

Incident Annex 10.1 Response Plan for Animals in Disaster

Lead Department: Health & Human Services

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Version 2.00



This annex is part of the Lane County Emergency Operations Plan and should be used in conjunction with the other annexes. It is not a stand-alone plan.

This annex and associated attachments represent the best efforts by Lane County to prepare for an emergency; however, emergencies are complex and evolving entities that require thought and adaptation. It is expected that the user of this plan would adapt and adjust their response dependent on the situation.

Record of Changes

Summary of Changes	Date of Change	Page(s) Affected	Changes made by (signature)
Updated forms and attachments	12/1/10	throughout	Karen Gaffney
Revised Attachment 1: Proposed ICS Structure, and changed related references	12/16/10	8, 15, 64	Karen Gaffney
Updated volunteer forms	5/19/11		Karen Gaffney

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Attachments

- Attachment 1: Proposed ICS Structure
- Attachment 2: Standard Operating Procedure for Companion Animal Shelters
- Attachment 3: Standard Operating Procedure for Livestock Sheltering Facilities
- Attachment 4: Search and Rescue Procedures
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- Attachment 6: Position Descriptions
- Attachment 7: Hotels and Motels that Accept Companion Animals
- Attachment 8: Sample Public Education Messages
- Attachment 9: Notification of Plan Activation

Introduction

Incident Annex 10.1 Response Plan for Animals in Disaster describes the activities meant to guide a coordinated and effective response to protect companion animals and livestock in a disaster.

Recent catastrophic events, such as Hurricane Katrina in 2005, identified the need to provide companion animal sheltering. One lesson learned from that event was that many people would not leave their pets behind, so they did not evacuate when it was still safe for them to do so. Another important lesson was the need to respond to large numbers of companion animals that might be left behind or otherwise become stray, and to design efficient systems for reuniting these animals with their owners.

Lane County Health and Human Services promotes and protects the health and safety of all Lane County populations, including ensuring capacity for emergency preparedness, response, and recovery. This Annex describes the policies and procedures for mobilizing and managing the response under emergency or disaster conditions that exceed routine response capabilities or in response to a declared impending emergency in Lane County, Oregon.

Purpose

The purpose of the plan is to minimize animal suffering and human anguish during a disaster by providing guidance on the following: 1) immediate care and control of animals; 2) temporary sheltering of companion and farm animals; 3) emergency veterinary care to injured companion and farm animals; and 4) a system for returning animals to their owners after a disaster event is over.

This plan provides guidance and direction for Health and Human Services (HHS) Lane County Animal Services (referred to solely as “Animal Services” for the remainder of the plan) to protect companion animals and livestock in the event of a disaster.

Authorities

The following federal and state statutes and rules give Lane County Health and Human Services its authorities during an emergency related to animals:

- Pets Evacuation and Transportation Standards Act of 2006. Became PL 109-308, October 6, 2006.
- Oregon Revised Statute 401.271, 401.272, 401.273, and 401.274.

Additional authorities of Lane County government may also be defined. Refer to the Lane County Emergency Operations Plan—Basic Plan, Section B. Authorities and References for a list of these authorities.

Situation and Assumptions

- Potential hazards such as flooding, tornadoes, hurricanes and hazardous materials incidents which may require the evacuation of citizens from selected areas of the county. Typically companion and farm animals are not permitted in human evacuation shelters, except for service animals that accompany citizens with special needs.
- The most recent pet population estimates for Lane County indicate the following:

Lane County Pet Population Estimates
 based on 2000 Census & APPMA 2007-2008 National Pet Owners Survey*

	# of Households	# Owned Dogs	# Owned Cats
Lane County	130,453	86,490	102,014
Eugene	61,444	40,737	48,049
Springfield	21,500	14,255	16,813
Florence	3,564	2,363	2,787
Cottage Grove	3,264	2,164	2,552
Junction City	1,823	1,209	1,426
Oakridge/West Fir	1,445	958	1,130
Creswell	1,271	843	994
Veneta	966	640	755
Coburg	367	243	287

* American Pet Products Manufacturers Association (APPMA) 2007-2008 National Pet Owners Survey

39% of U.S. Households own at least one dog.
 Each dog owning household owns on average 1.7 dogs

34% of U.S. Households own at least one cat.
 Each cat owning household owns on average 2.3 cats

- Frequently, citizens (especially the elderly) express extreme reluctance to evacuate a disaster area unless arrangements have been made for the care of their companion animals. Such refusals or delays begin a chain reaction that can seriously jeopardize or cause a total breakdown of the County’s overall evacuation plan. Their animals are often their lifelines. Therefore, helping animals is helping people.
- Depending on the nature of the disaster, livestock animals like cattle, horses, sheep, goats, pigs, and poultry may need to be evacuated, sheltered and cared for.
- Lane County Animal Services will continue to work with and through the County Office of Emergency Management to educate the public on animal disaster planning and preparedness.
- Lane County Emergency Management will request the activation of the Response Plan for Animals in Disaster when an emergency, disaster event, occurs that requires a human shelter. Animal Services will respond to Emergency Management’s request for animal shelters as soon as physically possible to do so. The target time to have an animal shelter operational is when the human shelter opens.

- Animal shelters can be located on-site or in close proximity to the activated human shelter(s) during a disaster
- Animal owners will exercise, feed, and care for their animal(s) that are sheltered in facilities operated under the direction of this plan. Sheltering and protection of animals is the responsibility of their owner.
- Domestic animals that are lost, stray, incapable of being cared for by their owners, or a danger to themselves or the public will be the responsibility of Lane County Animal Services. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, their disposition will be handled in accordance with established animal services guidelines. Shelters for lost and stray animals may be co-located with other animal shelters or in stand alone facilities.
- Non-domestic animals should be left to their own survival instincts. Non-domestic animals out of their natural habitats that are a danger either to themselves or the public will be the responsibility of the Oregon Fish and Wildlife Department. These animals will be returned to their natural habitat if possible.

Concept of Operations

Lane County Health and Human Services will coordinate the provision of animal services in most impending or actual disasters effecting Lane County. Lane County Health & Human Services is the lead local agency for situation assessment and determination of resource needs. As needed, the County will support actions for the protection of animals affected by an emergency to include rescue, sheltering, control, feeding, and preventive immunization of animals left homeless, lost, or strayed as a result of an emergency.

1. Activation of Emergency Response Plan for Animals

Annex 10.1 – Response Plan for Animals in disaster may be activated by the Lane County Emergency Manager; or Health and Human Services Director, Deputy Director, or Animal Services Program Manager or identified designee.

If the plan is activated, Lane County Emergency Management will be notified by the Incident Commander. Information about the activation of this plan will be communicated to the appropriate dispatch services, as described in Attachment 9: Notification of Plan Activation.

The plan may be activated for any imminent emergency that has the potential for rapid growth and/or major impacts on animal health and safety where temporary sheltering of people and animals is needed, including national or regional emergencies which may affect Lane County. As indicated by the Lane County Emergency Operations Base plan, principles of the National Incident Management System (NIMS) and the Incident Command System (ICS) will be used to manage a response once this plan is activated.

The plan may be deactivated when the above conditions no longer exist, and the incident managers have determined that all incident response objectives have been adequately addressed.

When the Lane County Emergency Operations Center (EOC) is activated, Health and Human Services will participate in Unified Command and the Health and Human Services Director will designate an Animal Services Representative.

The Animal Services Representative will be responsible for receiving all animal related requests incoming to the EOC and coordinating responses with the *Shelter Group Supervisor*, *Carcass Disposal Group Supervisor*, *Animal Search & Rescue Group Supervisor* and all other coordinating agencies such as humane societies, veterinarians, and volunteers. **ALL animal rescue and care requests will be coordinated by the Animal Services Representative.**

The *Animal Services Representative* will determine when to activate the Animal Care Committee and/or the Animals in Disaster Response Team (AID). The Animal Care Committee includes representatives of Greenhill Humane Society, local companion and large animal veterinarians, and Lane County Animal Services. The Committee is responsible for recruiting and training volunteers who will assist in the response to an emergency. Those trained volunteers constitute the Animals in Disaster Response Team (AID).

The *Shelter Group Supervisor* will be responsible for the overall operations of the animal shelter(s), including set up and operation of all temporary animal shelters needed. The *Shelter Group Supervisor*, with the assistance of the *Animal Services Representative*, will contact all necessary personnel to staff the shelters from the resource listings. Each shelter will staff functional areas as needed to maintain smooth operations. The *Shelter Group Supervisor* will appoint functional area coordinators.

At the direction of the Incident Commander, animal search and rescue teams may be deployed as necessary. These teams will be under the direction of the *Animal Search and Rescue Supervisor*. These teams will respond to citizens' requests for assistance with or the rescue of their animals, and will request assistance from various volunteer animal groups for this function as needed.

2. Set-up of Emergency Animal Shelter

- A. The *Animal Services Representative* and the EOC Director will determine which site(s) to activate as emergency animal shelters. The selection of the site(s) will depend on the areas in the County impacted by the incident and the number and types of animals affected by the incident.
- B. The *Shelter Unit Leaders(s)* will be directed to report to the selected shelter site(s), determine the needs of the site(s) and provide a supply request to the *Shelter Group Supervisor* and *Animal Services Representative* in the EOC. The *Animal Services Representative* will use the resource lists to contact personnel to staff each shelter, requisition supplies and other needs as necessary. All outside requests for services and materials will be made through the *Animal Services Representative* in the EOC.

- C. The *Shelter Unit Leader(s)* will establish and maintain shelters in accordance with the Standard Operating Procedure for Companion Animal Shelters contained in Attachment 2 or Standard Operating Procedure for Livestock Sheltering Facilities contained in Attachment 3.

Roles and Responsibilities

Mitigation/Preparedness

All Tasked Organizations

- Prepare emergency response plans and vulnerability assessments in conjunction with City and County Emergency managers
- Exercise the plans with relevant partners
- Manage a continuous improvement cycle for organizational plans by developing After Action Reports from exercises and implementing necessary improvements
- Ensure relevant staff and volunteers receive training, including Incident Command System, and National Incident Management System
- Develop mutual aid agreements with neighboring counties and/or relevant response partners
- Include local stakeholders and volunteer groups in planning and training for emergencies
- Develop and update basic fact sheets, key messages, and other informational materials for distribution to public, and response partners during an incident

State

Oregon Emergency Management (OEM)

- Serve as the lead state agency coordinating support efforts from the State Emergency Coordination Center (ECC) with local governments and the Federal Emergency Management Agency (FEMA).
- Serve as the point of contact with the Governor's Office, local city/county emergency management agencies, and support state agencies that are involved in companion animal, service animal and livestock evacuation, shelter and care.
- Assist in establishing communications with any companion animal and livestock evacuation, shelter and care organizations with experience necessary to develop successful strategies and partnerships.

Oregon Department of Agriculture /Animal Health and Identification (ODA/AHID)

- Serve as the lead support agency in issues involving evacuation, shelter and care of companion animals, service animals and livestock.
- Assist cities/counties during their preparation phase in the development of a local animal-disaster response-plan for natural and man-made disasters that include plans to dispose of carcasses from impacted areas.

Local

Lane County Health & Human Services Animal Services

- Work with stakeholders to form and support the Lane County Animal Care Committee as a resource to Emergency Management for the care of animals in emergencies, disasters, and evacuations
- Advise members of the Animal Care Committee of required and desired training, such as Emergency Operations Planning, Incident Management, and Volunteer Resource Management
- Provide animal handling and rescue training for volunteers as needed

Lane County Animal Care Committee

- To identify volunteers or groups who will care for animals in emergencies, disasters and evacuations.
- To identify resources in the community that are needed to adequately plan and respond to the needs of animals in emergencies, disasters and evacuations, such as housing.
- Develop educational programs to inform county residents about how to prepare for emergency situations for themselves and their pets.
- To coordinate legislated and/or qualified groups and persons to plan for and respond to the care of animals in emergencies, disasters and evacuations.
- To maintain a current list of committee members and community resources that support planning and operations for the care of animals in emergencies, disasters and evacuations.
- Coordinate training opportunities for identified volunteers in areas such as disaster service, shelter operations, CPR and first aid

American Red Cross

- Identify locations for human sheltering

Response

State

Oregon Department of Agriculture /Animal Health and Identification (ODA/AHID)

- Serve as the lead support agency in issues involving evacuation, shelter and care of companion animals, service animals and livestock.
- Assist cities/counties with efforts to provide food, water, shelter and veterinary care to affected animals. Examples might include contact information for animal food providers, contact information for shelter equipment and supplies and contact information for veterinarians and veterinary staff who are trained as emergency responders.
- Monitor for an increase in the prevalence of infectious animal diseases, including zoonotic diseases, and if found activate the Oregon Animal Disease Emergency Management Plan to control the outbreak.

Local

Lane County Health & Human Services Animal Services

- Animal Service Representative respond to the EOC and coordinate with Emergency Management personnel.
- As appropriate, activate Animal Care Committee and assign Shelter Group Supervisor and other necessary positions.
- Work with Incident PIO to disseminate relevant public information messages through the media.
- Organize and deploy animal rescue teams to pick up and transport animals in the evacuation area(s) as needed.

Lane County Animal Care Committee

- Work with Animal Service Representative to staff needed positions
- Activate volunteers to receive and care for evacuated pets and animals, as per the Standard Operating Procedures in Attachment 2 and 3. Recruit additional volunteers as necessary.
- Mobilize emergency veterinary teams for emergency medical care of sick and injured animals.
- Provide timely situation reports through the Animal Services Representative to the County EOC.
- Establish lost and found resource listings through media and websites.

American Red Cross

- Establish human sheltering location; coordinate with co-locating animal shelter
- Direct people who need shelter and who have animals to the animal shelter
- Notify Lane County Emergency Management and designated animal sheltering emergency contact if establishing a human shelter

Recovery

All Tasked Organizations

- Write an After Action Report and review performance of plans, equipment, and procedures. Make needed changes.
- Initiate plans for restoration of services and resupply inventory.

Local

Lane County Health & Human Services Animal Services

- Release/reclaim animals from the shelters to the proper owners/custodians.
- Conduce thorough search, locate, and rescue operations throughout the affected areas for lost, misplaced, abandoned, and/or injured companion and farm animals.
- Working with state and local partners, dispose of animals killed as a result of the disaster.
- Collect, consolidate, and report disaster related expenses to the EOC. Include costs for temporary shelter operations, veterinary supplies, associated personnel costs, and any related expenses.

Lane County Animal Care Committee

- Continue to provide for the shelter and care of displaced animals as long as required according to the applicable laws of the State of Oregon, local laws/ordinances, and established policies and procedures.
- Continue to maintain lost and found resource listings through media and websites.
- Consolidate temporary animal shelters as soon as possible.
- Deactivate temporary animal shelters and transfer any remaining animals to fixed shelter facilities in the County as soon as possible.
- Collect, consolidate, and report disaster related expenses to the EOC. Include costs for temporary shelter operations, veterinary supplies, associated personnel costs, and any related expenses.

American Red Cross

- Assist in contacting owners of abandoned animals

Training and Exercises

All Lane County staff and volunteers who are expected to participate in the implementation of the plan will be trained according to their expected role. Additional training will be conducted in conjunction with exercises of emergency response plans and procedures. Emergency plans shall be activated at least once a year in the form of a simulated emergency to provide practical controlled operational experience to Lane County staff and volunteers.

Plan Maintenance

In cooperation with appropriate non-governmental organizations, local, state, and federal partners, Lane County Animal Services will be responsible for developing and maintaining the plan. The Health and Human Services Director will be responsible for ensuring that all program leadership involved in this plan conduct a bi-annual review of the plan. The plan will undergo a revision whenever:

- It fails during an emergency
- Exercises, or drills reveal deficiencies or “shortfalls”
- County government structure changes
- Applicable statutes or regulations change
- Community situations change
- State requirements change
- Any other condition occurs that causes conditions to change

Revised copies will be dated, assigned a version number, and marked to show where changes have been made. Plan holders will post these changes.

Glossary

Companion Animal – domestic animal commonly kept as a household pet, excluding primates and venomous animals.

Service Animal – an animal that assists or performs tasks for a person with a sensory, emotional, mental or physical disability.

Emergency – defined in ORS 401.025, “an emergency includes any human caused or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS, 466.605, contamination, utility or transportation emergencies, civil disturbance, riot, sabotage and war. This response plan will not address emergencies that are caused by disease, blight, infestation, or crisis influx of migrants unmanageable by the county.

Major Disaster – defined in 42 U.S.C. 5122(2), “a catastrophic event that involves a large number of human deaths, injuries, or illnesses; substantial property damage or loss; or extensive disruption of public services; and in the determination of the President, is of such severity and magnitude that effective response is beyond the capabilities of the affected State or local government. “For purposes of the Animal Disaster Response Plan, it will also include a catastrophic event that involves a large number of animal deaths, injuries, or illnesses”.

Non-disease Disaster – disaster caused by nature or man and not disease producing biological organisms.

Welfare of Animals - describes the good or satisfactory care of animals.

Captive Wildlife – animals that normally live in the wild, but are held in captivity in a person’s home as a pet, or in a facility used for exhibition or research.

Domestic Animals – animals that have been domesticated by humans by having their behavior, life cycle or physiology systemically altered as a result of generations of human control.

Care of Animals –providing proper feed, water, shelter and/or medical care of animals.

Livestock – cattle, horses, sheep, goats, pigs, poultry and other animals designated by the State Department of Agriculture.

Host Site – Facility used to provide temporary housing and care of animals during a disaster.

Pets--Domestic animals commonly kept as household pets.

Zoonotic Disease -- Disease that may be transmitted from animals to humans.

Acronyms and Abbreviations

EOC: Emergency Operations Center

ECC: Emergency Coordination Center

FEMA: Federal Emergency Management Agency

NIMS: National Incident Management System

HHS: Health and Human Services

HSUS: Humane Society of the United States

ICS: Incident Command System

ODA/AHID: Oregon Department of Agriculture/Animal Health and Identification

References

Oregon Response Plan for Animals in Disasters. Oregon Department of Agriculture. February 2008.

Website Resources:

<http://www.animaldisasters.com>

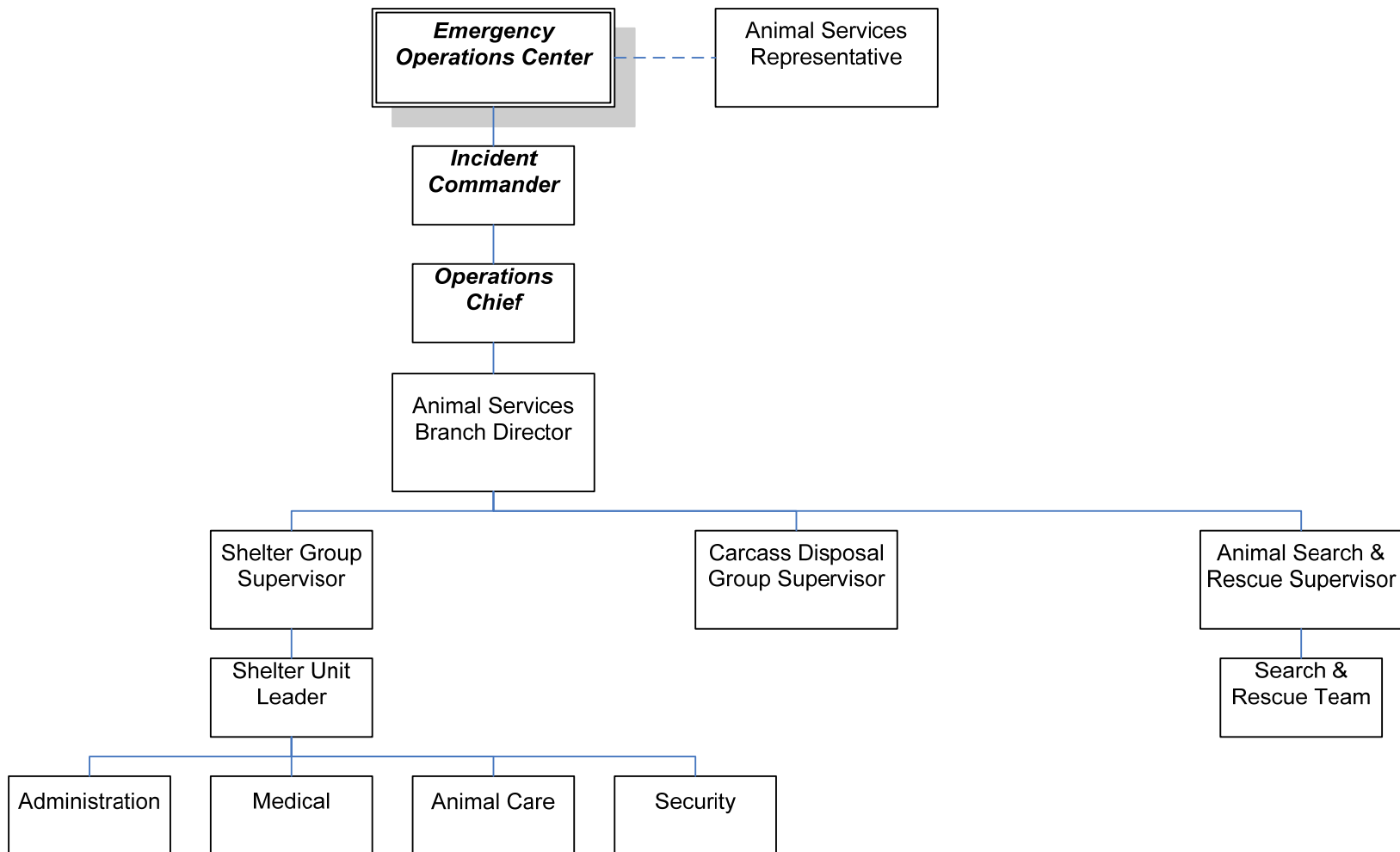
<http://www.avma.org>

<http://www.americanhumane.org>

<http://hsus.org/disaster>

<http://www.ncsart.org>

Attachment 1: Proposed ICS Structure for Animals in Disaster Incidents



Attachment 2: Standard Operating Procedure for Companion Animal Shelters

1.0 Introduction & Purpose

This plan provides guidance and direction for Health and Human Services (HHS) Animal Services (referred solely as Animal Services for the remainder of the plan) to set up and operate a Companion Animal Shelter in close proximity to a human shelter in the event of a disaster.

Recent catastrophic events, such as Hurricane Katrina in 2005, identified the need to provide companion animal sheltering. One "lesson learned" from hurricane Katrina, was that many people would not leave their pets behind, so they did not evacuate when it was still safe for them to do so. Since then, counties are required to provide a pet shelter next to a human shelter for those individuals seeking shelter that have companion animals.

The definition of a "Companion Animal Shelter" for this plan is a shelter for owned pets (excluding primates and any venomous animals) of individuals who are evacuated because of an emergency or disaster.

2.0 Concept of Operations

This section identifies procedure steps for operating a Companion Animal Shelter. The steps are generally in chronological order, but many operation tasks will be performed simultaneously. Nothing in this plan is intended to discourage field personnel from exercising discretionary authority in problem solving.

1.	Activate Staff
2.	Staff Roles and Responsibilities
3.	Determine Site Suitability
4.	Set-Up Shelter
	Physical Set-Up
	Supplies and Equipment
5.	Operation - Operating the Companion Animal Shelter
	A. General Information
	B. In-Take
	Step One: Reception
	Step Two: Pet Registration
	Step Three: Photograph
	Step Four: Placement in Crate
	C. Pet Care
	D. Cleaning
	E. Quarantine
	F. Out-Take
6.	Demobilization
	A. Physical Break-Down
	B. Records Storage

Activate Staff

- When Emergency Management or the Red Cross request a Companion Animal Shelter, the Animal Services Manager will designate a Shelter Group Supervisor who will activate the call list. Staff, the Animal Care Committee, and other volunteers will be contacted by telephone and advised by email, and alerted as to when and where they are to report. Staff and volunteers are to ensure their own families, homes, and animals are secure prior to reporting. Staff will be placed on stand-by notice until a suitable site has been determined.
- Volunteers who are prepared to work with Animal Services in an emergency must have signed a **Volunteer Registration form** (attached) and completed training in order to assist in a disaster. The forms are available from Lane County Animal Service and from Greenhill Humane Society. LCAS will maintain a current call list of volunteers.

2. Staff Roles and Responsibilities

Duties will be assigned by the Shelter Group Supervisor according to the staff or volunteer's particular skills and abilities. The positions may be staffed with paid or volunteer staff, with the goal of having a minimum of one Lane County paid staff on site at all times.

Staff (paid and volunteer) will be given "Just-In-Time" training prior to performing tasks. All staff are expected to follow all policies and procedures according to Lane County Emergency Operations Plans.

- Overall Operation
 - Shelter Group Supervisor to oversee the entire operation from activation to operation to demobilization. The Shelter Group Supervisor may fill operation positions as needed.
- Set-Up
 - (1 staff) Set-up Pet Registration (In-Take & Out-Take) and Pet Care
 - (2 staff) Set-up Crates, Quarantine, Cleaning Area, Staff Break Area, and Storage
 - (2 staff) Additional Set-Up, such as direction signs and cones
- Communication
 - (1 staff) Alert public safety partners about activation (see Attachment 9: Notification of Plan Activation), work with PIO and supervisor to provide updates for responders and public information
- Operation
 - (2 staff) Pet Registration (In-Take & Out-Take) - Register pets at In-Take Pet Registration and take photos. Out-Take (Checkout) and release pet to owner when they leave the human shelter ensuring appropriate form(s) are completed and the appropriate pet is released to the correct owner.
 - (1 staff) Escort - Confirm paperwork, escort pet owner with pet to the appropriate crate, assist with getting pet settled, escort owner from the shelter and direct them to the human shelter.

- (1 staff) Pet Care Monitor & Out-Take - Monitor Pet Registration location for pet owners coming to shelter to care for their pets, check proper identification of owner prior to entry, show owner cleaning area and instructions, remind owner of rules, take owner to proper crate, and answer pet owner questions.
- (1 staff) Security - Perimeter - Hand out clipboards, monitor activity at In-Take, keep flow moving, ensure pet owner checks in at human shelter, monitor entry to Companion Animal Shelter, and monitor clean up.
- Demobilization
 - Same staffing pattern as for "Set-Up."
- All staff must check in with Shelter Group Supervisor prior to performing any tasks to confirm work assignment and complete sign in form (see Operation section below.)

3. Determine Site Suitability

- The Shelter Group Supervisor in coordination with Emergency Management and/or the Red Cross will inspect the site and determine an appropriate location for the Companion Animal Shelter.
- Consideration for an adequate site should include: access to power and water, adequate lighting and heat, covered shelter, restroom facilities, proximity to human shelter, concrete or easily cleanable surface, and safe and secure.
- The Emergency Operation Center (EOC) will manage contract/liability regarding use of facility.

4. Set-Up Shelter

A. Physical Set-Up

- The list below includes areas to be set-up. There is to be adequate space between areas to ensure safety and security. A **Sample Set-Up Diagram** is attached.
 - Pet Registration (In-Take & Out-Take)
 - Staff/Volunteer Check-in
 - Pet Care (exercise, feed, water)
 - Dog Crates
 - Cat Crates
 - Quarantine
 - Cleaning Area
 - Staff Break Area
 - Dog/Cat Exercise Area
 - Storage
 - Additional Set-Up Includes: directional signs and cones, area signs such as Pet Registration, posting rules, taping off areas, setting up feeding supplies, and designating a dog/cat exercise area.
- General Set-Up Instructions
 - Post signs at each area, such as Pet Registration, Pet Care, etc.
 - Secure the perimeter by roping off or marking with tape to prevent entry from areas other than those designated for Pet Registration and Pet Care.

- **Pet Registration:**
 - Set-up Pet Registration tables to ensure all paperwork can be easily accessed by staff and volunteers.
 - Provide chairs for pet owners to complete paperwork and for Escort to confirm paperwork.
 - Set-up several clipboards with forms to provide to pet owners when they arrive. Clipboards will be rotated back to Pet Registration by the Escort as pets are placed in crates.
 - Assemble sample paperwork for ease of use.

B. Supply and Equipment List (attached)

- A "Go-Kit", stored at Animal Services, will be brought to the site by the Animal Services Manager or designee.
- The Supply and Equipment List is a suggested list of needed materials. Animal Services will provide available supplies. Additional supplies will be procured through Emergency Management.

3.0 Operation - Operating the Companion Animal Shelter

A. General Information

- Confirm volunteers have completed the **Volunteer Registration form** (attached).
- All staff and volunteers must sign-in and sign-out using the **Staff/Volunteer Check-In form** (attached).
- Disposable rubber/latex gloves will be available for staff and volunteers.
- Staff, volunteers, and pet owners are to restrict contact between one pet and another in order to prevent animal fights and the spread of disease.

B. In-Take (Process for Checking In Pet to Companion Animal Shelter)

- The definition of a "Companion Animal Shelter" for this plan is a shelter for pets of individuals who have been evacuated because of an emergency or disaster. "Pets" in the Companion Animal Shelter refers domestic animals commonly kept as household pets.
- A pet owner may request shelter for a maximum of six pets. This allows for equitable distribution of resources to all pet owners. The Shelter Supervisor must approve any exceptions.

STEP ONE: Reception

1. Provide **Pet Registration form (attached)** to all pet owners upon arrival.
 - In-Take staff (paid or volunteer) (or Security staff as they direct owner to the Pet Registration area) are to provide pet owner with the Pet Registration form and a clipboard and pen. Staff and volunteers are to provide instructions to pet owner to read and complete the form, including a signature. Pet owner is to be instructed to complete the form prior to proceeding to Pet Registration.

STEP TWO: Pet Registration

1. Confirm **Pet Registration form (attached)** is complete, legible, and signed by pet owner. Ensure that driver's license number is correct and that owner's address is from the affected disaster area. If possible, photocopy the ODL or ID card for the file.
2. Request vaccination certification or other proof of vaccination, such as dog license. Pets without proof of vaccination will be placed in a Quarantine area. Pet owners signing the Pet Registration form indicating their pet is vaccinated, is considered proof of vaccination.
3. Ascertain the general health of the pet.
 - A sample question to ascertain pet health is, "Is your pet ill, or does it have any symptoms of illness such as coughing or diarrhea?"
 - Any pet that appears sick is to be referred to the Shelter Group Supervisor or designee for admittance approval.
 - Any ill pet admitted, or one that becomes ill later, will be placed in the Quarantine area until it can be seen by a veterinarian and a determination made about whether it is appropriate to stay at the shelter or be moved to LCAS or a veterinarian clinic.
 - Only basic first aid is to be provided to pets.
4. Assign each pet a Pet ID Number
 - The Pet ID number shall consist of three parts. The first part will be the unique shelter code. The second part will be the owner's (head of household) initials first and last. The third part will be the owner's driver's license or other ID number. The fourth part will be a letter signifying the individual animal. For instance if Mr. and Mrs. Peter Thims arrives at shelter #1 with two dogs and one cat, Mr. Thims' (head of household) drivers license # is 786421. Their pet's shelter numbers will be 1PT786421A, 1PT786421B, and 1PT786421C.
 - All pets must have a unique ID number.
 - Record the Case Number on:
 - **Pet ID Number Log (attached).**
 - **Pet Registration form (attached)**
 - **Blank Pet Registration form** - Provide pet owner with blank copy of Pet Registration form for their personal use.
 - **Pet Care Log (attached)**
 - On three Tab Bands (per pet) using a permanent marker
5. Tab Band Identification
 - Ensure pet owner places one tab band with their Pet ID number on their wrist and one on their pet (routinely attach to collar). Keep one Tab Band with the paperwork for later attachment to the pet crate.
6. Complete **Pet Care Log (attached)**.
 - Ensure Pet ID# is recorded on form.
 - At top of form, record Pet Owner Name, Pet Name, Pet Breed, and Initial In-Take Date and Time (to record initial check in to Companion Animal Shelter). Record in Additional Notes any items of interest or concern, of if pet is being placed in Quarantine and the reason. Retrieve information from Pet Registration form, as applicable.

STEP THREE: Photograph

1. Confirm Pet Registration form is complete and signed by pet owner.

2. Confirm identical Pet ID Numbers on:
 - Pet Registration form
 - Blank Pet Registration form
 - Pet Care Log
 - Tab Bands (Pet owner's wrist, pet collar, and one for later attachment to pet crate)
3. Record Case Number on dry erase board.
4. Take photograph and print photo.
 - Position pet owner, pet, and Pet ID Numbered dry erase board so all three can be photographed in one picture.
 - If pet is afraid or not safe to hold, take separate photo of pet owner and pet each with the Case Numbered dry erase board.
 - Print photo and attach to top of Pet Registration form. If no printer is available, record the camera photo number on the Pet Registration form.
 - Copy photo and save to computer, if a computer is available.
 - Photo is to be used for identification of pet owner with pet should a redundant means of identification need to be used, outside the Pet ID Number identification. If the pet owner loses the Tab Band, the photo is to be used to identify the pet with the pet owner and to issue another Tab Band.
5. File Pet Registration form alphabetically by owner's last name in the shelter administration binder.
6. Direct pet owner with pet to designated area to await Escort to crate. Ensure pet owner has Pet Care Log and Tab Band for crate.

STEP FOUR: Placement in Crate (Escort)

1. Confirm identical Pet ID Numbers on:
 1. *Blank* Pet Registration form
 2. Pet Care Log
 3. Tab Bands (Pet owner wrist, pet collar, and one for later attachment to pet crate)
2. Check Pet Care Log for any notes about Quarantine or other concerns about pet.
3. Escort pet owner and pet to appropriate crate area (dog or cat respectively). The kennel or crate must be large enough for the pet to stand up, turn around comfortably, and have room for food and water. Cat cages must include cat litter and pan. Ensure pet owner safely places pet in crate.
4. Place Tab Band securely on pet's assigned crate.
5. Place Pet Care Log in plastic bag attached to top of crate.
6. Ensure pet has water.
7. Direct pet owner to human shelter and show them where to return to check in for Pet Care (food, water, exercise.)

C. Pet Care (Feeding, Exercising)

The pet owner is responsible for providing for the care of their pet while the pet is in the Companion Animal Shelter. Dogs should be walked at least twice a day for 20 minute intervals. Access may be

restricted to designated times depending on staff availability, space, weather conditions, or other related factors.

1. Pet owners are to check-in at the Pet Care station for feeding and exercising their pet.
2. Escort accompanies the pet owner to the appropriate crate, using the pet owner's Pet ID Number on the Tab Band as a resource.
3. Prior to releasing the pet to the owner, ensure the pet owner Tab Band matches the Tab Band on the crate and on the pet collar.
4. Ensure pet owner records on **Pet Care Log** the Date, Time Out, and Initials, prior to taking pet out of crate. The Escort is to verify this step has been completed.
5. Advise pet owner that dogs are to be walked in designated areas only. Plastic bags and scoops will be available and feces must be disposed of immediately.
6. Upon pet owner's return, follow escort procedure verifying Pet ID Numbers.
7. Ensure pet owner records on Pet Care Log the Time In, and any Pet Care activity.

Staff and volunteers will monitor on a routine basis the care of each pet and intervene as needed.

- If a crate appears dirty or soiled, or a pet appears to be experiencing anxiety or shows signs of illness, the pet owner will be notified as soon as possible through the human shelter.
- Bedding or blankets or towels must be used and in sufficient quantity readily available should soiling occur.
- If the pet owner cannot be readily located, the staff or volunteer will clean the crate and provide for any immediate needs as much as possible.
- All signs of pet illness are to be immediately reported to the Animal Shelter Group Supervisor or designee.
- The care of the Companion Animal Shelter pets should meet the standards for other animal care facilities in the community.

D. Cleaning

- There will be a designated Cleaning area with cleaning instructions available. The Animal Shelter Group Supervisor will provide the instructions based upon available cleaning supplies.
- If pet owner pet supplies (e.g., food or water bowls, crate, etc.) are soiled, advise the pet owner they may use the Companion Animal Shelter Cleaning area under supervision of a staff or volunteer. This is for the safety of the pet owner using cleaning supplies.
- If Companion Animal Shelter supplies (e.g., food or water bowls, crate, etc.) are soiled, the pet owner may replace soiled items with the assistance of the staff or volunteers. Staff or volunteers will then clean applicable items or dispose of non-reusable items.

E. Quarantine

- A separate Quarantine area will be designated to prevent the spread of illness.
- Any pet that poses a hazard due to illness or behavior will be placed in Quarantine until it can be removed to Animal Services and/or referred to a veterinary practice.

- All strays (any animal without their owner present) are to be placed in the stray area if available, or in Quarantine to be referred to Animal Services for removal.
- Quarantine pets/stray animals are to be provided the necessary care as outlined in this plan, until they are removed from the Companion Animal Shelter.

F. Out-Take (Process for Checking Pet Out of Companion Animal Shelter)

Follow the steps listed below when a pet owner checks their pet permanently out of the Companion Animal Shelter. A pet owner is to checkout their pet when they no longer reside at the human shelter or when the human shelter is closing.

1. Escort accompanies the pet owner to the appropriate crate, using the pet owner's Pet ID Number on the Tab Band as a resource.
2. Prior to releasing the pet to the owner, ensure the pet owner Tab Band matches the Tab Band on the crate and on the pet collar.
3. Pet owner is to record on top of **Pet Care Log** the Out-Take (Checkout) Date and Time, and their Initials to indicate pet's final checkout prior to taking pet out of crate. The Escort is to verify this step has been completed.
4. Retrieve **Pet Registration form** from Shelter Administration binder. Verify the identification of the owner by checking drivers' license or other ID. Have pet owner read, sign, date, and record time on the Pet Registration form in the discharge section, ensuring pet owner has correct pet, has returned all loaned supplies, and has all their personal pet belongings.
5. If the animal is a dog, verify that it is currently licensed. If not, and if the dog resides in Eugene or rural Lane County, issue a provisional license.
6. Staff/Volunteer records Name (print) and Initials on Pet Registration form.
7. Attach Pet Care Log to back of Pet Registration form and file alphabetically by owner's name in the closed section of the binder.
8. Remove and discard Tab Bands from pet owner, pet, and crate.
9. Place all pet items in the Cleaning Area so they can be cleaned and sanitized.

4.0 Demobilization

- The shelter will be deactivated when authorized by the Incident Commander and will be conducted according to the approved Demobilization Plan.
- The Companion Animal Shelter will provide routine situation status reports of the deactivation to the EOC through landlines, cell phones, or radios.
- Prompt information to the public that a Companion Animal Shelter is no longer available will be provided through the EOC with the information regarding closing the human shelter.
- All pets are to be removed from the Companion Animal Shelter prior to physical break-down of the site to prevent additional stress on the pets.
- Any pet not retrieved by their pet owner once the human shelter is completely closed, will be taken to Animal Services and processed according to LCAS procedures.

A. Physical Break-Down (Once all pets are checked out)

- Use the same staffing pattern for "Break-Down" as for "Set-Up."
- Inventory all supplies and record non-reusable supplies disposed of at the site.
 - The Animal Shelter Group Supervisor is to ensure all loaned supplies, such as crates, are returned and any unopened items, such as food, are returned or moved to Animal Services.
 - Check supplies against the **Supply and Equipment List**.
- Staff and volunteers are to clean the site and wash the floor once the site is empty of supplies and equipment.
- All trash and debris is to be disposed of appropriately.
- The Animal Shelter Group Supervisor is:
 - To perform a final inspection of the site in the presence of the property representative if possible, noting any damage or areas of concern.
 - Responsible for notifying the EOC when the site is closed.
 - Responsible for final correspondence, such as notes of gratitude to agencies or individuals that donated items, and to volunteer and paid staff who supported the Companion Animal Shelter.
 - Responsible for submitting summary information on the Companion Animal Shelter operation to the EOC and the Director of Health and Human Services. Such summary information is to include at a minimum: dates of operation, total number of pets, number of staff and volunteer hours, any incidents of note, and expenses. The summary is due in a reasonable time after the close of the incident.

B. Records Storage

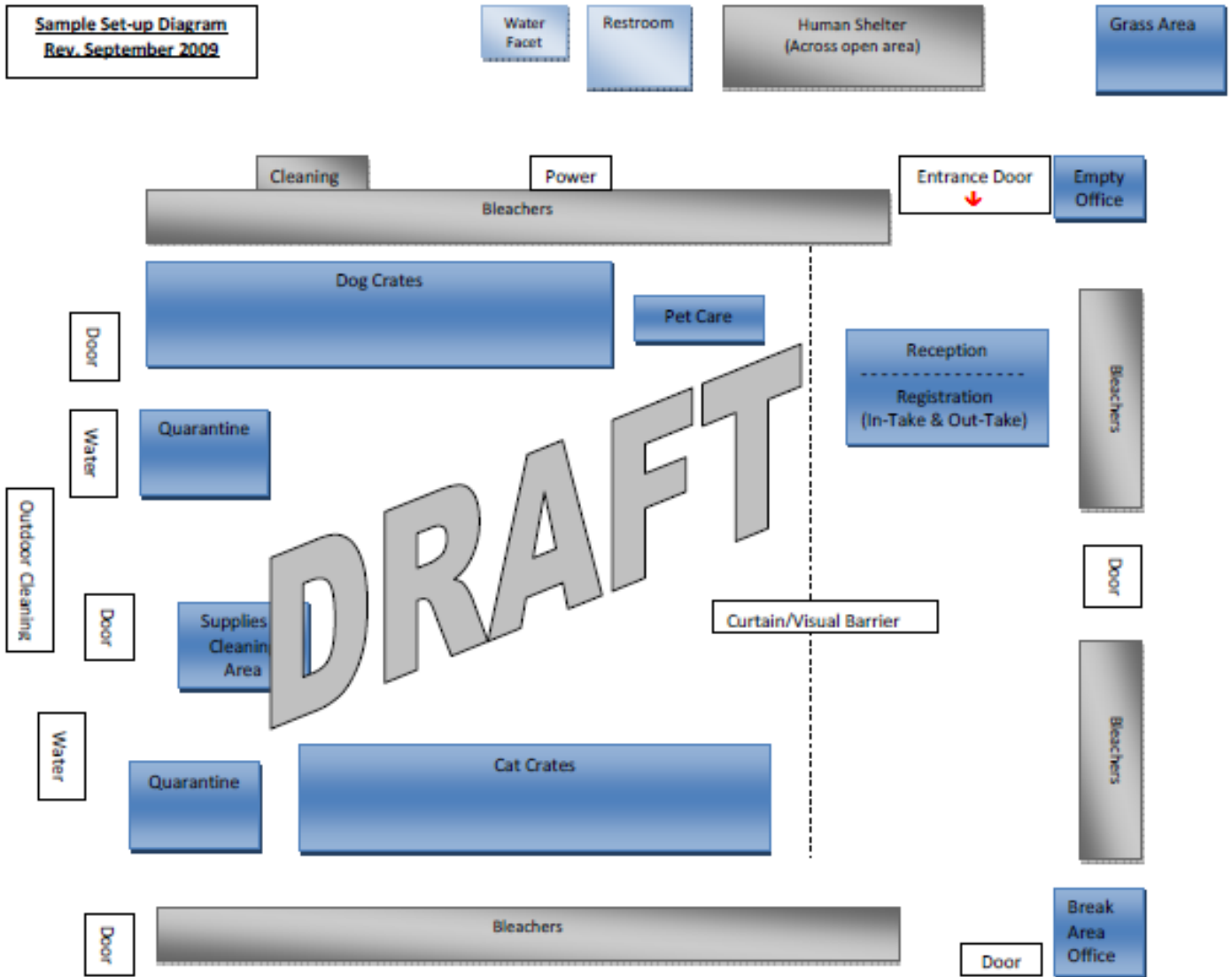
- All Records of the Companion Animal Shelter will be stored at Animal Services in an easily identified location, separate from routine Animal Services documents.
- Record retention will be according to Lane County policy.

Suggested Rules for Companion Animal Owners in an Emergency Care Facility (post prominently)

Animal owners or their agents agree to the following:

1. You must have identification (neck band / wrist band) with you and on your cat or dog and animal cage at all times (see attached pet care outline).
2. You may provide an animal kennel for your pet. However, it must be the appropriate size (large enough for the animal to lie down, stretch the feet and easily turn around).
3. You will be asked about your animal's vaccination history.
4. There may be designated "living areas" for residents and designated "living areas" for cats and dogs. Residents may NOT bring their companion animal to the "residents living areas." Personnel entering the shelter may be limited and must have a wrist band showing animal ownership.
5. Owners agree to feed, water, sanitize, and exercise their cat or dog on a scheduled frequency during shelter operation hours.
6. Owners will not permit other shelter occupants to handle or approach their animal(s). Owners agree not to handle any other shelter occupant's pet.
7. Owner agrees that if their animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc...), the pet(s) may be removed to a more isolated location.
8. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s).
9. Owner acknowledges that any decision concerning the care and welfare of their animals(s) and the shelter population as a whole are within the sole discretion of the local / county chief animal officer or designee – whose decisions are final.
10. Any pet found abandoned or without an owner in the owned-animal shelter will result in the animal being relocated to Lane County Animal Services. Unless prior arrangements are made with the Shelter Supervisor, **an animal is considered abandoned when the owner has failed to take care of and sign the animal care form for 48 hours. If the owner fails to care for the animal for 48 hours, that animal will be removed from the owned animal shelter and sent to the nearest LCAS or stray animal facility.**
11. Owner shall permit their animal(s) to be examined to determine if medical or stress conditions are present and require attention. Owner also agrees to the administration of medication to alleviate symptoms.

Sample Set-up Diagram



Supply and Equipment List

√ When Procured	Quantity	Item
GO KIT		
	Misc.	Pens, Pencils, Stapler, Staples, Scotch Tape, blue tape, Permanent Markers, Scissors, labels, notepads
	12	Clipboards
	1 ea.	Computer Laptop, Printer, Printer Paper
	1	Digital Camera
	1	Small Dry Erase Board, Markers, Eraser
	See Items for Quantity	Paperwork - Copies of: <ul style="list-style-type: none"> • Companion Animal Shelter EOP (2) • Volunteer Registration form (50) • Staff/Volunteer Check-In form (50) • Pet Registration form (100) • Case Log (25) • Case Numbers (100) • Pet Care Log (100) • Tab Bands (100 sets)
	Misc.	Signs (easels if necessary) <ul style="list-style-type: none"> • Registration • Pet Care • Quarantine • Dogs (with arrow) • Cats (with arrow) • Supplies • Cleaning Instructions • Shelter Rules
Communication Devices		
	Min. 2 ea.	<ul style="list-style-type: none"> • Cell Phone(s) • Radios (walkie talkies)
Facility/Safety Equipment		
	6	Flashlights with extra batteries
	10	Arm Bands/Vests
	2 rolls	Duct Tape
	1	Dolly Mover
	2 rolls	"Do Not Cross" tape
*	5	Extension Cords 2-100', 2-50', 1-25'
*	1 spool	Rope
*	10	Marker Cones

√ When Procured	Quantity	Item
Pet Care/Cleaning Supplies		
	3 bundles	Newspaper
	1 case	Bleach
	2 bags	Kitty Litter
	25	Disposable Litter pans
	2 bag/ea.	Dog Food & Cat Food
	12 cans/ea.	Dog Food & Cat Food
	50 small	Food/Water Bowls
	50 large	Food/Water Bowls
	3 med.	Rubber totes for washing dishes
	1 large	Detergent
	4	Hand washing soaps
	4	Sanitizing gels
	1 case	Paper towels
	5	Shovels/pooper scoopers
*	3 large	Trash Cans
	3 small	Trash Cans
	50	Large Trash Bags
	50	Small Trash Bags
	3	Coolers
	2 Rolls	Poop Bags
	4	Spray Bottles w/secondary labels (for cleaning solution)
	30	All in one leashes
	1 lg box	Rubber/latex gloves
	1 med box	Rubber/latex gloves
	2	Dog Restraint Poles
	1	Cat Net
	4	5 Gallon Buckets with Lids
	2	Water Hoses
	1 large	Bag of rags/towels
	1 large	Bag of blankets
	40 large	Crates
	30 med.	Crates
	100	Gallon zip lock bags
Physical Set-Up		
*	4	Tables (approx. 6 ft.)
*	8	Chairs
*	4	Tarps (2 large, 2 med) (If outdoor shelter)
*	2	Awnings (If outdoor shelter)

√ When Procured	Quantity	Item
Pet Care/Cleaning Supplies		
	1	Microchip scanner
	2	Human/Pet first aid kits
		Flea control products
	4	can openers
		Muzzles—various sizes, including cat muzzles
		Mops, sponges, scrub brushes
	2	Heavy gauntlets/cat gloves
	1	Cat tongs
	1 lg box	ear plugs
	100' roll	plastic sheeting
	100	8/15 x 11 plastic envelopes for cages
	100	plastic ties to fix envelopes to cages
	1	100' corrugated mat for center aisle
	2 rolls	painters' tape for walls
	1	hand washing station
	6	spoons/cups for measuring pet food
	1	shop vacuum
	1	pressure washer
	1 pr	jack stands
	1	5 kw generator
	1	gas can for generator
		water
	2	portable fan
	1	work light (electric and battery)
	2	control sticks
	1	Snappy snare



Lane County Companion Animal Shelter

Pet Registration

Please PRINT your information below. Please sign the completed form in ink.

Pet Owner Name: _____

Physical Address: _____ City: _____

State: _____ Zip Code: _____

Mailing Address (if different from above):

Phone (Include area code): _____ Cell Phone: _____

Work Phone (Include area code): _____ Other Phone/Pager: _____

Email Address: _____

Place of Employment: _____

Drivers License / ID #: _____

Emergency Contact (**NOT in Shelter**): _____ Phone: _____

Emergency Contact (**IN Shelter**): _____ Relationship: _____

(This person will act as your agent in providing care for your pet(s) in the event of an emergency and may release the pet. Must be at least 16 years of age to provide care; 18 years of age to discharge and staying in the human shelter.)

Current Veterinarian: _____

Phone: _____

	Pet A	Pet B	Pet C
Shelter Location			
Name			
Breed / Description			
Age			
Color			
Sex			
Spayed/Neutered			
Medications			
Special Dietary Needs			

Allergies/Illnesses			
Identifying Marks			
Microchip / License Number			
Photo Number			
Rabies Vaccine?			
Distemper / Parvo Vaccine			
Kennel Cough Vaccine			

General Rules/Agreements

- I, the pet(s) owner listed above, request emergency sheltering of my pet(s) as I have been evacuated because of a pending or occurring disaster. I understand I must be housed at the human shelter at this location during my pet's sheltering. I understand that at no time is my pet to have entry into the human shelter.
- I hereby agree to hold harmless all persons, organizations, corporations, or government agencies involved in the care and sheltering of my pet(s). I further agree to indemnify any persons or entities, which may have suffered any loss or damage as a result of the care and sheltering of my pet(s).
- I acknowledge that if emergency conditions pose a threat to the safety of my pet(s), additional relocation may be necessary, and this release is intended to extend to such relocation.
- I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of my pet(s).
- I understand that when I no longer require sheltering at the human shelter, I must immediately pick up my pet(s). I understand that if I do not take my pet(s) with me when I check out of the human shelter, my pet(s) will be transferred to Lane County Animal Services and be held there. The fee charged by Lane County Animal Services is \$10 per day. License requirement for dogs will also be enforced.

Health Related

- I certify my pet(s) has no prior history of aggressive behavior and has not been diagnosed with any contagious disease for which it/they have not received successful treatment.
- Unless otherwise noted and agreed upon with the Companion Animal Shelter staff, I certify my pet(s) is current on rabies and all other recommended vaccinations. I agree to assume the cost of any vaccinations or veterinary care which may be given, should I have lack of proof of vaccination.
- I agree my pet may be examined by qualified Lane County Animal Services staff or a veterinarian (if available) if necessary to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms if so prescribed. I agree I will report any sign of illness to the Companion Animal Shelter staff.

Pet Owner Rules

- I agree to take full responsibility for the care, feeding, and maintenance of my pet(s) following instructions provided by this shelter. I understand and agree to abide by the pet care rules contained in this agreement and as instructed by the Companion Animal sheltering staff. I agree to explain these rules to any other family member accompanying my pet and me.
- I agree my pet(s) will remain in an approved carrier/crate except when I remove my pet for care. I understand I must properly control my pet (dog and cat) with a leash/harness and muzzle (if necessary).
- I agree to properly sanitize the areas used by my pet(s), including proper waste disposal and disinfection as instructed by the Companion Animal Shelter staff.
- I agree I will not permit my pet(s) to have any contact with other pets while out of the carrier/crate, nor will I permit any other human shelter occupant, visitor, or other individuals to handle or approach my pets) while in the carrier/crate or during exercise, except Companion Animal Shelter staff.
- I also understand that I must show my wristband ID each time I visit/pick up my pet(s).
- I understand that when I pick up of my pet(s), I must complete the Check-Out (Out-Take) process.

- I acknowledge that failure to follow any of these rules/agreements may result in the remove of my pet(s). I further understand that if my pet(s) becomes unruly or aggressive, shows signs of contagious disease, is infested with parasites (fleas, ticks, lice, etc.), or begins to show signs of stress-related conditions, it/they may be moved to a more appropriate location. I understand that any decision concerning the care and welfare of my pet(s) and the pet shelter population as a whole are within the sole discretion of Lane County Animal Services, whose decisions are final.

I acknowledge that I have provided the following pet care items:

I acknowledge I was loaned the following items by the Companion Animal Shelter and agree to return them in satisfactory condition upon Check-out (Out-Take) of my pet(s) when I leave the human shelter.

By my signature below, I agree I have read and understood the terms of this agreement and, I agree I will follow the rules and guidance as stated in this agreement.

Pet Owner Signature: _____ Date: _____

Staff/Volunteer Signature (Admitted By): _____ Date: _____

Discharge (Check-Out) STAFF ONLY

Signature below indicates that the pet owner has cleaned the pet(s) cage, received their pet belongings, returned any loaned items, is checking out of the human shelter, and has received their pet(s) in satisfactory condition.

Pet Owner Signature: _____ Date: _____ Time: _____

Staff/Volunteer Name: (PRINT) _____ Staff/Volunteer Initials: _____

***Note: Pet Owner must also sign the Pet Care Log when checking out of the Companion Animal Shelter.**



Lane County Companion Animal Shelter

Pet ID Number Log

Location: _____ **Date Opened Shelter:** _____
 (Name of Facility and Physical Address) (MDY)

* Case #	Pet Owner Name (PRINT)	Pet Name	Pet ID #

Daily Check In/Out Form

Visitor Log

Page ___ of ___

Shelter Location: _____ Date: _____

Caregiver Name	Pet ID#	Time In	Time Out	Comments



Lane County Companion Animal Shelter

Staff/Volunteer Check-In

Location: _____
(Name of Facility and Physical Address)

Date (MDY)	Name (PRINT)	Initials	"Staff" or "Volunteer" (as appropriate)	Assignment	Time In (Include AM/PM)	Time Out (Include AM/PM)



Lane County Companion Animal Shelter Pet Care Log

Pet ID Number: _____ **Pet Owner Name (PRINT):** _____

Pet Name (PRINT): _____ **Pet Breed (PRINT):** _____

Initial In-Take: _____ **Discharge (Checkout):** _____
Date (MDY) Time (AM/PM) Date (MDY) Time (AM/PM) Initials

Date (MDY)	Shift	Time Out of Crate	Time Back In Crate	Pet Care (Check as appropriate)				Additional Notes (E.g., overall condition of pet, Quarantine)	Initials of caregiver
				Cleaned Crate	Exercised (walked)	Fed/Watered	Other (Record Activity)		
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								

Lane County Companion Animal Medication Tracking Sheet



Owner ID	Animal Name	Species	Age

Name of medication	Dose	Instructions (times per day, route of administration)

Date	Time given	Circle one	Dose Given	Person Administering Medication	Notes/observations:
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			

Attachment 3: Standard Operating Procedure for Livestock Sheltering

1.0 Introduction & Purpose

This plan provides guidance and direction for Health and Human Services (HHS) Animal Services (referred solely as Animal Services for the remainder of the plan) to set up and operate a Livestock Shelter in the event of a disaster. The purpose of this plan is to support the humane care and treatment of livestock during a natural or manmade disaster.

2.0 Concept of Operations

This section identifies procedure steps for operating a Livestock Shelter. The steps are generally in chronological order, but many operation tasks will be performed simultaneously. Nothing in this plan is intended to discourage field personnel from exercising discretionary authority in problem solving. Lane County Animal Services is the lead local agency for situation assessment and determination of resource needs. As needed, the State will support actions for the protection of animals affected by an emergency to include rescue, sheltering, control, feeding, and preventive immunization of animals.

1.	Activate Staff
2.	Staff Roles and Responsibilities
3.	Determine Site Suitability
4.	Set-Up Shelter
	Physical Set-Up
	Supplies and Equipment
5.	Operation - Operating the Livestock Shelter
	A. General Information
	B. In-Take
	Step One: Reception
	Step Two: Registration
	Step Three: Photograph
	Step Four: Placement
	C. Animal Care
	D. Cleaning
	E. Quarantine
	F. Discharge
6.	Demobilization
	A. Physical Break-Down
	B. Records Storage

1. Activate Staff

- When Emergency Management requests a Livestock Shelter, the Animal Services Manager will designate a Shelter Group Supervisor who will activate the call list. Staff, the Animal Care Committee, and other volunteers will be contacted by telephone and advised by email, and

alerted as to when and where they are to report. Staff and volunteers are to ensure their own families, homes, and animals are secure prior to reporting. Staff will be placed on stand-by notice until a suitable site has been determined.

- Volunteers who are prepared to work with Animal Services in an emergency must have signed a **Volunteer Registration form** (attached) and completed training in order to assist in a disaster. The forms are available from Lane County Animal Services and from Greenhill Humane Society. LCAS will maintain a current call list of volunteers.

2. Staff Roles and Responsibilities

Duties will be assigned by the Shelter Group Supervisor according to the staff or volunteer's particular skills and abilities. The positions may be staffed with paid or volunteer staff, with the goal of having a minimum of one Lane County paid staff on site at all times.

Staff (paid and volunteer) will be given "Just-In-Time" training prior to performing tasks. All staff are expected to follow all policies and procedures according to Lane County Emergency Operations Plans.

- Overall Operation
 - Shelter Group Supervisor to oversee the entire operation from activation to operation to demobilization. The Shelter Group Supervisor may fill operation positions as needed.
- Set-Up
 - (1 staff) Set-up Registration (In-Take & Discharge) and Animal Care
 - (2 staff) Set-up Stalls/Pens, Quarantine, Cleaning Area, Staff Break Area, and Storage
 - (2 staff) Additional Set-Up, such as direction signs and cones
- Communication
 - (1 staff) Alert public safety partners about activation (see Attachment 9: Notification of Plan Activation), work with PIO and supervisor to provide updates for responders and public information
- Operation
 - (2 staff) Registration (In-Take & Discharge) - Register animals at Registration and take photos. Discharge and release animals to owner ensuring appropriate form(s) are completed and the appropriate animal is released to the correct owner.
 - (1 staff) Escort - Confirm paperwork, escort owner to the appropriate stall or area, assist with getting animal settled, orient owner to where cleaning and other supplies are located.
 - (1 staff) Animal Care Monitor & Discharge - Monitor Registration location for owners coming to shelter to care for their animals, check proper identification of owner prior to entry, show owner cleaning area and instructions, remind owner of rules, and answer owner questions.
 - (1 staff) Security - Perimeter - Hand out clipboards, monitor activity at In-Take, keep flow moving, monitor entry to Livestock Animal Shelter, and monitor clean up.
- Demobilization
 - Same staffing pattern as for "Set-Up."

- All staff must check in with Shelter Group Supervisor prior to performing any tasks to confirm work assignment and complete sign in form (see Operation section below.)

3. Determine Site Suitability

- The Shelter Group Supervisor in coordination with Emergency Management will inspect the site and determine an appropriate location for the Livestock Shelter.
- Consideration for an adequate site should include: access to power and water, adequate lighting for pens and/or stalls, easy access for large trucks and trailers, clear entrance and exit pathway, restroom facilities, and safe and secure.
- The Emergency Operation Center (EOC) will manage contract/liability regarding use of facility.

4. Set-Up Shelter

A. Physical Set-Up

- The list below includes areas to be set-up. There is to be adequate space between areas to ensure safety and security. A Sample Set-Up Diagram is attached.
 - Registration (In-Take & Discharge)
 - Staff/Volunteer Check-in
 - Designated separate areas for livestock species
 - Quarantine
 - Cleaning Area
 - Staff Break Area
 - Storage
- Additional Set-Up Includes: directional signs and cones, area signs such as Registration, posting rules, taping off areas, and setting up feeding and cleaning supplies.
- General Set-Up Instructions
 - Post signs at each area, such as Registration, Volunteer Check in, etc.
 - Secure the perimeter by roping off or marking with tape to prevent entry from areas other than those designated for Registration.
- Registration:
 - Set-up Registration tables to ensure all paperwork can be easily accessed by staff and volunteers.
 - Provide chairs for owners to complete paperwork and for Escort to confirm paperwork.
 - Set-up several clipboards with forms to provide to owners when they arrive. Clipboards will be rotated back to Registration by the Escort as animals are placed in stalls or other designated areas.
 - Assemble sample paperwork for ease of use.
- Cleaning Area:
 - Make wheelbarrows, shovels/pitch forks and bedding material available
 - Provide hand washing station or sink

B. Supply and Equipment List (attached)

- The Supply and Equipment List is a suggested list of needed materials. Animal Services will provide available supplies. Additional supplies will be procured through Emergency Management.

3.0 Operation - Operating the Livestock Shelter

A. General Information

- Confirm volunteers have completed the Volunteer Registration form (attached).
- All staff and volunteers must sign-in and sign-out using the Staff/Volunteer Check-In form (attached).
- Disposable rubber gloves will be available for staff and volunteers.
- Staff, volunteers, and animal owners are to restrict contact between one group of animals and another in order to prevent the spread of disease.

B. In-Take (Process for Checking In Animals to the Livestock Shelter)

- The definition of a "Livestock Shelter" for this plan is a shelter for livestock of individuals who have been evacuated because of an emergency or disaster. "Livestock" in the shelter refers to cattle, horses, llamas, alpacas, sheep, goats, pigs, poultry, and other animals designated by the State Department of Agriculture.

STEP ONE: Reception

1. Provide appropriate **Livestock Registration form (attached)** to all animal owners upon arrival.
 - In-Take staff (paid or volunteer) (or Security staff as they direct owner to the Registration area) are to provide owner with the appropriate Livestock Registration form (small number of animals form for three or fewer; greater number of animals form for more than three) and a clipboard and pen. Staff and volunteers are to provide instructions to owner to read and complete the form, including a signature. Owner is to be instructed to complete the form prior to proceeding to Registration.

STEP TWO: Animal Registration

1. Confirm **Livestock Registration form (attached)** is complete, legible, and signed by owner. Ensure that driver's license number is correct and that owner's address is from the affected disaster area. If possible, photocopy the ODL or ID card for the file.
2. Ascertain the general health of the animals.
 - A sample question to ascertain animal health is, "Is your animal ill, or does it have any symptoms of illness?"
 - Any animal that appears sick is to be referred to the Shelter Group Supervisor or designee for admittance approval.
 - Any ill animal admitted, or one that becomes ill later, will be placed in the Quarantine area until it can be seen by a veterinarian and a determination made about whether it is appropriate to stay at the shelter.

- Only basic first aid is to be provided to animals.
3. Assign each animal a shelter ID Number
 - If the animal has an ear tag or mane tag, the tag number will be the Animal ID number. If not, the Animal ID number shall consist of four parts. The first part will be the unique shelter code. The second part will be the owner's (head of household) initials first and last. The third part will be the owner's driver's license or other ID number. The fourth part will be a letter signifying the individual animal. For instance if Mr. and Mrs. Peter Thims arrives at shelter #1 with two horses, Mr. Thims' (head of household) drivers license # is 7864321. Their animal's shelter numbers will be 1PT786421A and 1PT786421B.
 - All animals must have a unique ID number.
 - Record the Case Number on:
 - **Animal ID Number Log (attached).**
 - **Livestock Registration form (attached)**
 - **Blank Livestock Registration form** - Provide pet owner with blank copy of Livestock Registration form for their personal use.
 - **Animal Care Log (attached)**
 - On owner tab band, unless registering multiple animals. In the case of more than three animals, the wristband will be matched to the admission form to determine the animal identification number.
 5. Animal Identification
 - If the animal does not have an ear tag or mane tag, write the animal ID number on a neck band, or otherwise mark the animal with the number (crayon livestock markers, or back tags are examples of proper identification methods).
 6. Complete **Livestock Care Log (attached)**.
 - Ensure Animal ID# is recorded on form.
 - At top of form, record Animal Owner Name, Animal Name, Species, and Initial In-Take Date and Time (to record initial check in to Livestock Animal Shelter). Record in Additional Notes any items of interest or concern, of if animal is being placed in Quarantine and the reason. Retrieve information from Livestock Registration form, as applicable.
 7. Assign the animal(s) to a numbered enclosure, stall or pen.
 - Consult site diagram/list to determine appropriate placement of animal.
 - Record the enclosure/stall/pen number on the Livestock Registration form, Animal Care Log, and the owner's tab band.

STEP THREE: Photograph

For added security, take a picture of the animal with the owner if possible. Individual photos may only be practical for an owner with a few animals. Use a small dry erase board to log the animal's number on the board and include this in the picture. As an example, it is not feasible to use a photo for 20 black steer calves for individual animal identification.

1. Confirm Animal Registration form is complete and signed by owner.
2. Confirm identical Animal ID Numbers on:
 - Livestock Registration form
 - Blank Livestock Registration form
 - Animal Care Log

- Tab Bands
 - Record Case Number on dry erase board.
3. Take photograph and print photo.
 - Position owner, animal, and Animal ID Numbered dry erase board so all three can be photographed in one picture. The goal is to photograph the broadside of the animal with the owner at the lead.
 - If animal is afraid or not safe to hold, take separate photo of owner and animal each with the Case Numbered dry erase board.
 - Print photo and attach to top of Livestock Registration form. If no printer is available, record the camera photo number on the Livestock Registration form.
 - Copy photo and save to computer, if a computer is available.
 - Photo is to be used for identification of owner with animal, should a redundant means of identification need to be used, outside the Animal ID Number identification. If the owner loses the Tab Band, the photo is to be used to identify the animal with the owner and to issue another Tab Band.
 4. File Livestock Registration form alphabetically by owner's last name in the shelter administration binder.
 5. Direct owner to designated area to await Escort to stalls or other designated area. Ensure animal owner has Animal Care Log and Tab Band.

STEP FOUR: Assignment to Stall or pen (Escort)

1. Confirm identical Animal ID Numbers on:
 4. *Blank* Livestock Registration form
 5. Animal Care Log
 6. Tab Bands
2. Check Animal Care Log for any notes about Quarantine or other concerns about animal.
3. Direct owner to designated area to await Escort to stalls or other designated area. Ensure animal owner has Animal Care Log and Tab Band, and knows where to return to check in for Animal Care (food, water, exercise.)

C. Animal Care (Care and Feeding)

The animal owner is responsible for providing for the care of their animal while in the Livestock Shelter. Animals should be properly fed and watered twice each day, before 10:30 am and again after 4:30 pm. Animal enclosures are to be cleaned at least daily, and more often if necessary.

1. Animal owners are to check-in at the Animal Care station for feeding and caring for their animals.
2. Escort accompanies the owner to the appropriate area, using the owner's Animal ID Number on the Tab Band as a resource.
3. Ensure owner records on **Animal Care Log** the Date, Time Out, and Initials, prior to taking animal out of stall, if exercise space is available. The Escort is to verify this step has been completed.

4. Upon animal owner's return, follow escort procedure verifying Animal ID Numbers.
5. Ensure owner records on Animal Care Log the Time In, and any Animal Care activity.

Staff and volunteers will monitor on a routine basis the care of each animal and intervene as needed.

- If feeding and care is not accomplished by the owner, the shelter worker will care for the animal and initial the Animal Care form in red to create a record of non-compliance.
- If animals are fractious or in distress, shelter workers will contact the supervisor.
- All signs of animal illness are to be immediately reported to the Animal Shelter Group Supervisor or designee.

D. Quarantine

- A separate Quarantine area will be designated to prevent the spread of illness.
- Any animal that poses a hazard due to illness or behavior will be placed in Quarantine until it can be referred to a veterinary practice.

E. Discharge (Process for Checking Animals Out of Livestock Shelter)

Follow the steps listed below when an animal owner checks their animal permanently out of the Livestock Shelter.

1. Prior to releasing the animal(s) to the owner, ensure the animal owner Tab Band matches the animal identification numbers for animals to be released.
2. Animal owner is to record on top of **Animal Care Log** the Discharge Date and Time, and their Initials to indicate animal's final checkout. The Escort is to verify this step has been completed, and that owner understands their obligation to sanitize the stall area and feed/water containers after removing animals.
3. Retrieve **Livestock Registration form** from Shelter Administration binder. Verify the identification of the owner by checking drivers' license or other ID. Have owner read, sign, date, and record time on the Livestock Registration form in the discharge section, ensuring owner has correct animal, has returned all loaned supplies, and has all their personal belongings.
4. Staff/Volunteer records Name (print) and Initials on Livestock Registration form.
5. Attach Animal Care Log to back of Livestock Registration form and file alphabetically by owner's name in the closed section of the binder.

4.0 Demobilization

- The shelter will be deactivated when authorized by the Incident Commander and will be conducted according to the approved Demobilization Plan.
- The Livestock Shelter will provide routine situation status reports of the deactivation to the EOC through landlines, cell phones, or radios.
- Prompt information to the public that a Livestock Shelter is no longer available will be provided through the EOC with the information regarding closing the human shelter.

- All animals are to be removed from the Livestock Shelter prior to physical break-down of the site to prevent additional stress on the animals.
- Any animal not retrieved by their owner will be reported to Animal Services and processed according to LCAS procedures.

A. Physical Break-Down (Once all animals are checked out)

- Use the same staffing pattern for "Break-Down" as for "Set-Up."
- Inventory all supplies and record non-reusable supplies disposed of at the site.
 - The Animal Shelter Group Supervisor is to ensure all loaned supplies are returned and any unopened items, such as food, are returned or moved to Animal Services.
 - Check supplies against the **Supply and Equipment List**.
- Staff and volunteers are to clean the site and wash the floor once the site is empty of supplies and equipment.
- All trash and debris is to be disposed of appropriately.
- The Animal Shelter Group Supervisor is:
 - To perform a final inspection of the site in the presence of the property representative if possible, noting any damage or areas of concern.
 - Responsible for notifying the EOC when the site is closed.
 - Responsible for final correspondence, such as notes of gratitude to agencies or individuals that donated items, and to volunteer and paid staff who supported the Livestock Shelter.
 - Responsible for submitting summary information on the Livestock Shelter operation to the EOC and the Director of Health and Human Services. Such summary information is to include at a minimum: dates of operation, total number of animals, number of staff and volunteer hours, any incidents of note, and expenses. The summary is due in a reasonable time after the close of the incident.

B. Records Storage

- All Records of the Livestock Shelter will be stored at Animal Services in an easily identified location, separate from routine Animal Services documents.
- Record retention will be according to Lane County policy.

Suggested Rules for Livestock Owners in an Emergency Care Facility (post prominently)

Animal owners or their agents agree to the following:

1. Keep their animal(s) in assigned stall(s) or pen(s) or under owner/agent control in the designated exercise area during scheduled time. (Exercise areas may not be available at some locations).
2. Agree to properly feed and water their animal(s) and sign the animal care sheet twice a day, before 10:30 am and again after 4:30 pm
3. Agree to clean their animal(s)' enclosure(s) at least daily and more often if necessary or required.
4. Agree to sanitize the feed and water containers and the stall/pen area when their animal leaves the facility.
5. Owners will not permit unauthorized shelter occupants to handle or approach their animal(s) while in this facility and agree not to handle any other owner's sheltered animals.
6. Maintain proper identification on their animal, the stall or pen and on themselves at all times.
7. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s). Owner further acknowledges that if their animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites, or begins to show signs of stress-related conditions, the animal(s) may be removed to a more isolated location.
8. Owner acknowledges that any decision concerning the care and welfare of their animals(s) and the shelter population as a whole are within the sole discretion of the facility supervisor or designee, whose decisions are final.
9. Permit their animal(s) to be examined to determine if medical or stress conditions are present and require attention. Owner also agrees to the administration of medication to alleviate symptoms by the animal facility personnel if they cannot.
10. Certify that their animal(s) has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.



Lane County Animals in Disaster Volunteer Registration

(use of this form is for volunteers, unpaid interns, college work-study, job shadow)

Name: _____ Cell Phone: _____ Home Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Health restrictions, physical restrictions, or drug allergies (if any): _____

Emergency contact (name/relationship): _____

Emergency contact phone: _____

Lane County does not cover volunteers under worker's compensation insurance. Volunteers may be eligible for a limited accident policy; however, their own insurance is primary.

By my signature below, I acknowledge that I have been advised of the expectations, responsibilities and risks of the duties for which I am volunteering and I do so at my own risk, and that the County reserves the right to reflect any claim arising from my volunteer activities, and that all such claims shall be evaluated. The County does not provide coverage for personal property owned by the volunteer.

Are you under age 18: Yes No

Will you drive as part of your volunteer work? Yes No ODL # _____

Do you have health insurance? Yes No

If yes, insurance provider: _____ Policy number: _____

I understand that if I use my personal automobile in volunteer service, I have a valid ODL and will keep in force automobile liability insurance equal to the minimum limits required by the State of Oregon and that my personal insurance will be my primary insurance coverage.

Volunteer Signature: _____ Date: _____

****Please complete questions on back of this form and return to:
Lane County Animal Services, 3970 W. 1st Ave, Eugene, OR 97402.**

Placement

Department: _____ Worksite: _____

Start date: _____ End date: _____

Job assignment: _____ Supervisor: _____

Comments: _____

Please visit our website at www.animalsindisaster.org

AID Volunteer Questionnaire

1. In what areas do you wish to participate?

General Volunteer work _____
Provide a Host Site for evacuated animals _____
Assist in Evacuation/Rescue work _____
Assist in Livestock Shelter work for evacuated animals _____
Assist in Companion Animal Shelter work for evacuated animals _____
Other (please specify) _____

2. I am a trained Animal care Professional and have been employed at the following agency: _____ title _____

3. I feel competent working with the following animal species:

_____ Dogs
_____ Cats
_____ Birds
_____ Reptiles
_____ Exotics
_____ Cattle
_____ Horses
_____ Poultry
_____ Goats/Sheep/Alpacas/Llamas
_____ Other (List) _____

4. What special skills, training, or licensing do you have that would be helpful to know about in making an appropriate volunteer assignment?


5. Have you been trained in emergency response/rescue or other training programs such as the Incident Command System? Yes _____ No _____

If yes, list the training _____

6. Are you willing to participate in emergency training programs? Yes _____ No _____

7. Do you have a vehicle that you could use to assist in transporting animals? If so, please describe.

Possible Sites

Facility	Types of Animals	Location	Contact Information	Capacity & Comments	

Confidential

Supply and Equipment List

√ When Procured	Quantity	Item
GO KIT		
	Misc.	Pens, Pencils, Stapler, Staples, Scotch Tape, Permanent Markers, Scissors, labels, notepads
	12	Clipboards
	1 ea.	Computer Laptop, Printer, Printer Paper
	1	Digital Camera
	1	Small Dry Erase Board, Markers, Eraser
	See Items for Quantity	Paperwork - Copies of: <ul style="list-style-type: none"> • Large Animal Shelter EOP (2) • Volunteer Registration form (50) • Staff/Volunteer Check-In form (50) • Pet Registration form (100) • Case Log (25) • Case Numbers (100) • Pet Care Log (100) • Tab Bands (100 sets)
	Misc.	Signs (easels if necessary) <ul style="list-style-type: none"> • Registration • Quarantine • Horse (with arrow) • Llama/Alpaca (with arrow) • Sheep/Goat (with arrow) • Pig (with arrow) • Supplies • Cleaning Instructions • Shelter Rules
Communication Devices		
	Min. 2 ea.	<ul style="list-style-type: none"> • Cell Phone(s) • Radios (walkie talkies)
Facility/Safety Equipment		
	6	Flashlights with extra batteries
	10	Arm Bands/Vests
	2 rolls	Duct Tape
	1	Dolly Mover
	2 rolls	"Do Not Cross" tape
*	5	Extension Cords 2-100', 2-50', 1-25'
*	1 spool	Rope
*	10	Marker Cones

√ When Procured	Quantity	Item
Pet Care/Cleaning Supplies		
	1 case	Bleach
	3 med.	Rubber totes for washing dishes
	1 large	Detergent
	4	Hand washing soaps
	4	Sanitizing gels
	1 case	Paper towels
	5	Shovels/pitch fork & manure fork
*	3 large	Trash Cans
	3 small	Trash Cans
	50	Large Trash Bags
	50	Small Trash Bags
	3	Coolers
	4	Spray Bottles w/secondary labels
	1 lg box	Rubber gloves
	1 med box	Rubber gloves
	4	5 Gallon Buckets with Lids
	2	Water Hoses
	1 large	Bag of rags/towels
	1 large	Bag of blankets
	100	Gallon zip lock bags
Physical Set-Up		
*	4	Tables (approx. 6 ft.)
*	8	Chairs
*	4	Tarps (2 large, 2 med) (If outdoor shelter)
*	2	Awnings (If outdoor shelter)

√ When Procured	Quantity	Item
Pet Care/Cleaning Supplies		
	1	Microchip scanner
	2	Human/Pet first aid kits
		Mops, sponges, scrub brushes
	1 lg box	ear plugs
	100' roll	plastic sheeting
	100	3 x 5 cards
	10 roll	tape
	1	100' corrugated mat for center aisle
	2 rolls	painters' tape for walls
	1	hand washing station
	2	1 lb coffee can
	2	3lb coffee can
	1	shop vacuum
	1	pressure washer
	1 pr	jack stands
	1	5 kw generator
	1	gas can for generator
		water
	2	portable fan
	1	work light (electric and battery)
	3	Fire extinguisher
	100	Identification tags & glue
	2 to 5	Lead ropes or 15' cotton rope ½"
	2 to 3	Wheelbarrow water/feed buckets
		Feed as needed
		Water as needed



Lane County Livestock Shelter Individual Animal Registration

Please PRINT your information below. Please sign the completed form in ink.

Animal Owner Name: _____

Physical Address: _____ City: _____

State: _____ Zip Code: _____

Mailing Address (if different from above):

Phone (Include area code): _____ Cell Phone: _____

Work Phone (Include area code): _____ Other Phone/Pager: _____

Email Address: _____

Place of Employment: _____

Drivers License / ID #: _____

Emergency Contact: _____ Phone: _____

Emergency Contact: _____ Relationship: _____

(This person will act as your agent in providing care for your pet(s) in the event of an emergency and may release the pet. Must be at least 16 years of age to provide care; 18 years of age to discharge).

Current Veterinarian: _____

Phone: _____

	Animal A	Animal B	Animal C
Stall/Area #			
Name			
Breed/Species			
Date of Birth			
Color			
Sex			
Intact/Neutered			
Medication Required			
Special Diet Required			
Allergies/Illnesses			

Special Handling Required			
Identifying Marks, tattoos			
Microchip Number			
Animal's Medical History			
Current Vaccinations			

General Rules/Agreements

- I, the animal owner listed above, request emergency sheltering of my animal(s) as I have been evacuated because of a pending or occurring disaster.
- I hereby agree to hold harmless all persons, organizations, corporations, or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities, which may have suffered any loss or damage as a result of the care and sheltering of my animal(s).
- I acknowledge that if emergency conditions pose a threat to the safety of my animal(s), additional relocation may be necessary, and this release is intended to extend to such relocation.
- I acknowledge that the risk of injury or death to my animal(s) during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of my animal(s).
- I agree to claim my animal within ten (10) days of admission into the shelter or notify shelter workers of other arrangements if owners (agents) are not able to claim above animal(s), or earlier upon notification of plans to close the shelter. I acknowledge that above animal(s) could be adopted or relocated if the animal(s) is not claimed within ten (10) days.

Health Related

- I have fully disclosed any prior history of aggressive behavior by my animal and any contagious disease for which it/they have not received successful treatment*.
- Unless otherwise noted and agreed upon with the Livestock Shelter staff, I certify my animal(s) is current on all recommended vaccinations. I agree to assume the cost of any vaccinations or veterinary care which may be given, should I have lack of proof of vaccination.
- I agree my animal may be examined by qualified Lane County Animal Services staff or a veterinarian (if available) if necessary to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms if so prescribed. I agree I will report any sign of illness to the Livestock Shelter staff.

Animal Owner Rules

- I agree to take full responsibility for the care, feeding, and maintenance of my animal(s) following instructions provided by this shelter. I understand and agree to abide by the animal care rules contained in this agreement and as instructed by the Livestock Shelter staff. I agree to explain these rules to any other family members accompanying me and my animals.
- I agree my animal(s) will remain in assigned stall(s) or pen(s) or under my control in the designated exercise area during scheduled time. (Exercise areas may not be available at some locations).
- I agree to properly feed and water my animal(s) and sign the animal care sheet twice a day, before 10:30 am and again after 4:30 pm. I agree to clean my animal(s)' enclosure(s) at least daily and more often if necessary or required. I agree to sanitize the feed and water containers and the stall/pen area when my animal leaves the facility.
- I will not permit unauthorized shelter occupants to handle or approach my animal(s) while in this facility and agree not to handle any other owner's sheltered animals.
- I agree to maintain proper identification on my animal, the stall or pen, and on myself at all times.
- I acknowledge that failure to follow these rules may result in the removal of my animal(s). I further acknowledge that if my animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites, or begins to show signs of stress-related conditions, the animal(s) may be removed to a more isolated location.
- I acknowledge that any decision concerning the care and welfare of my animals(s) and the shelter population as a whole are within the sole discretion of the facility supervisor or designee, whose decisions are final.

- I agree my animal(s) may be examined to determine if medical or stress conditions are present and require attention. I also agree to the administration of medication to alleviate symptoms by the animal facility personnel if they cannot.
- * Please provide disclosure of any aggressive behavior or untreated contagious diseases below:

I acknowledge that I have provided the following animal care items (please label items):

I acknowledge I was loaned the following items by the Livestock Shelter and agree to return them in satisfactory condition upon discharge of my animal(s).

By my signature below, I agree I have read and understood the terms of this agreement and, I agree I will follow the rules and guidance as stated in this agreement.

Animal Owner Signature: _____ Date: _____

Staff/Volunteer Signature (Admitted By): _____ Date: _____

Discharge (Check-Out) STAFF ONLY

Signature below indicates that the animal owner has cleaned the animal(s) stall or pen, received their belongings, returned any loaned items, and has received their animal(s) in satisfactory condition.

Owner Signature: _____ Date: _____ Time: _____

Staff/Volunteer Name: (PRINT) _____ Staff/Volunteer Initials: _____

***Note: Animal owner must also sign the Animal Care Log when checking out of the Livestock Shelter.**



Lane County Livestock Shelter Multiple-Animal Registration

Please PRINT your information below. Please sign the completed form in ink.

Animal Owner Name: _____

Physical Address: _____ City: _____

State: _____ Zip Code: _____

Mailing Address (if different from above): _____

Phone (Include area code): _____ Cell Phone: _____

Work Phone (Include area code): _____ Other Phone/Pager: _____

Email Address: _____

Place of Employment: _____

Drivers License / ID #: _____

Emergency Contact: _____ Phone: _____

Emergency Contact: _____ Relationship: _____

(This person will act as your agent in providing care for your pet(s) in the event of an emergency and may release the pet. Must be at least 16 years of age to provide care; 18 years of age to discharge).

Current Veterinarian: _____

Phone: _____

Animal Information: Circle species: Horse Cattle Sheep Goats Swine Poultry Other

Identification Number	Stall Number	Species/Breed/Description	Age	Gender	Brand Location

Current Vaccinations: _____

General Rules/Agreements

- I, the animal owner listed above, request emergency sheltering of my animal(s) as I have been evacuated because of a pending or occurring disaster.
- I hereby agree to hold harmless all persons, organizations, corporations, or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities, which may have suffered any loss or damage as a result of the care and sheltering of my animal(s).
- I acknowledge that if emergency conditions pose a threat to the safety of my animal(s), additional relocation may be necessary, and this release is intended to extend to such relocation.
- I acknowledge that the risk of injury or death to my animal(s) during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of my animal(s).
- I agree to claim my animal within ten (10) days of admission into the shelter or notify shelter workers of other arrangements if owners (agents) are not able to claim above animal(s), or earlier upon notification of plans to close the shelter. I acknowledge that above animal(s) could be adopted or relocated if the animal(s) is not claimed within ten (10) days.

Health Related

- I have fully disclosed any prior history of aggressive behavior by my animal and any contagious disease for which it/they have not received successful treatment*.
- Unless otherwise noted and agreed upon with the Livestock Shelter staff, I certify my animal(s) is current on all recommended vaccinations. I agree to assume the cost of any vaccinations or veterinary care which may be given, should I have lack of proof of vaccination.
- I agree my animal may be examined by qualified Lane County Animal Services staff or a veterinarian (if available) if necessary to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms if so prescribed. I agree I will report any sign of illness to the Livestock Shelter staff.

Animal Owner Rules

- I agree to take full responsibility for the care, feeding, and maintenance of my animal(s) following instructions provided by this shelter. I understand and agree to abide by the animal care rules contained in this agreement and as instructed by the Livestock Shelter staff. I agree to explain these rules to any other family members accompanying me and my animals.
- I agree my animal(s) will remain in assigned stall(s) or pen(s) or under my control in the designated exercise area during scheduled time. (Exercise areas may not be available at some locations).
- I agree to properly feed and water my animal(s) and sign the animal care sheet twice a day, before 10:30 am and again after 4:30 pm. I agree to clean my animal(s)' enclosure(s) at least daily and more often if necessary or required. I agree to sanitize the feed and water containers and the stall/pen area when my animal leaves the facility.

- I will not permit unauthorized shelter occupants to handle or approach my animal(s) while in this facility and agree not to handle any other owner’s sheltered animals.
- I agree to maintain proper identification on my animal, the stall or pen, and on myself at all times.
- I acknowledge that failure to follow these rules may result in the removal of my animal(s). I further acknowledge that if my animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites, or begins to show signs of stress-related conditions, the animal(s) may be removed to a more isolated location.
- I acknowledge that any decision concerning the care and welfare of my animals(s) and the shelter population as a whole are within the sole discretion of the facility supervisor or designee, whose decisions are final.
- I agree my animal(s) may be examined to determine if medical or stress conditions are present and require attention. I also agree to the administration of medication to alleviate symptoms by the animal facility personnel if they cannot.

* Please provide disclosure of any aggressive behavior or untreated contagious diseases below:

I acknowledge that I have provided the following animal care items (please label all items):

I acknowledge I was loaned the following items by the Livestock Shelter and agree to return them in satisfactory condition upon discharge of my animal(s).

By my signature below, I agree I have read and understood the terms of this agreement and, I agree I will follow the rules and guidance as stated in this agreement.

Animal Owner Signature: _____ Date: _____

Staff/Volunteer Signature (Admitted By): _____ Date: _____

Discharge (Check-Out) STAFF ONLY

Signature below indicates that the animal owner has cleaned the animal(s) stall or pen, received their belongings, returned any loaned items, and has received their animal(s) in satisfactory condition.

Owner Signature: _____ Date: _____ Time: _____

Staff/Volunteer Name: (PRINT) _____ Staff/Volunteer Initials: _____

***Note: Animal owner must also sign the Animal Care Log when checking out of the Livestock Shelter.**



Lane County Livestock Shelter

Animal ID Number Log

Location: _____ Date Opened Shelter: _____
(Name of Facility and Physical Address) (MDY)

Case #	Animal Owner Name (PRINT)	Animal Name	Animal ID #

Daily Check In/Out Form

Visitor Log

Page ___ of ___

Shelter Location: _____ Date: _____

Caregiver Name	Animal ID#	Time In	Time Out	Comments



Lane County Livestock Shelter

Staff/Volunteer Check-In

Location: _____
(Name of Facility and Physical Address)

Date (MDY)	Name (PRINT)	Initials	"Staff" or "Volunteer" (as appropriate)	Assignment	Time In (Include AM/PM)	Time Out (Include AM/PM)



Lane County Livestock Shelter Animal Care Log

Animal ID Number: _____ **Animal Owner Name (PRINT):** _____

Animal Name (PRINT): _____ **Species (PRINT):** _____

Initial In-Take: _____ **Discharge (Checkout):** _____
 Date (MDY) **Time (AM/PM)** **Date (MDY)** **Time (AM/PM)** **Initials**

Date (MDY)	Shift	Animal Care (Check as appropriate)						Additional Notes (E.g., overall condition of animal, Quarantine)	Initials of caregiver
		Feed	Water	Exercise	UR	BM	SC		
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								
	AM								
	PM								



Lane County Livestock Medication Tracking Sheet

Owner ID	Animal Name	Species	Age

Name of medication	Dose	Instructions (times per day, route of administration)

Date	Time given	Circle one	Dose Given	Person Administering Medication	Notes/observations:
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			
		am / pm			

Attachment 4: Search and Rescue Procedures

1.0 Introduction & Purpose

This plan provides guidance and direction for Health and Human Services (HHS) Animal Services (referred solely as Animal Services for the remainder of the plan) to operate search and rescue procedures in the event of a disaster. The purpose of this plan is to support the humane care and treatment of animals during a natural or manmade disaster.

2.0 Concept of Operations

This section identifies steps for search and rescue procedures. The steps are generally in chronological order, but many operation tasks will be performed simultaneously. Nothing in this plan is intended to discourage field personnel from exercising discretionary authority in problem solving. Lane County Animal Services is the lead local agency for situation assessment and determination of resource needs. As needed, the State will support actions for the protection of animals affected by an emergency to include rescue, sheltering, control, feeding, and preventive immunization of animals.

1.	Activate Staff
2.	Staff Roles and Responsibilities
3.	Operation – Conducting Search and Rescue
	A. General Information
	B. Deployment of Search and Rescue Teams
	C. Animal Identification and Registration
	D. Reuniting Pets with their Owners
4.	Demobilization
	A. Physical Break-Down
	B. Records Storage

1. Activate Staff

- When Emergency Management requests activation of animal search and rescue functions, the Animal Services Representative will designate an Animal Search and Rescue Supervisor who will activate the call list. Staff, the Animal Care Committee, and other volunteers will be contacted by telephone and advised by email, and alerted as to when and where they are to report. Staff are to ensure their own families, homes, and animals are secure prior to reporting. Staff will be placed on stand-by notice until a suitable site has been determined.
- Volunteers who are prepared to work with Animal Services in an emergency must have signed a **Volunteer Registration form** (attached) and completed training in order to assist in a disaster. The forms are available from Lane County Animal Services and from Greenhill Humane Society. LCAS will maintain a current call list of volunteers.

2. Staff Roles and Responsibilities

Duties will be assigned by the Search and Rescue Supervisor according to the individual's particular skills and abilities. The positions may be staffed with paid or volunteer staff, with the goal of having a minimum of one Lane County paid staff on duty at all times.

Staff will be given "Just-In-Time" training prior to performing tasks. All staff are expected to follow all policies and procedures according to Lane County Emergency Operations Plans.

3.0 Operation – Conducting Search and Rescue

A. General Information

- Confirm volunteers have completed the Volunteer Registration form (attached).
- All staff must sign-in and sign-out using the Staff/Volunteer Check-In form (attached).
- All staff must participate in a safety briefing covering both their own safety and the safety of the animals. Proper safety equipment will be available and assigned as appropriate.
- Staff and animal owners are to restrict contact between one group of animals and another in order to prevent the spread of disease.
- Animals are the responsibility of their owners, and volunteers will offer assistance as requested by owners within available resources. In the event of the death or separation from their owners, animals may become the responsibility of Lane County Animal Services, and all reasonable steps will be taken by LCAS to provide assistance under these circumstances.
- All reasonable steps will be taken to involve the owner in this process. However, LCAS will identify key people who have animal handling training and understand the basic emergency management concepts (ICS training) to assist rescue efforts if needed.
- Lists of volunteer and other resources for handling and transporting livestock, as well as trained medical resources, will be maintained by LCAS, and activated as needed.

B. Deployment of Search and Rescue Teams

- Search and Rescue Coordinator identifies geographic areas requiring search and rescue efforts, activates team and resources, and makes assignments.
- Determines if there is a need to activate livestock or companion animal shelters and makes necessary requests through the Animal Services Representative.
- Maintains safety protocols to prevent transfer of communicable diseases between animals.
- Determines if any special cleaning or decontamination is necessary prior to transport, or if emergency veterinary care is necessary.
- If owners are present, provides information to them about where their animals will be transported and how to retrieve them.

C. Animal Identification and Registration

- All animals will be checked for identification, including microchips, tattoos, licenses, and other identification. Existing identification will be recorded on the registration sheet (attached). If an animal does not have a permanent form of identification, they will be issued an identification

number which will be recorded on the registration form and appropriately affixed on the animal or carrier, with the method depending on the species of the animal.

- Upon intake, staff completes a registration form for each animal, noting the identification number, the location where the animal was found, any owner information, and any medical or behavioral issues.
- All animals will be photographed, with the file number indicated on the registration form.
- Each animal will be evaluated by a staff person, and the findings noted on the registration form. As practical, all animals will be vaccinated unless there is proof of current immunizations. Animals requiring significant medical attention will be referred to a veterinarian or animal hospital for care.
- If the owner of the animal is available, the animal will be released to their care. If housing is necessary, they can be referred to pet friendly hotels, or to an established companion or livestock shelter. If the owner is not known, the animal should be transported to LCAS or other established shelters for stray or lost animals.

D. Reuniting Pets with their Owners

- After the animal is registered, information about the animal will be placed on the LCAS website and on Petfinder.com to assist owners in locating their lost pets.
- Owners redeeming their pets will be asked to provide some proof of identification and pet ownership. Exceptions will only be granted by the supervisor.

4.0 Demobilization

- Search and Rescue will be deactivated when authorized by the Incident Commander and will be conducted according to the approved Demobilization Plan.
- The supervisor will provide routine situation status reports of the deactivation to the EOC through landlines, cell phones, or radios.

A. Physical Break-Down (Once all animals are transferred out)

- Inventory all supplies and record non-reusable supplies disposed of at the site.
 - The Animal Search and Rescue Supervisor is to ensure all loaned supplies are returned and any unopened items, such as food, are returned or moved to Animal Services.
- Staff and volunteers are to clean the site once the site is empty of supplies and equipment.
- All trash and debris is to be disposed of appropriately.
- The Animal Search and Rescue Supervisor is:
 - To perform a final inspection of the site in the presence of the property representative if possible, noting any damage or areas of concern.
 - Responsible for notifying the EOC when the site is closed.
 - Responsible for final correspondence, such as notes of gratitude to agencies or individuals that donated items, and to volunteer and paid staff who supported the effort.

- Responsible for submitting summary information on the Search and Rescue operation to the EOC and the Director of Health and Human Services. Such summary information is to include at a minimum: dates of operation, total number of animals, number of staff and volunteer hours, any incidents of note, and expenses. The summary is due in a reasonable time after the close of the incident.

B. Records Storage

- All Records of the Search and Rescue Team will be stored at Animal Services in an easily identified location, separate from routine Animal Services documents.
- Record retention will be according to Lane County policy.



Lane County Animals in Disaster Volunteer Registration

(use of this form is for volunteers, unpaid interns, college work-study, job shadow)

Name: _____ Cell Phone: _____ Home Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Health restrictions, physical restrictions, or drug allergies (if any): _____

Emergency contact (name/relationship): _____

Emergency contact phone: _____

Lane County does not cover volunteers under worker's compensation insurance. Volunteers may be eligible for a limited accident policy; however, their own insurance is primary.

By my signature below, I acknowledge that I have been advised of the expectations, responsibilities and risks of the duties for which I am volunteering and I do so at my own risk, and that the County reserves the right to reflect any claim arising from my volunteer activities, and that all such claims shall be evaluated. The County does not provide coverage for personal property owned by the volunteer.

Are you under age 18: Yes No

Will you drive as part of your volunteer work? Yes No ODL # _____

Do you have health insurance? Yes No

If yes, insurance provider: _____ Policy number: _____

I understand that if I use my personal automobile in volunteer service, I have a valid ODL and will keep in force automobile liability insurance equal to the minimum limits required by the State of Oregon and that my personal insurance will be my primary insurance coverage.

Volunteer Signature: _____ Date: _____

****Please complete questions on back of this form and return to:
Lane County Animal Services, 3970 W. 1st Ave, Eugene, OR 97402.**

Placement

Department: _____ Worksite: _____

Start date: _____ End date: _____

Job assignment: _____ Supervisor: _____

Comments: _____

Please visit our website at www.animalsindisaster.org

AID Volunteer Questionnaire

1. In what areas do you wish to participate?

General Volunteer work _____

Provide a Host Site for evacuated animals _____

Assist in Evacuation/Rescue work _____

Assist in Livestock Shelter work for evacuated animals _____

Assist in Companion Animal Shelter work for evacuated animals _____

Other (please specify) _____

2. I am a trained Animal care Professional and have been employed at the following agency: _____ title _____

3. I feel competent working with the following animal species:

_____ Dogs

_____ Cats

_____ Birds

_____ Reptiles

_____ Exotics

_____ Cattle

_____ Horses

_____ Poultry

_____ Goats/Sheep/Alpacas/Llamas

_____ Other (List) _____

4. What special skills, training, or licensing do you have that would be helpful to know about in making an appropriate volunteer assignment?

5. Have you been trained in emergency response/rescue or other training programs such as the Incident Command System? Yes _____ No _____

If yes, list the training _____

6. Are you willing to participate in emergency training programs? Yes _____ No _____

7. Do you have a vehicle that you could use to assist in transporting animals? If so, please describe.

Breed Types and Coat Color Descriptions for Use in Disasters

Descriptor	Species	
	Cat	Dog
Breed	Domestic Short Hair Domestic Long Hair Siamese Persian Manx Other	Labrador German Shepherd Chow Poodle Terrier Setter Hound Pit Border Collie Chihuahua Other
Size	Not appropriate	miniature toy small medium large giant
Coat color	solid black solid white solid gray black and white gray and white gray tabby orange tabby calico	solid black solid white solid gray black and white tricolor light brown dark brown
Coat length	short long	short long
Age	juvenile Adult Geriatric	juvenile adult geriatric

Guidelines for Horses During Emergencies

Adapted from the American Veterinary Medicine Association Disaster Preparedness and Response Guide

Free roaming horses will naturally group together and move as a group. Many horses will allow themselves to be caught, especially if they are encouraged with grain. Catching a horse can be done by first placing a rope loosely around its neck, and then fitting on a halter. If a large group of horses avoid capture, they should be rounded up in small groups and corralled into smaller confinements. If the horses cannot be rounded up and have not suffered any obvious injuries, they may be kept fenced in and fed without further human contact.

When moving horses into an unfamiliar environment, the handler should allow them time to investigate their new surroundings. Not all horses are familiar with being tied to a stationary object. If horses must be tied, use a quick release knot. Many horses have only been kept in wooden fenced paddocks. If wire fencing is all that is available, tie 2" x 24" cloth strips to the top wire every 6 to 10 feet.

Identification

Many horses are permanently identified with a tattoo on the inside of their upper lip, freeze brands under the mane, and brands on the outsides of their hind limbs. These are helpful in recording the identification on a horse. Other methods for identification that can be used include neck banding, microchip injection, painting or etching the hooves, and describing all whorls of the horses' coats. Photographs of the right and left sides of the body, medial and lateral aspects of the lower legs, and the face of a horse are helpful in matching owners' descriptions when trying to locate misplaced animals.

Behavior

Most horses are familiar with people and are used to being handled. Horses will seek to establish hierarchy when first grouped together. If this occurs under confined conditions, horses may become violent resulting in serious injuries to each other and to people handling them. Horses show signs of aggression toward people by pinning their ears back, extending their necks to bite, or turning their rear quarters toward an approaching person. Special care should be taken to avoid standing between mares and their foals, and when handling stallions (adult un-castrated males).

Ideally, horses should be kept in small herds at pasture or in individual stalls. If this is not possible, allow horses plenty of room to reduce aggression. Never place two or more stallions together. If at all possible, observe horses for the first few hours after placing together in a herd.

Methods of restraint

Horses can be dangerous. Restraint and handling of horses should be done by people with equine experience. Most horses will cooperate once they have a halter and lead rope on. If sedation is required for restraint, authorized personnel will perform the sedation. Injured horses should not be worked on until they are fully sedated. This usually takes 5 — 10 minutes after intravenous injection. Sedated horses may still kick if abrupt movements or sounds startle them.

Health concerns

Dietary changes predispose horses to colic, laminitis, and hyperlipemia. Mixing of horses from various sources predisposes them to contagious respiratory disease. Vaccinating all horses against Equine Herpes Virus, Equine Influenza, Eastern and Western Equine Encephalitis, Tetanus, and West Nile Virus, can minimize the spread of contagious disease. Any horse that will be spending more than a few days grazing on shared

pasture should be dewormed with a paste dewormer. A fly spray or insect repellent approved for use on horses should be applied to them to decrease the spread of vector-borne diseases.

Typical weights and heights

Horses are measured in "hands," one hand being equal to 4 inches. Horse's heights are measured at the highest point of the shoulder (withers). Typical weights and sizes of horses are:

	Adult weight (#)	Newborn weight (#)	Approx. Height
Giant Breeds	1,500 – 2,000	150 - 200	17+ hands
Full Size	750 - 1,200	75 -100	15 -17 hands
Pony	500 - 750	50 – 75	< 15 hands
Miniature	200 - 400	20 - 40	< 40 inches

Typical feeding requirements of horses

Ideally, horses should be fed individually or in small groups. They should be fed twice a day at regular intervals. If horses are fed in groups, the most aggressive ones should be fed first. If that is not possible, observe horses at feeding time to ensure that all horses allow each other access to feed and water.

Under resting conditions and when ambient temperatures are above 40° F, horses should consume about 2% of their body weight per day in dry matter. About 75% of this should be derived from forages (hay) and 25% from grain. 12% protein horse pellets and sweet feed are the preferred grains. Total feed intake depends on body size. For example, a 1,000 lb horse will require 7.5 lb (approximately 1 /5 of a rectangular bale) of hay and 2.5 lb of grain at each feeding. This amount should be fed in the morning and in the evening. In addition, horses require about 2% of their body weight in fresh water per day, and 1 -2 oz of loose salt. All of the feeding requirements should be doubled for lactating mares and increased if ambient temperatures fall below 40° F.

To estimate the amount of feed required for a horse herd, calculate the biomass of the horses by estimating the approximate weight of all the horses and adding the weights together. Multiply this figure by the feed requirements listed above to calculate the amount of hay, grain, water, and salt needed for the herd.

Sheltering and housing

Ideally, horses should be kept in small herds at pasture or in individual stalls. The amount of bedding required depends on the type of flooring. Porous flooring with plenty of lime mixed into it requires the least additional bedding. Concrete flooring requires the most. The approximate amount of bedding that will be required is one bale of straw per 12 x 12 ft stall.

Straw is the preferred bedding under emergency conditions, as it is likely to be available, is space efficient, and is most degradable. Alternatively, 2 bales per stall of conifer wood shavings or shredded newspapers can be used. Black walnut and exotic wood shavings cannot be used.

Fencing materials that are free of projections should surround paddocks for horses. Barbed wire is not suitable for fencing horses. Electric wire fencing can be used, but it must be made visible to horses by 2" x 24" strips of cloth every 6 to 10 feet.

Sanitation

Horses will produce about 0.5% of their body weight of manure per day. Manure should be removed from stalls at least once a day. Manure from horses on pasture should be collected once per week if possible. Manure should be stacked in neat piles, with minimal surface area, to promote composting and reduce fly hatching. To further reduce fly burdens, the manure pile can be sprayed every 3 days with fly spray.

Horses void about 0.5% of their body weight as urine each day. Urine is a major attractant to stable flies. Completely remove the stall bedding at least every third day to reduce fly problems. The total amount of manure and bedding that will accumulate can be calculated from the number of horses, the average amount of manure produced, plus the number of straw bales used. Manure piles should be located at least 200 yards from the stabling facilities.

Zoonoses

Zoonoses are diseases which can be transmitted from animals to people and from people to animals. Salmonella is endemic in many horse populations. Stressed horses, such as those surviving a major disaster, are most likely to suffer from clinical salmonellosis and develop fulminant diarrhea. Horses that develop diarrhea may have a guarded to poor prognosis and are a potential source of infection to other horses and personnel. For these reasons, serious consideration should be given to euthanasia, especially if the horse can only be maintained by compromising the level of care to other horses.

Euthanasia and disposal

Disposal must be considered prior to euthanasia. If at all possible, it is easiest to walk the horse to the site where the carcass will be buried, rather than transport dead horses to a disposal site. Euthanasia will be done under supervision of qualified personnel. Records will be kept of all dead horses.

Guidelines for Cattle During Emergencies

Adapted from the American Veterinary Medicine Association Disaster Preparedness and Response Guide

Cattle are grazers and browsers by nature and are easily adaptable to new environments. They are gregarious animals that follow herd instincts, but may be excited and frightened by new persons, predators, and dogs in their midst. Because of their gregarious nature, individual cows become anxious in situations that lead to their isolation from the herd. They have keen eyesight and hearing and can detect something unusual at distances of several hundred yards.

Behavior during the disaster event

Cattle normally will move away from fire and flood, but in an excited state they may actually move into such a disaster. Herding and driving cattle during a disaster is made more difficult because herding instinct is overridden by survival reaction. Injuries, especially to the younger animals, are much more probable during a disaster.

Behavior during the immediate aftermath

Most cattle, if given hay, water, and a space to stand or lie down, will acclimate well in their new surroundings. The more antisocial animals, especially bulls, may not become content as quickly and may attempt to escape. There is also a problem with establishment of social dominance within a group if new numbers are added. This is particularly true with bulls, and though cows usually settle down soon, the bulls may continue the struggle for dominance for a protracted period.

Bulls are dangerous. They should be penned separately and handled only by people with experience.

Capture, containment and restraint

Dairy cattle are used to caretakers, are socialized to human beings, and are easily penned. Beef cattle commonly are fed hay and grain in or around a barn or corral, which can aid in penning. If a preexisting structure is not in place, a temporary corral can be built with portable gate panels. Avoid barbed wire and woven wire fencing because of the danger of injury to excited animals and animals unfamiliar with fences. Portable corrals may be used to make runways and chutes for restraint. To load cattle into a trailer, portable gate panels can be made progressively smaller from the corral into a narrow alley, which ends at the truck. Avoid creating tight turns and have a way of blocking the entrance of the alleyway so that animals cannot back up into the corral rather than go forward to the truck.

The most common and available method of restraint is the lariat and halter. This restraint is dependent on having something to which the animal can be secured. For particularly fractious animals, application of a nose lead in combination with a rope halter provides additional distractions and approved restraint.

The most desirable restraint device is the portable cattle chute with a head restraint. Diagnosis and treatment are much easier and safer with this equipment. Tranquilization or sedation of injured animals may be necessary. Tranquilization will be done under supervision of qualified personnel.

If evacuation from the home premise is necessary, bumper-pull or fifth wheel type stock trailers, 12' x 16' or larger and without compartments, should be used. The low bed with a low center of gravity allows easier loading and unloading and is more stable in winds and water.

Animal identification methods

Permanent identification of dairy cattle is usually numerical by means of an ear tag, ear tattoo, brand, microchip, or numbered neck chain. Animals may be temporarily identified through use of livestock marking crayons. All cattle are required to be officially identified prior to leaving a premise in Michigan. Contact the Michigan Department of Agriculture's Animal Industry Division with specific questions about official ID.

Typical weights

Dairy cattle – Holsteins are the largest and most common of the 5 major breeds of dairy cattle. Holsteins are black and white and cows weigh an average of 1,500 lbs., mature bulls can tip the scales at more than a ton. Jersey dairy cattle are the smallest, with mature cows weighing approximately 1,000 lb. and bulls near 1,500 lb. Weigh tapes for measuring heart girth provide a fairly accurate estimate of weight in dairy cattle. Beef cattle – There are wide variations among and within beef breeds. Weights can range from an 850 lb. British crossbred female to 2,500 lb. Charolais male. A weight tape for beef cattle, which measures heart girth, is fairly accurate.

Nutritional requirements

Cattle are grazing animals and can be maintained adequately on a variety of grasses on pasture. Care should be taken in selecting the site to pen cattle, because ornamental plants, which may be appealing to hungry ruminants, can be extremely toxic if consumed by cattle.

Beef cattle and yearling cattle require only grass hay and water for survival. Calves less than 3 months old require milk or milk replacer along with grass hay.

Lactating dairy cattle have different needs. Some important feeding recommendations for lactating dairy cows during an emergency situation are discussed here. The first priority is to provide feed to keep the cows healthy; providing feeds which support milk production is secondary. Hay is the best feed choice to keep the cows healthy. Provide all the hay the cows will consume. An individual mature dairy cow will consume about 30-40 pounds of hay. Younger dairy cattle (heifers) will consume about 15-20 pounds per day per animal. Hay quality is not highly important, although the hay should be clean and not moldy. Small square bales or large round or square bales may be used and can be placed on the ground if feed bunks or bale feeders are not available. Spread the hay around the paddock so that all cows have access to the hay. Hay silage can be fed if dry hay is not available. Corn silage should not be the first choice since it contains grain, which can make cows sick if they consume too much.

Water is very important and must be provided. A dairy cow will need about 25-30 gallons of water per day. Some type of large water trough will be needed for the cows to drink from.

Milk production in dairy cattle will increase or decrease according to nutrient intake. Grass hay can be fed to dairy cattle for several days and they will suffer only temporary milk production loss when put back on their full production level ration. By reducing the caloric intake, a cow will reduce its milk production. Decrease in milk production may not be rapid enough to prevent mastitis. If the disaster causes electric power outages or cattle are moved to a location without milking facilities, milking even a small number of cows becomes an unrewarding and difficult task. However, having portable milkers and generators or pre-determined evacuation sites with milking equipment available is an important planning consideration for dairy producers and emergency managers.

Providing safe drinking water for animals

Because contaminated water may contain pathogenic organisms, treat it with chlorine to make it safer. Ideally, the water should be tested, but during a disaster this may not be possible. Treating water with sodium hypochlorite (household bleach) will be beneficial. The following treatments should be followed when treating water:

16 drops of bleach for 1 gallon of water

1 Tablespoon of bleach for 15 gallons of water

½ cup of bleach for 120 gallons of water

When treating water, use unscented bleach. Allow the water to stand for 30 minutes after treatment to allow the bleach to mix thoroughly with the water.

Health concerns

Emergency conditions that lead to the commingling of animals from various operations increase the risk of infectious disease. This can be caused by a multitude of enteric and respiratory pathogens. In light of the difficulty imposed by attempting individual treatment, mass medication may be considered for treatment and control of infection. Large ruminants are frequently affected with bloat, diarrhea, and pneumonia during prolonged unusual events.

Prevention of most bloat and diarrhea can be accomplished through nutritional management. Pneumonia can be partially prevented through vaccination against respiratory pathogens and providing rest and fresh air during the disaster. Even the best managed cattle will contract some stress-related pneumonia and a treatment center should be set up for care of sick cattle.

Severe traumatic injuries will require individual examination and treatment. Lacerations and fractured bones may be detected in cattle during the aftermath of a disaster. The lacerations can be treated but fractures are difficult to manage in cattle and euthanasia may be required. Qualified personnel will conduct drug administration and pain management.

Housing and sanitation

Dairy cattle should be kept clean, dry and comfortable. If the disaster occurs during the hot and humid season, shade must be provided if it does not exist in the area of confinement. Avoid total enclosure, but shelter animals with shade cloth or plastic tarp from the extremes of heat or cold stress. Cattle should be moved with care if the ambient temperature exceeds 30° C (86° F) in order to avoid heat stress. The comfortable range in temperature for dairy cattle is between 41° and 78° F. Beef cattle requiring medical care might be housed in a confined area to expedite treatment, but healthy cattle do better in pastures or paddocks, and they tend to settle down quicker when put in an environment similar to where they had been maintained prior to the disaster. In addition, the open air will help disperse respiratory pathogens.

Provision for manure removal is important. Cattle excrete about 5% of their body weight in manure and urine daily. Straw should be used for bedding, when required, because it will be easier to obtain and dispose of during times of disaster.

Zoonoses concerns

Zoonoses are diseases which can be transmitted from animals to people and from people to animals. The greatest risks are from enteric pathogens such as salmonella, cryptosporidia

campylobacter, and giardia. Adult cattle maintained in questionable sanitary conditions can transfer these diseases without becoming clinically ill. Calves and yearlings will usually become sick and require treatment. Contaminated water can be a source of pathogens for the cattle, therefore caretakers should use caution when handling cattle with diarrhea and never consume water from an unapproved source.

Euthanasia and disposal

Disposal must be considered prior to euthanasia. If at all possible, it is easiest to herd the animals to the site where the carcass will be buried, rather than transport dead animals to a disposal site. The recommended method of euthanasia is with an appropriate chemical injection. Euthanasia will be performed under the supervision of qualified personnel. Records will be kept of all dead animals. Disposal of dead cattle can create a problem due to the potential health hazard and great volume of carcasses. Methods such as deep burial or burning can be done if local air and water quality regulations permit.

Attachment 5: Resource Listing

1. Personnel
 - All current employees, both full time and part time, of Lane County Health and Human Services Animal Services (**see H&HS Executive Assistant for current listing of names, positions, and contact numbers**).
 - Volunteers available through the Animal Care Committee (**see H&HS Executive Assistant for current listing of names, positions, and contact numbers**).
2. Animal Care Committee
 -
3. Partner Agencies
 - Greenhill Humane Society
 - Lane County Veterinary Medical Association
4. State Resources
 - Oregon Veterinary Emergency Response Team (OVERT) through Oregon State Department of Agriculture, (503) 986-4680
5. Livestock Supplies
 - Stock panels, mineral blocks, grain, water tanks, and livestock supplies:
 - a. Wilco Farm Store; 1401 21st St., Springfield, OR 97477; (541) 726-0950
 - b. Coastal Farm Supply; 2200 W. 6th Ave. Eugene, OR 97402; (541) 687-5810
 - Hay, grain, and limited livestock supplies
 - a. H&E Feeds; 29315 Awbrey Lane, Eugene, OR 97402; (541) 688-3214
 - b. Diess Feed and Seed; 5590 W. 11th Ave., Eugene, OR 97402; (541) 345-5007
 - c. McKenzie Feed; 4343 Main St., Springfield, OR 97477 (541) 726-2951
 - d. Junction City Feed; 358 Hwy 99 S., Junction City, OR 97488; (541) 998-2371
 - e. Pleasant Hill Feed; 84841 Edenvale Rd., Pleasant Hill, OR 97455; (541) 741-2751

Lane County Emergency Operations Plan
 Incident Annex 10.1 – Response Plan for Animals in Disaster

VET CLINIC	ADDRESS	PHONE NUMBER	LICENSE VENDOR
Amazon Park Animal Clinic	725 E 25th Ave, Eugene 97405	485-0161	x
Anderson Equine/Vet Clinic	90205 Lakeview Dr, Eugene 97402	688-3323	
Animal Health Associates	2835 Willamette St, Eugene 97405	345-1544	x
The Ark Vet Clinic	4965 Barger Dr, Eugene 97402	689-7881	
Banfield	2847 Chad Dr, Eugene 97401	342-5227	
Bush Animal Hospital	2415 Oakmont Way, Eugene 97401	342-7218	x
Cascade Animal Clinic	671 W. Centennial, Spfd 97477	741-1992	
Cat and Bird Clinic	354 W. 6th Ave, Eugene 97401	343-8531	
Cat Care Limited	1400 Willamette St, Eugene 97401	302-5824	
City of Eugene SNC	3970 W. 1st Ave, Eugene 97402	682-3643	
Coburg Veterinary Clinic	91114 N Harrison St, Coburg 97408	343-8794	x
Companion Animal Clinic	5620 Main St, Spfd 97478	747-2307	
Cottage Grove Vet Clinic	1221 E Main St, CG 97424	942-9181	
Countryside Animal Clinic	225 W. 4th, JC 97448	998-6036	
Creswell Vet Clinic	345 W. Oregon Ave, Creswell 97426	895-3536	x
Del Oeste Equine Hospital	90238 Prairie Rd, Eugene 97402	689-0205	
Delta Oaks Vet Clinic	1020 Green Acres #5, Eugene 97401	345-7970	
East Lane Vet Hospital	42755 Mckenzie Hwy, Leaburg 97489	896-0044	x
Edgewood Animal Clinic	4010 Donald St, Eugene 97405	341-6558	x
Emerald Valley Vet Clinic	3845 W. 11th, Eugene 97402	484-1414	x
Emergency Vet Hospital	103 Q St., Spfd 97477	746-0112	
EVH - After hours	988-1949	fax 744-5998	
Eugene Animal Hospital	1432 Orchard St, Eugene 97403	342-1178	x
Feline Thyroid Clinic	1045 Gateway Lp, Spfd 97477	744-2966	
Forest Valley Vet Clinic	255 Mosby Creek Rd, CG 97424	942-9132	x
Four Corners Vet Clinic	2575 Roosevelt Blvd, Eugene 97402	688-5521	x
Mckenzie Animal Hospital	5303 Main St, Spfd 97478	747-3859	x
Mohawk Vet Hospital	1814 Q St, Spfd 97477	747-0780	
My Home Vet	2779 Tulip St, Eugene 97408	343-5028	x
Oakridge Animal Clinic	48277 1st St, Oakridge 97463	782-4281	x
Oceanside Vet Hospital	1739 W 22nd Flo 97439 PO Box T	997-2114	x
Osburn Veterinary Clinic	1730 Kingwood, Flo 97439	902-2013	
Pacifica Vet Services	252 W. 7th Ave, Eugene 97401	345-1608	
Pleasant Hill Vet Clinic	84899 Tillicum, PH 97455	747-5878	x
Q Street Animal Hospital	235 Q St, Spfd 97477	746-8491	
Riverbrook Animal Hospital	3630 River Rd, Eugene 97404	461-8862	x
Santa Clara Animal Clinic	2510 River Rd, Eugene 97404	688-0434	x
South Willamette Vet Clinic	255 Emerald Pkwy Creswell 97426	895-4665	x
The Vet Hospital	175 Silver Ln, Eugene 97404	688-1835	x
Devon Trottier		935-7169	
Veneta Vet Hospital	88233 Territorial Rd, Veneta 97487	935-4151	x
West Eugene Animal Hospital	1175 City View, Eugene 97402	342-5858	x
Westmoreland Animal Hospital	1748 W. 18th Ave, Eugene 97402	485-4595	x
Willakenzie Animal Hospital	1745 Coburg Rd, Eugene 97401	686-1942	x

November 2010

Attachment 6: Position Descriptions

Animal Services Representative

- Serve as the EOC representative
- Deal with all incoming EOC messages concerning animal rescue and care
- Coordinate with the Supervisor of Lane County Animal Services, the Shelter Group Supervisor, Evacuation/Rescue Group Supervisor, and the Incident Commander.

Shelter Group Supervisor

- Responsible for the overall operations of the Emergency Animal Shelter
- Supervise all shelter personnel, facilities, equipment, supplies and animals, specifically:
- appoint all functional coordinators within the shelter environment
- Coordinate veterinary relief efforts
- Hold briefings with functional coordinators as required
- Ensure that all personnel and volunteers working at the shelter are provided adequate food, water, breaks and rest periods away from the major activities of the shelter
- Develop resource requests through the EOC structure
- Coordinate all relief efforts with the Incident Commander, Animal Services Representative, LCAS Supervisor, and Animal Care Committee
- Maintain contact with and provide regular situation updates to the EOC

Animal Care Group Supervisor

Public Information Officer

- Communications between animal shelter and media (newspaper, radio, television) regarding shelter activities and needs, including:
 - Write and distribute all media bulletins
 - Coordinate media interviews
 - Coordinate media bulletins with appropriate authorities (state veterinarian, USDA, CDC, etc.)
 - Establish shelter website
- Attend daily briefing sessions to get current information
- List contact information (phones, email) for primary media contact on website
- Post media contact information and protocols around the shelter (including photos of official media spokespersons)
- Establish list of veterinarians, technicians and others that can speak to the media as the situation unfolds

- Establish list of contact information for all media that call, email, or conduct in-person interviews and create a media database
- Keep a list of media contacts, the date of contact and the type of interview (telephone, email, on-camera)
- Send weekly updates to appropriate agencies
- Meet daily with shelter webmaster to communicate information to be added

Safety Officer

- Provide the very best care for the animals in an emergency animal shelter (EAS) by ensuring a safe operating environment for all EAS personnel.
- Identify all potential safety hazards
- Communicate and train all EAS personnel in the appropriate procedures that will mitigate their exposure to these hazards
- Monitor EAS personnel's compliance to these procedures
- Report to the incident commander any safety "deficiencies" that are not immediately corrected
- Arrange for proper disposal of biomedical waste generated by the EAS
- Ensure dedicated security on-site 24 hours a day

Liaison Officer

- Attend daily meetings of shelter management
- Report developments of interest from state incident command center meetings
- Attend daily state incident command center meetings
- Report on situation at shelter
- Timely communication with state board of veterinary medicine
- Timely communication with state veterinary medical association and other community partners.

Attachment 7: Hotels and Motels That Accept Companion Animals

(Note: Some hotels and motels will ease pet restrictions during an emergency situation)

Hotel/Motel name: Days Inn
Address: 1859 Franklin Blvd, Eugene OR 97403
Phone number: 541-342-6383
Number of rooms available: 60
Types of Animals Allowed: all companion animals

Hotel/Motel name: Best Western Greentree Inn
Address: 1759 Franklin Blvd, Eugene OR 97403
Phone number: 541-485-2727
Number of rooms available: 8
Types of Animals Allowed: all companion animals

Hotel/Motel name: Best Western New Oregon Motel
Address: 1655 Franklin Blvd., Eugene OR
Phone number: 541-683-3669
Number of rooms available: 128
Types of Animals Allowed: all companion animals

Hotel/Motel name: Red Lion Inn
Address: 205 Coburg Rd., Eugene, OR 97401
Phone number: 541-342-5201
Number of rooms available: 137
Types of Animals Allowed: all companion animals, exotics

Hotel/Motel name: Timbers Motel
Address: 1015 Pearl St, Eugene, OR 97403
Phone number: 541-343-3345
Number of rooms available: 10
Types of Animals Allowed: dogs and cats, no more than 2

Hotel/Motel name: Hilton Eugene and Conference Center
Address: 66 East Sixth Ave., Eugene, OR 97401
Phone number: 541-342-2000
Number of rooms available: 269
Types of Animals Allowed: all companion animals

Hotel/Motel name: Residence Inn bt Marriott
Address: 25 Club Rd., Eugene OR 97401
Phone number: 541-342-7171
Number of rooms available: 108
Types of Animals Allowed: all companion animals

Hotel/Motel name: America's Best Value Inn
Address: 1140 West 6th Ave., Eugene OR 97402
Phone number: 541-343-0730
Number of rooms available: 40
Types of Animals Allowed: dogs and cats only

Hotel/Motel name: La Quinta Inn
Address: 155 Day Island Road, Eugene, OR 97401
Phone number: 541-344-8335
Number of rooms available: 75
Types of Animals Allowed: all companion animals

Hotel/Motel name: Valley River Inn
Address: 1000 Valley River Way, Eugene OR 97401
Phone number: 541-743-1000
Number of rooms available: 80
Types of Animals Allowed: all companion animals

Hotel/Motel name: Express Inn & Suites
Address: 990 West 6th Ave., Eugene OR 97402
Phone number: 541-868-1520
Number of rooms available: 4
Types of Animals Allowed: dogs under 20 lbs only

Hotel/Motel name: Super 8 Motel
Address: 3315 Gateway St., Springfield OR 97477
Phone number: 541-746-1314
Number of rooms available: 17
Types of Animals Allowed: all companion animals

Hotel/Motel name: Best Western Grand Manor Inn
Address: 971 Kruse Way, Springfield, OR 97477
Phone number: 541-726-4769
Number of rooms available: 5
Types of Animals Allowed: dogs only

Hotel/Motel name: Comfort Suites Eugene/Springfield
Address: 969 Kruse Way, Springfield OR 97477
Phone number: 541-746-5359
Number of rooms available: 4
Types of Animals Allowed: dogs only

Hotel/Motel name: Quality Inn & Suites
Address: 3550 Gateway St., Springfield ,OR 97477
Phone number: 541-726-9266
Number of rooms available: 81
Types of Animals Allowed: all companion animals

Hotel/Motel name: Crossland Economy Studios
Address: 520 Harlow Rd., Springfield, OR 97477
Phone number: 541-741-3908
Number of rooms available: 108
Types of Animals Allowed: dogs and cats, any service animals

Hotel/Motel name: Holiday Inn Express
Address: 3480 Hutton St., Springfield, OR 97477
Phone number: 541-746-8471
Number of rooms available: 4
Types of Animals Allowed: dogs and cats

Hotel/Motel name: Village Inn Motel
Address: 1875 Mohawk Blvd. Springfield, OR 97477
Phone number: 541-747-4546
Number of rooms available: 14
Types of Animals Allowed: dogs and cats under 20 lbs

Hotel/Motel name: Shilo Inn
Address: 3350 Gateway St., Springfield, OR
Phone number: 541-747-0332
Number of rooms available: 141
Types of Animals Allowed: dogs only, no more than 3

Hotel/Motel name: Holiday Inn Express
Address: 1601 Gateway Blvd Cottage Grove, OR 97424
Phone number: 541-942-1000
Number of rooms available: 8
Types of Animals Allowed: all companion animals, no more than 2 cats allowed

Hotel/Motel name: Village Green Resort
Address: 725 Row River Road, Cottage Grove, OR 97424
Phone number: 541-942-2491
Number of rooms available: 13
Types of Animals Allowed: all companion animals

Hotel/Motel name: Comfort Inn
Address: 845 Gateway Blvd, Cottage Grove OR 97424
Phone number: 541-942-9747
Number of rooms available: 4
Types of Animals Allowed: dogs, cats, birds

Hotel/Motel name: Best Western Creswell Inn
Address: 345 E. Oregon Ave, Creswell OR
Phone number: 541-895-3341
Number of rooms available: 36
Types of Animals Allowed: all companion animals

Hotel/Motel name: Best Western Oakridge Inn
Address: 47433 Hwy 58, Oakridge OR 97463
Phone number: 541-782-2212
Number of rooms available: 10
Types of Animals Allowed: any animals under 35 lbs

Hotel/Motel name: Best Western Pier Point Inn
Address: 85625 Hwy 101, Florence, OR 97439
Phone number: 541-997-3828, 800-435-6736
Number of rooms available: 8
Types of Animals Allowed: all companion animals

Attachment 8: Sample Public Education Messages

Domestic Pets

- ✓ If you evacuate your home, DO NOT LEAVE YOUR PETS BEHIND. Pets cannot survive on their own and you may not be able to find them when you return.
- ✓ For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets in an emergency. Include your local animal shelter's number in your list of emergency numbers; they will be able to provide information concerning pets during a disaster.
- ✓ Make sure identification tags current and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site or an out-of area emergency contact. Microchipping is recommended as a permanent form of identification. Have a current photo of your pet or microchip information for identification purposes.
- ✓ For pets requiring licenses, have proof of a current license.
- ✓ Have a copy of your pet's medical records, including vaccination status, and place one in your vehicle. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters require that your pet's vaccinations be current.
- ✓ If it is impossible to take your pet with you to a temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

Suggested supplies for an animal emergency kit:

- ❖ a secure, portable pet carrier
- ❖ collar (with current identification tag) and leash or harness
- ❖ pet food (nonperishable) and a can opener if necessary
- ❖ bottled water
- ❖ Pet waste clean-up supplies and a small litter box and litter for cats
- ❖ your pets updated medical records
- ❖ important phone numbers such as veterinarian, kennel, emergency clinic, hotels which accept pets.
- ❖ medications your pets may require
- ❖ recent photo of you and your pet

Equine, cattle, and other livestock

Attempt to shelter equine, cattle, and other livestock in place if possible, or evacuate if necessary. Evacuation routes, including alternates, should be pre-determined. The evacuation sites should already have or be able to readily obtain, food, water, veterinary care, handling equipment and containment facilities. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter. Food and water should be available for the animals whether they are left in a shelter or outdoors. All animals should have some form of identification that will help facilitate their return.

Wildlife

Never attempt to capture a non-domestic animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job. Often, during natural disasters, mosquitoes and dead animal carcasses can be sources of disease and outbreaks of zoonotic diseases may occur. Contact your local emergency management office or DNR office for help.

Further assistance

If you see an injured or stranded animal in need of assistance, or if you have any other questions or concerns about animal protection during an emergency situation, contact XXXXXXXXXXXXXXXXXXXX

Attachment 9: Notification of Plan Activation

The activation of this plan will create an important resource for the community, and for local first responders who are working to evacuate areas or otherwise respond to an emergency. The information below should be communicated as soon as practicable to the Emergency Operations Center to then be forwarded to the 911/dispatch centers.

1. Location of the shelter(s)
2. Hours of operation for the shelter(s)
3. What types of animals are being accepted at the shelter
4. Any special instruction or expectations (i.e., eligibility limited to people staying at the Red Cross shelter, maximum number of animals, etc.)
5. Leave and return policies
6. Resources for stray/unowned animals
7. Contact information for the public