescue organizations, breeders, and sanctuaries.)
- **Assistance animals:** *From the Fair Housing Act², Section 504* – An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability. (*Note – service animal definitions under the Americans with Disabilities Act (ADA) and assistance animal definitions under the Fair Housing Act only differ by the exclusion of emotional support being excluded from the service animal definition.*)
- **Livestock:** The term livestock may have specific definition within individual states and Federal programs. In the broadest use, including general ESF #11 use, livestock includes domestic livestock typically kept on farms and such as cattle, sheep, goats, swine, poultry, and other animals raised for food or fiber as well as horses, donkeys and mules. “Alternative livestock” may include wild cervids (elk, deer, etc.) as well as bison, ostrich, emu or other wild species kept for food production. When discussing “livestock” it is essential for all parties to work from the same definition.
- **Non-commercial livestock or “backyard” livestock:** This is another flexible term that may have a specific definition in local, State, Tribal, Territorial and/or Insular (STTI) emergency plans. In its broadest use, non-commercial livestock would include animals kept at residences for pleasure, companionship, sport (not commercial racing) or household food production which does not generate food or products intended to enter commerce.
- **Pets/household pets:** *From the FEMA Public Assistance Policies³* – Household pets are domesticated animals that:
 - Are traditionally kept in the home for pleasure rather than commercial purposes.
 - Can travel in common carriers
 - Can be housed in temporary facilities
 - Examples are dogs, cats, birds, rabbits, rodents, and turtles
 - Household pets do not include reptiles (other than turtles), amphibians, fish, insects, arachnids, farm animals (including horses), or animals kept for racing purposes.
 - *Note: This definition applies to expense eligibility under the FEMA Public Assistance Grant Program and in no way limits STTI, Local, and non-governmental entities from managing all animal types per their own policies.*

² https://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf

³ https://www.fema.gov/media-library-data/1456167739485-75a028890345c6921d8d6ae473fbc8b3/PA_Program_and_Policy_Guide_2-21-2016_Fixes.pdf

- **Service animals:** *From ADA informational materials* - Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. https://www.ada.gov/regs2010/service_animal_qa.html
- **Working animal:** The term working animal can vary considerably within the situational context, but within an emergency management context, ESF#11 considers this group to include animals working in law enforcement (detection, patrol, apprehension, etc.) and animals working in search and rescue (primarily dogs used in search and recovery missions.)