

# CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

ESF-11A ANNEX  
APPENDIX 11A-1

## ANIMALS IN DISASTER

JANUARY 2013





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## **RECORD OF CHANGES**



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## **ACRONYMS**

ACO	Animal Control Officer
CEMA	Chatham Emergency Management Agency
DEPUTY	CEMA Deputy Director
DO	CEMA Duty Officer
EAA	Evacuation Assembly Area
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GDA	Georgia Department of Agriculture
GEMA	Georgia Emergency Management Agency
ICS	Incident Command System
IS	Independent Study
NIMS	National Incident Management System
PETS	Pet Evacuation and Transportation Standards Act
SAR	Search and Rescue



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## I. INTRODUCTION

- A. Historical records show that Georgia's counties are vulnerable to all types of emergencies, including, but not limited to, tornadoes, wildfires, tropical storm force wind, tropical storms, hurricanes, hurricane coastal evacuations, flooding, severe thunderstorms, downburst wind, and hazardous material releases. Animals can be impacted by all of these and also be impacted by acts of terrorism
- B. Recent disaster events have emphasized the need for the planned coordination of animal evacuation, sheltering, veterinary treatment, and management post disaster. Research has proven that some citizens will not evacuate a threatened area in fear of not being able to care for their animals. Additionally, animals killed by disasters have the potential to become a significant public health concern during response and recovery operations. The planning process must also consider the proper post-disaster disposal of deceased animals.

## II. PURPOSE

- A. In emergencies and disasters, the first priority is the protection of human life, property, and the environment. Unfortunately, in the past, this has not included a coordinated response for the evacuation, care, and sheltering of animals. Recent disasters and follow-up research have shown that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect human health and safety because of the human-animal bond
- B. It is much more efficient, effective, and inexpensive to develop plans to address animal issues prior to an incident than during one. The following issues highlight why animal preparedness is necessary.
  - 1. Refusal to Evacuate and Early Return to Unsafe Areas:
    - a. Since many human evacuation shelters traditionally have not allowed pets, pet owners requiring shelter during Hurricane Katrina had to choose between deserting their animals, refusing to evacuate, or evacuating their animals to a pre-determined site which did accept animals. Without advanced planning, this was a difficult decision. Farmers and ranchers who depend upon animals for their livelihood are often unwilling to leave their animals unsupervised in the event of a disaster. Some key facts to consider are:



- 1) Up to 25% of pet owners will fail to evacuate because of their animals; this represents 5-10% of the total population directed to evacuate
    - 2) 30-50% of pet owners will leave pets behind, even with advance notice of evacuation
    - 3) Approximately 50-70% of people leaving animals behind will attempt to reenter a secure site to rescue their animals; this represents 5-15% of the total population directed to evacuate.
  - b. The 10-25% of individuals who refuse to evacuate, or others who attempt to return to the evacuated areas because of their animals, risk injury, exposure to hazardous materials, and their own lives, as well as those of emergency response personnel who must rescue them. The most effective and efficient way to minimize human and animal health and safety risks is for individuals and responding agencies to be properly prepared to address animal issues well in advance of a disaster.
2. Public Health and Public Safety Risks Caused by Animals at Large: Animals that are not cared for by their owners during a disaster may become a public health and safety risk. Loose and displaced animals are possible carriers of disease (such as rabies and plague) and can become a nuisance or danger to people. Animals “at large” are the responsibility of local public safety officials
  3. Public Health and Safety Risks Caused by Animal Carcasses: Another public health and safety risk is the presence of animal carcasses. Decaying carcasses can contaminate water sources or lead to outbreaks of diseases such as cholera or anthrax. Timely carcass removal is critical. The methods for environmentally acceptable disposal of animal carcasses are limited, and become particularly difficult and expensive when there are many large animal carcasses
  4. Economic Considerations: The loss of production animals due to a disaster can result in major economic loss to individual farmers and ranchers as well as local and state economies. The companion animal industry is a multi-billion dollar industry in Georgia
  5. Public Relations Considerations: Society views animals as dependent upon human care and support. Many pets are considered integral parts of families. Animals and animal issues



attract media attention. This is particularly true during a disaster. The failure to deal with animal issues in disasters not only results in utilizing more resources and placing additional human lives at risk, but can result in significant public outcry and negative media coverage

6. Control of Spontaneous Volunteers: Experience has shown that when animals are impacted by disasters, a large number of spontaneous volunteers may arrive to address the situation. These well-meaning, but untrained and emotionally driven individuals can be very disruptive and create many law enforcement challenges. Additionally, these situations may encourage the arrival of unsolicited "rescue groups." Some of these groups are well-trained and helpful, and some are not. Effective control of self-responding individuals and rescue groups is critical. This can occur only when a well-coordinated official response is in place. A county animal plan allows for appropriate identification and utilization of all available resources within the structure of the county animal response plan. The overall response and county animal plan support the Georgia EOP. This will minimize the intrusion of untrained and unsolicited volunteers in a crisis situation.

### III. SCOPE

- A. Preparation, planning, and practice are the keys to successful disaster response. The purpose of this Plan is to provide Chatham County community agencies, both public and private, who would be involved in disaster planning for animals with a comprehensive outline for addressing animal issues during disasters
- B. The appendices include surveys and forms to be used for identifying and organizing local resources.

### IV. AUTHORITIES

- A. The Chatham County Emergency Management Program is governed by several local, State and Federal authorities. Paramount to disaster response and recovery efforts is the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Title II, Section 201 (42 U.S.C. 5131), Subsection A. This Act establishes the necessity for emergency management and for emergency situations to be coordinated at the local level. All other State and local emergency management authorities are derived from this Federal guidance



- B. An additional significant Federal requirement was assigned on 28 February 2003 through Homeland Security Presidential Directive (HSPD) #5 issued by President George W. Bush, directing the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The goal of the NIMS is to provide a consistent nationwide template for all levels of government and private sector organizations to effectively work together in preparation, response, and recovery from domestic incidents. NIMS provides a foundation of concepts, principles, terminology, and organization that when used properly, enables the effective management of any type of incident, natural or manmade, accidental or intentional (including acts of terror). All Federal departments and agencies are required to adopt and use NIMS as they carry out their responsibilities in response to incidents. This Presidential Directive also states that adoption and compliance with NIMS at the State, tribal and local level is a condition of Federal preparedness assistance
- C. The Pets Evacuation and Transportation Standards Act (PETS) of 2006 amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act). The PETS Act ensures that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency. Specifically, the Act ensures that State and Local plans address the rescue, care, shelter, and essential needs of individuals and their pets and animals. The Pets Act also states financial contributions can be made to states and local authorities for animal emergency preparedness purposes including the procurement, construction, leasing, or renovating of emergency shelter facilities and materials that will accommodate people with pets and service animals
- D. Federal Emergency Management Agency (FEMA) Disaster Assistance Policy DAP 9523.19 – Identifies expenses related to emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program
- E. The Americans with Disabilities Act of 1990 provides enforceable standards to eliminate discrimination towards people with disabilities. This law requires all businesses and organizations that serve the public to allow people with disabilities to bring their service animals into all areas of the facility where customers normally go. Service animals are animals that are individually trained to perform tasks for people with disabilities. A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the animal is out of control and the animal's



owner does not take effective action to control it or (2) the animal poses a direct threat to the health or safety of others

- F. CEMA has the responsibility for coordinating the emergency management system and organization for Chatham County. The CEMA Director makes routine decisions and advises local officials on available courses of action for major decisions. During emergency operations, CEMA is responsible for Emergency Operations Center (EOC) functions and acts as a liaison with neighboring counties, the State, and Federal emergency agencies.

## V. ASSUMPTIONS

- A. In Georgia, the State's EOP, ESF-11 defines animal emergency responsibilities
- B. The Georgia Department of Agriculture is the lead State agency for ESF-11
- C. This Appendix may be implemented as needed to support any local evacuation
- D. There will be no local shelters for pets during any category of hurricane. Most, if not all veterinary clinics and kennels, as well as the Humane Society and Animal Control will not accept animals prior to a storm
- E. Chatham County Public Health in conjunction with Chatham County Public Works will be responsible for oversight of removal and disposal of pet remains to assure that there are no negative environmental impacts. The incinerator at their facility will be used as much as possible and all other needed resources will be coordinated by Public Works to assure that there are no negative environmental impacts. Disposal of all animal remains will be in accordance with the Georgia Dead Animal Disposal Act, as amended
- F. For the purposes of responding to animal issues during disasters, Chatham County defines "animals" as, "companion animals, affected commercial livestock, equine, exhibition animals, captive wildlife, and exotic pets." This definition excludes non-captive wildlife
- G. The following definitions outlined in FEMA Recovery Policy RP9523.19 provide additional clarity while insuring Chatham County's eligibility for reimbursement following a major disaster declaration:
  - 1. Household Pet (Pet): A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes and can travel in commercial carriers and be housed in temporary facilities.



Common household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes

2. Service Animal: Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items
  3. Congregate Household Pet Shelters: Any private or public facility that provides refuge to the rescued household pets and the household pets of evacuees in response to a declared major disaster or emergency.
- H. In a disaster exceeding the community's ability to effectively handle commercial livestock and equine, the GDA Animal Protection Division, Livestock and Poultry Division and/or Equine Division will be contacted for assistance. Direct local requests for GDA assistance should also be conveyed to GEMA's EOC.

## VI. IMPLEMENTATION

- A. Implementation of this plan is intended only within the jurisdictional boundaries of Chatham County. The actions guided by this plan provide support only, and do not directly control response activities where there is an Incident Commander
- B. If there is no single site and no Incident Commander, the plan serves in coordinating preparation, response, and recovery activities throughout the affected area, within jurisdictional boundaries as they relate to animals in disasters
- C. Municipal departments are expected to maintain individual response plans that coincide with the provisions of this plan.

## VII. CONCEPT OF OPERATIONS

- A. The County's Role
  1. Integrating the Animals in Disaster Plan into the Chatham County EOP, updated January, 2008



2. Animal issues, like all other disaster response activities, are addressed in the Chatham County EOP. This detailed plan outlines the County's plans to effectively prevent and respond to animal issues during emergencies and disasters, as well as organize local resources, facilitate mutual aid activities relating to animal issues, and utilize broader regional and state resources.
- B. Roles of GEMA and GDA of Agriculture: GEMA coordinates state resources, in support of Chatham County responding to animal issues, during a state level emergency in accordance with the State of Georgia's EOP (GEOP). During a disaster, if local resources are insufficient to meet existing needs, Chatham County may request state assistance. When this assistance is requested; GEMA will activate the appropriate ESF prescribed by the GEOP. ESF 11 defines animal emergency responsibilities and the GDA is the lead agency for ESF 11
- C. Planning Group & Stakeholders: It is important to have a wide range of groups concerned about animal issues and as many stakeholders as possible included in the planning and/or educational process to foster cooperation, understanding, and commitment to work within the plan in our community. The following is a list of stakeholders:
1. Government Agencies
    - a. Georgia Department of Agriculture
    - b. Georgia Animal Control Association
    - c. Georgia Department of Natural Resources / Wildlife
    - d. Chatham County Board of Commissioners
    - e. Savannah -Chatham County Public School System
    - f. City of Savannah Mayor and Council
    - g. Chatham County Emergency Management Agency
    - h. Chatham County Sheriff's Office
    - i. Chatham County Cooperative Extension Service
    - j. Chatham County Health Department
    - k. Chatham County Public Works Department
    - l. Savannah/Chatham Animal Control





- m. Municipal Governments.
  - 2. Voluntary Organizations.
    - a. Humane Society Savannah Chatham
    - b. American Red Cross, Savannah Chapter
    - c. District #1, Georgia Veterinary Medical Association
    - d. Area Animal Rescue Groups.
- D. Local Issues Relative to Disaster Planning
  - 1. Animal Population in Chatham County
    - a. Household Pet Estimate in Chatham County (based on 2011 census showing 100,658 households). The projected number of household pets in Chatham County varies greatly from year to year
    - b. Production Animal Estimate: Reported estimates of the number of production animals in Chatham County are insignificant.
  - 2. Location of Animal Populations: In Chatham County, the largest pet population exists in the incorporated areas of the County. The largest equine and bovine populations exist in the unincorporated areas of Chatham County.
  - 3. Animal Shelters
    - a. No disaster animal shelters will be opened in Chatham County prior to a hurricane
    - b. Animal Recovery shelters may be opened in Chatham County as needed at designated locations available post event
    - c. The County will seek to develop agreements with private sector kennels and veterinarians within the area and coordinate with supporting agencies for additional emergency animal sheltering and stabling for both companion and other animals in accordance with applicable GDA regulations





- d. Reimbursement of expenses for sheltering incurred by the private sector or Non-Government Organizations is only potentially allowable if the service has been provided on behalf of the county and the expenses are properly documented
- e. The following are primary and secondary contacts for Animal Shelters in Chatham County:
  - 1) Primary Contact  
Chatham Emergency Management Agency (CEMA)  
124 Bull Street  
Savannah, GA  
912-201-4500
  - 2) Secondary Contact  
Chatham County Animal Control  
Savannah, GA  
912-652-6575
- 4. Liability Issues: There could be various areas where liability issues may arise. Individuals releasing animals into the care of the emergency shelter must sign a Chatham County Release Form (does not apply pre-event).
  - a. Releases: The release form is in Tab A of this document
  - b. Animal Shelter Volunteer Workers: Volunteers may work at the animal shelter to provide the following assistance, such as:
    - 1) Set-up
    - 2) Daily Cleaning
    - 3) Registration
    - 4) Triage
    - 5) Pet Visitation Schedules
    - 6) Enforcement of Rules
    - 7) Manage Feeding Areas
    - 8) Animal Exercise



- 9) Donation Management
- 10) Close Down/ Clean Up.

E. Preparation

1. County ESF-11A Primary

- a. The ESF-11A Primary Coordinator at the EOC will serve as the single point of contact on animal issues. This person or his/her supervisory level representative will staff the EOC during a disaster and will coordinate all activities relative to animal issues
- b. Identification of Resources.
  - 1) Transportation
    - a) Identify likely transportation needs and coordinate with ESF-1 (Transportation) and local law enforcement agencies. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease transmission
    - b) The following are possible sources of animal transportation resources.
      - (i) Small Animal
        - Public owned or contracted vans, trucks, and/or trailers
        - Animal rescue groups
      - (ii) Large Animal
        - Privately owned horse and/or livestock trailers
        - Commercial horse and/or livestock transport contractors.
  - 2) Volunteer Resources



- a) Volunteers are the people that may make the response plan work. When animals are in danger, there may be many willing volunteers
- b) The following is a list of groups that could potentially coordinate resources:
  - (i) Chatham Animal Control
  - (ii) Chatham Emergency Management Agency
  - (iii) Chatham County/Univ. of GA Cooperative Extension Service
  - (iv) Georgia Humane Society
  - (v) Humane Society Savannah Chatham
  - (vi) CCOAD (Chatham Community Organizations Active in Disasters)
  - (vii) Georgia Veterinary Medical Association
  - (viii) Veterinarians
- c) Pet Owner Responsibilities
  - (i) Pet owners will be advised ahead of time (through various methods including media Public Service Announcements, speaking engagements, websites, etc.) that:
    - Certain supplies should be brought with pets to shelter by owners. (This includes, but is not limited to, crates, cages, food, water, medicine, collars, tags, leashes, harnesses, muzzles, kitty litter, newspapers, chew toys or other comfort items)
    - Pets must be crated and caged, allowing them to stand up, sit down, and turn around. Owners



may be asked to exercise their animals

- Must show proof of vaccinations, however, rabies tags requirements may be waived during disasters.

(ii) NOTE: Tab F gives specific guidance for pet owners and their responsibilities.

## 2. Organization of Response Activities

- a. The following is an outline of response activities, as identified in the EOP. These responsibilities meet Incident Command System (ICS) standards and requirements
- b. Management
  - 1) Management of any incident will follow NIMS and ICS principles. The following are functions that must be addressed, regardless of incident complexity or number of people involved:
    - a) Command: The Command function includes overall management of the incident
    - b) Operations: The Operations function manages all tactical operations at an incident (daily sheltering functions)
    - c) Planning: The Planning function provides data organization and plans for the incident (planning for growth in the event, etc.)
    - d) Logistics: The Logistics function provides all incident support needs with the exception of logistics support to air operations
    - e) Finance/Administration: The Finance/Administration function manages all financial aspects of an incident.
  - 2) In all likelihood, the animal-specific functions will be under the operations and planning functions with all other functions being handled as part of overall disaster management



- 3) Responsibility for overall intake group of animal evacuation shelter component
  - a) Set up signage and registration location at designated shelter
  - b) Request additional security from law enforcement, if needed
  - c) Evaluate building facilities and report conditions
  - d) Inventory supplies and report on needs and surplus
  - e) Set up fans, trash cans, and other necessary supplies
  - f) Stage additional support supplies including disinfectant, refrigerators, first aid, generators, lighting, etc.
  - g) Set up animal housing
  - h) Set up food staging area.
- 4) Responsible for the animal registration
  - a) Register evacuees and their cat / dog using associated forms
  - b) Take picture of animal with owner
  - c) Make photocopy of owners driver's license or resident ID card for file
  - d) Distribute animal collar, owner wrist band and associated stickers (as necessary)
  - e) Direct owner to appropriate shelter area.
- 5) Position Functions – Due to the unique challenges facing pet sheltering, it is safe to assume this function requires its own ICS structure. The positions described below allow for this activity to be coordinated with the specific command and general staff responsibilities. It may be that the pet shelter will



work together, in a unified command, with the human shelter. That is a local call. Either way these functions must be performed:

- a) Command: Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. Management duties include:
  - (i) Liaison: The ESF 11A Primary representative in the EOC will act as the primary liaison for Pets/Animal issues and is responsible for communicating with staff from other agencies in the EOC
  - (ii) Public Information Officer: The designated Public Information Officer will have the responsibility for developing and releasing information about emergency operations to the news media, personnel involved in the response operations, and other appropriate agencies and organizations
  - (iii) Safety: The Safety Officer monitors and assesses hazards and/or risks and develops measures for assuring personnel safety.
- b) Planning and Intelligence: Planning and Intelligence is responsible for collecting, evaluating, and disseminating information during response and recovery activities. Planning and Intelligence duties include:
  - (i) Situation and Status Analysis: Situation and Status Analysis may be assigned to provide information on situation status of animal rescue, care, and sheltering operations
  - (ii) Documentation: Documentation compiles records and data pertaining to the response effort



- (iii) Demobilization: Demobilization works with Operations and Logistics to help plan the demobilization of personnel, equipment/supplies, and facilities through the demobilization.
- c) Operations: The Operations Section coordinates all operational activities in support of the emergency through the implementation of this annex. The following is a list of animal issues that may be assigned:
  - (i) Evacuation of Animals: Evacuation of animals manages and directs the evacuation of animals from risk areas
  - (ii) Care and Sheltering: Care and Sheltering assists in the coordination of animal care and sheltering with human care and sheltering operations
  - (iii) Disease control activities may include:
    - Disposal of dead animals
    - Separation of sick and healthy animals
    - Rabies control
    - Capture or euthanasia of animals “at large”.
  - (iv) Medical: Triage, surgery and medical personnel, identifying whether a veterinarian or vet tech is in charge
  - (v) Animal Identification System
    - Each animal brought into the shelter will be checked in and documented. A record will be kept on each animal and a picture along with a description of the animal, including any distinct markings or identifying scars, colors or injuries. If there is no



known owner, the record should include information on where the animal was found, by whom and on what date. Each animal will be assigned a number that will be recorded on the record

- A digital, or similar photo will be taken of each animal and the assigned number will be placed on the photo. The photo will be placed on the card and the card will be placed in a book. Owners can then look at the book to find their pets instead of walking through the shelter. This will limit the amount of human traffic through the shelter and reduce the stress on the animals. On line programs such as Pet Finders may also be used to match animals and owners. The county should post pet pictures on their web site
- If the owner requests short term sheltering, the photo should include both the pet and the owner. Information will be documented including the owner's address, phone number and where the owner is currently staying. Also, contact information will be needed on other family members or friends who could help locate the owner if necessary
- Photographs will also be taken with a digital camera and the picture, description, and basic information can be put on the Internet. Pet owners can then search for their pet by computer. All dead animals will be photographed and information





detailing location and possible cause of death will be documented

- A pet scanner will be provided by the Chatham County Animal Control for identification of pets with micro-chips.
- d) Logistics is responsible for providing facilities, services, personnel, equipment, and materials. The following is a list of logistical activities needed for responding to animal issues:
- (i) Communications Unit: Communications staff will maintain communications with all sites and personnel responding to animal issues during a disaster. This Unit helps facilitate cooperation between responders and tracks all communication devices
  - (ii) Ground Support Unit: Transportation coordinates the movement of transportation resources to where they are needed
  - (iii) Facilities Unit: Facilities Coordination develops plans for mobilization centers, staging areas, shelters, and regional evacuation points. It oversees the distribution and installation of supplies to these areas
  - (iv) Resources and Supply Unit: Logistics is responsible for requesting human and other resources. Requests should be filled locally first and when exhausted or not available requested through GEMA



- (v) The medical unit provides medical support to the responders in the sheltering command. Medical support to the animals is in the operations section
  - e) Finance.
    - (i) Finance is responsible for tracking financial activities. The following is a list of activities that need to be tracked for costs incurred in case of future reimbursement
      - Employee Time Reporting
      - Equipment Use Reporting
      - Contracting and Paying for Resources
      - Workers' Compensation and Claims
      - Cost Accounting for Response Activities
      - Damage Survey Report (DSR) Record Keeping
      - Donations.
    - (ii) NOTE: FEMA Disaster Assistance Policy DAP9523.19 entitled, "Eligible Costs Related to Pet Evacuations and Sheltering", dated October 24, 2007, identifies the expenses related to emergency pet evacuation and sheltering activities eligible for reimbursement following a major disaster declaration.
3. Exercises: This plan will be tested periodically through use of both Tabletop and Functional Exercises



4. Volunteer Training: Dealing with animals, particularly in stressful or chaotic situations such as disasters, requires special skill. Volunteers who handle animals need to have experience or training in this area. Several national, state and local groups offer training programs for volunteers seeking to possess the necessary skills and training to perform this function. The following FEMA independent study program courses are recommended for volunteers handling animals in a disaster and can be accessed at: <http://www.training.fema.gov/EMIWeb/IS/crslist.asp>.
  - a. IS-10 – Animals in Disasters -- Awareness and Preparedness
  - b. IS-11 – Animals in Disaster -- Community Planning
  - c. IS-111 – Livestock in Disasters.

F. Response

1. Prior to Voluntary Evacuation
  - a. Prior to voluntary evacuation the EOC will be partially activated and the ESF-11A Desk will be staffed. Actions:
  - b. Activate Chatham Animal Control and list available resources (equipment & personnel). If additional Animal Control Officer (ACO) resources are needed for the evacuation, the ESF-11A Desk will request mutual aid
  - c. ESF-8 public health will maintain a list of Special Needs individuals with pets. ACOs may be requested to support Emergency Medical Services Personnel when picking up Special Needs individuals with animals
  - d. Find/check inventory and arrange for staging of materials at Civic Center (cages, food, leashes, muzzles, etc.) for assisting transport of animals to inland shelters
  - e. Coordinate with the Evacuation Assembly Area (EAA) Manager on the animal portion of the EAA
    - 1) Review policies on handling bite incidents, and non-immunized, non-caged, or aggressive animals
    - 2) Review policies on feeding and watering animals while awaiting transport



- 3) Notify workers/volunteers to report to the EAA to assist with animal handling portion of evacuation.
- f. Coordinate with ESF-15 on appropriate animal-related messages.
- 2. Evacuation Begins
  - a. The County Animal Control shelter will close 96 hours before storm landfall. ACOs will not respond to routine calls after the shelter is closed. Approximately 36 hours before storm reaches landfall, Animal Control will evacuate their shelter and move to designated inland shelters. The Animal Control Shelter Manager and shelter staff will remain with the animals at the hosting shelter
  - b. Any ACO assisting with the evacuation will report back to their supervisor for further assignments.
- 1) Self Evacuation
  - a) The self-evacuating public will be assisted through education. Educational materials will include current materials, brochures, etc. maintained on the CEMA and HumaneSocietySav.org Web sites
    - (i) Preparedness travel kits (food, water, shot records, cages)
    - (ii) Shelter requirements for animals
    - (iii) Requirements for animals requiring public transportation assistance
    - (iv) Protecting large animals
    - (v) Pet-Friendly Shelter locations
    - (vi) How to find Pet-Friendly Hotels/Motels
    - (vii) GDA's Animal Protection Division and <http://www.travelpets.com>).
  - b) The self-evacuating public should ensure pet safety by making concerted efforts to evacuate their pets to safe inland shelters.



2) Mandatory Evacuation

- a) Chatham Area Transit drivers will be instructed to allow pets on the bus as long as they are under the control of their owners. Bus drivers will have total discretion on determining whether the animal is under the owner's control. (Note: All companion animals should be caged, have current shot records, bring any medicines they're taking as well as food and water for at least 72 hours. However, pet owners not possessing these items will not be turned away as long as their pet is under control.)
- b) Once at the EAA (Civic Center), animal owners and volunteers under the direction of ESF-11A staff will assist with the evacuation of companion animals
- c) Owners of large and/or aggressive animals will leash and muzzle their pets while at the EAA and during the bus ride to the inland pet shelter
- d) All biting incidents at the EAA or during the bus ride inland will be managed and documented by Public Health
- e) ESF-11A staff will make a determination if an animal is under control with the use of an approved crate or leash and muzzle, and allowed on the evacuation bus. Dangerous animals or those not under the owner's positive control will not be transported
- f) Pet owners will be responsible for feeding, watering, and general care of their pets in accordance with established policies (situational dependent)
- g) The American Red Cross will establish manifests of evacuees and their companion animals for each bus; these manifests will be made available to CEMA at the EOC for accountability purposes. Manifests should include for animals:



- (i) Immunization records available
      - (ii) Special needs and/or requirements for animals.
    - h) Pet owners will manifest their animals on the form supplied during registration. Pet owners will be manifested through a separate process from non-pet owners. Pets and owners will not be separated unless the situation dictates otherwise
    - i) Animals will be concentrated on the minimum number of buses possible
    - j) When the last evacuation bus departs, ACOs and other staff will be released to evacuate themselves and their families; or to relocate to designated critical workforce shelters. They will be instructed how and when to report back for duty
    - k) Coordinate with ESF-5 and ESF-6 for any issues regarding evacuation routes and shelter designations.
  - 3. During Impact: ESF-11A staff will be housed with Critical Workforce members if needed.
- G. Recovery
  - 1. Re-entry
    - a. Chatham County complies with the Georgia phased re-entry approach designed to allow only appropriate response personnel access to impacted areas. Activities will be coordinated based on phase
      - 1) Phase 1 – First Responders and Emergency Personnel Only. During this phase, roads will be cleared and basic utilities will begin to be repaired in anticipation of re-entry by the general public
        - a) Other than animals used in search and rescue operations, no direct animal activities are occurring at this time



- b) Planning for animal re-entry commences including developing alternative solutions for providing shelter for animals acquired during Recovery
  - c) Search and Rescue (SAR) operations utilizing animal escorts will start up during this phase coordinated by the local ESF-9 (SAR) Primary.
- 2) Phase 2 – Limited Public Re-entry
- a) ESF-11A staff will be able to staff designated animal recovery locations once roads are cleared, and will be available as requested to assist emergency crews with animal issues. CEMA will designate locations of available animal recovery locations/facilities
  - b) ESF-11A staff (local and mutual aid) will set up a transfer/treatment point at the designated animal recover location and/or Incident Base. As needed, local ESF 11A staff will request additional resources from GEMA ESF-11. An ESF-11A representative will be available as needed
  - c) Disposal of dead animals, setting up temporary animal shelter, treatment of injured animals, and reuniting companion animals with owners constitute primary focus areas
  - d) Animal assistance locations will be created as needed
  - e) Spontaneous Untrained Volunteers will be referred to the County Volunteer Reception Center. Those individuals possessing unique qualifications, such as veterinarians and vet techs will be referred to the ESF-7 (Resources) Desk and cleared through the Secretary of State and/or GVMA for follow up contact
  - f) The animal response will be part of overall operations and be event driven



- g) Activate key volunteers such as local veterinarians, vet techs and humane society personnel. Animal triage and establishing animal first aid station priority items when standing up base camp
  - h) Confirm whether current waste management /debris removal contracts addresses the disposal of dead animals and be prepared to initiate a request to FEMA for a portable incinerator should it not be in contract. This process will be managed and operated through ESF-3 and ESF-8. Disposal of all animals will be in accordance with the Georgia Dead Animal Disposal Act, as amended
  - i) ESF-11A will seek state assistance when mission requirements exceed resource availability. They shall (in support of and in concert with the local EMA) take the lead on coordinating efforts of local veterinarians and support efforts to employ competent, qualified animal disaster volunteers
  - j) ESF-11A will develop a holding area for equine if required
  - k) FEMA may handle temporary public housing that will also address animal handling policies for companion animals.
- 3) Phase 3 -- General Re-entry
- a) Rescued animals will be held for a minimum of 10 days after the public can access the shelter at which time adoption eligibility occurs. Positive identification for owners seeking pets will be required
  - b) Diseased animals will be handled in accordance with ESF-11A staff veterinarian recommendations





- c) Post mortem resources will be requested in order to determine communicable toxins and/or disease. Euthanasia will only be used as a last resort
    - d) Animal transfer point/emergency shelter guidelines:
      - (i) Location: To be determined
      - (ii) Run by Pets Desk using available resources
      - (iii) Will conform to GDA rules and regulations
  - 4) Phase 4 - Demobilization
    - a) Animal Transfer Point Closures and Redistribution of Supplies
    - b) Animal Recovery locations will close when local animal support agencies and organizations have reestablished operations, is capable of receiving and has adequate staff to support the return of animals to their shelters.
- b. Re-entry during secured phases will require appropriate credentialing. CEMA provides re-entry permits to validated resources, by request, in advance of any disaster requiring evacuation/re-entry.
- 2. Collection of Data: In the recovery stage, data should be collected on the response activities. This data should include financial information about the response effort as well as damage assessment information
- 3. After Action Report: During the recovery stage, an After Action Report will be initiated to record observations and recommendations.
- H. Mitigation: Mitigation activities will include an assessment of the response activities and assurance that all necessary supplies are available.



## VIII. RESPONSIBILITIES

- A. CEMA Director: The CEMA Director serves as the primary advisor to the County Commission and the County Manager emergency declarations and evacuation decisions. His role is to collect incident-related forecasts and/or information and relay information, along with his professional recommendations, to the local policy group for decisions and declarations. The Director serves as the EOC Manager, and has signature authority and responsibility for issues and/or requests through the County and GEMA
- B. CEMA Deputy Director: The CEMA Deputy Director (Deputy) provides the leadership role in CEMA Operations. The Deputy takes recommendations from the CEMA Duty Officer and determines the need for response actions, EOC activations, and other CEMA functions through consultation with the CEMA Director. In the event activation of the EOC is ordered, the Deputy will make notifications to CEMA Staff and the GEMA Area V Field Coordinator. The Deputy's primary role in the EOC is to serve as the Operations Chief. He/she will take the responsibilities of the CEMA Director when required
- C. CEMA Duty Officer: The CEMA Duty Officer (DO) serves as the Agency's 24-hour crisis monitor for the County. The DO reports incident-related information to the AD and makes recommendations regarding action, response, and activation of the EOC. In the event activation of the EOC is ordered, the DO will have primary responsibility to initiate notification to EOC Support Staff and the EOC Partial Activation Team. Once notifications are made, the DO is responsible for preparing the EOC for activation. The DO will serve as the initial EOC Manager until directed otherwise
- D. ESF-8 Public Health Primary Coordinator: The Chatham County ESF-8 Public Health Primary Coordinator is responsible for working with ESF-8 partners to oversee and coordinate the removal and disposal of dead animals to assure there are no negative environmental impacts. ESF-8 also maintains a list of special needs individuals with pets and provides that list to partners as needed
- E. ESF-11A Primary Coordinator: The Chatham County ESF-11A Primary Coordinator oversees the implementation of this plan, serves as the primary liaison for pet and animal issues, is responsible for communicating with other EOC staff members, and for seeking State assistance when required. EFS-11A partners will determine if a pet is under positive control with the use of a crate or leash and muzzle. ESF-11A staff will be available from the Incident Base will set up a transfer designated



transfer/treatment point, and develop an equine/bovine holding area as necessary

- F. Georgia Department of Agriculture: GDA is the lead State agency for ESF-11. In a disaster exceeding the community's ability to effectively handle commercial livestock and equine, the GDA's Animal Protection Division, Livestock and Poultry Division and/or Equine Division will be contacted for assistance. Direct local requests for GDA assistance should also be conveyed to GEMA's SOC
- G. The Humane Society Savannah/Chatham: The Humane Society coordinates with ESF-11A partners to assist with pet and animal needs, sheltering, and resources
- H. Other Voluntary Organizations: Pet and animal related volunteer organizations will coordinate with the ESF-11A staff for the purposes of this plan. Volunteers should be properly trained to work with animals.

## **IX. APPENDIX MANAGEMENT AND MAINTENANCE**

- A. CEMA is the executive agent for the Appendix management and maintenance. The Appendix and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendices
- B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation
- C. Coordination and Approval: Any department or agency with assigned responsibilities within the Appendix may propose a change to the plan. CEMA is responsible for coordinating all proposed modifications to the Appendix with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required
- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the Appendix. Once published, the modifications will be considered part of the Appendix for operational purposes pending a formal revision and re-issuance of the



entire document. Interim changes can be further modified or updated using the above process

- E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual appendix or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related annexes, and a complete revision every four years (or more frequently if the County Commission of GEMA deems necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOP documents for the purpose of interagency review and concurrence.



## TAB A – ANIMAL CONFINEMENT AND SHELTER FACILITY FORMS

### ***Special Note for UAN Forms:***

The National Animal Rescue and Sheltering Coalition (NARSC) agreed to utilize United Animal Nations (UAN) forms during disaster deployment by member organizations. It is recommended that communities become familiar with these forms, embed them into community disaster plans and utilize them in times of local disaster. By becoming familiar and using these forms communities will be better prepared *if assistance from national animal welfare resources are sought*. Communities are required to seek simple permission from UAN to reprint and use these forms by calling (916) 429-2457. The following UAN forms and other related forms in the appendices are provided as examples only:

1. In-Field Animal Tag Form
2. Notice of Rescued Animal Form
3. Lost Animal Form
4. Request for Animal Rescue Form
5. Animal Intake Form
6. Animal Daily Walking, Feeding & Cage Cleaning Schedule (Cage Card)



## IN-FIELD ANIMAL TAG SOP

### Purpose:

- To ID the animal in case the animal's paperwork is misplaced.
- ID an owned animal in the event an owner and animal are separated before paperwork is completed.

### Attach In-Field tags to:

- The outside of transport crates.
- Collars of animal not crated.
- Deceased animals where possible if transporting.

The In-field animal tag should be printed on Avery labels and placed on Blank Key Tags with the wire attached. The key tags should be filled out by the field rescue team and attached to the animal before transport.

### In Field Animal Tag

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rescuer's Name: \_\_\_\_\_

Location of Animal Pickup: \_\_\_\_\_

Description of Animal:

☐ Male    ☐ Female Collar:    ☐ Yes    ☐ No Type/Color: \_\_\_\_\_

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

Animal's Name: \_\_\_\_\_

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## **NOTICE OF RESCUED ANIMAL SOP**

**Purpose:** This poster is used to notify a property owner that their animal(s) have been removed from the property and where they can find them.

### **The Notice poster should be printed on bright attention-grabbing colors**

Some colors that work best are:

1. Bright Blue
2. Lime Green
3. Orange
4. Other Neon Colors

### **Rescue teams must make sure they fill out the form with:**

1. A good description of all animals removed
2. Date the animals were removed
3. The name of the organization the rescue team is affiliated
4. Animal shelter location
5. The best phone number, If available, for owners to follow up on their Animals

### **Note:**

\*Field rescue team members should never put their own contact information on this form, only their parent organization information.

### **Process:**

1. This form should be filled out and posted at all entrances to the property or home.
2. At least two of the forms should be placed by front and back doors
3. Forms should be placed in zip lock plastic bags to protect them from the elements and duct taped to the building.



# NOTICE

**THE FOLLOWING ANIMAL(S)**

---

---

---

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---

---

**WERE RESCUED FROM THIS PROPERTY**

ON \_\_\_\_\_ BY \_\_\_\_\_

**TO RECLAIM, VISIT THE FOLLOWING LOCATION**

---

---

**OR CALL** \_\_\_\_\_

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## **LOST ANIMAL FORM SOP**

### **Purpose:**

- To enable a field rescue team to go to enter a person's private property and look for their animals.
- To document animals reported missing by owners.
- To facilitate the unification of animal and rightful owner.
- Claimants must complete this document before viewing the stray animal book or searching a shelter:
- They may not claim an animal not described on the form in advance.
- Any photos or lost posters should be attached to the lost animal form. Shelter workers should compare all animals brought into the shelter with animals reported lost and documented on this form:
  - Shelter workers that connect an animal in care to a Lost Animal Form should contact the reporting party for possible identification.
  - Shelter workers that positively connect an animal in care to an owner should write the intake number in the upper right hand corner and place it with the intake form.

### **Completing the form:**

- Complete one form for each animal reported missing.
- Intake Volunteer must indicate their name, the date, and location they completed the form.

### **Owner Information**

This should be the owner's current information, i.e., temporary address, if displaced, such as human shelter location, hotel, etc.

### **Animal Location**

This is the last place/address the animal was seen by the owner.

### **Animal Information**

This needs to be as thorough as completely as possible. Owners may need assistance here.

### **Medical Information**

Veterinarian may have information useful to reunite lost animals. They may be located from a local telephone book or a Web site.

### **Contacts**

List the names of other organizations where the animal has been reported missing. Shelter workers can use this info to cross-reference with other organizations.

### **Final Status of Animal**

Complete to close out file.



INTAKE NUMBER

## Lost Animal Form

TODAY'S DATE:	INFORMATION RECEIVED BY: (PLEASE PRINT)
WHERE WAS THIS FORM COMPLETED?	
<input type="checkbox"/> TEMPORARY ANIMAL SHELTER <input type="checkbox"/> HUMAN EVACUATION SHELTER <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER: _____	

OWNER INFORMATION		
NAME:	ADDRESS:	CITY/STATE/ZIP:
HOME PHONE: ( )	WORK PHONE: ( )	CELL PHONE: ( )
ALT. PHONE: ( )	E-MAIL ADDRESS:	

ANIMAL LOCATION	
DATE LAST SEEN:	LOCATION:

ANIMAL INFORMATION	
<input type="checkbox"/> DOG <input type="checkbox"/> CAT <input type="checkbox"/> HORSE <input type="checkbox"/> OTHER: _____	AGE: _____
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NEUTERED <input type="checkbox"/> SPAYED <input type="checkbox"/> UNKNOWN	<input type="checkbox"/> BREED: _____ <input type="checkbox"/> SMALL <input type="checkbox"/> MEDIUM <input type="checkbox"/> LARGE
FUR LENGTH: _____	COLOR(S): _____
TAIL: <input type="checkbox"/> LONG <input type="checkbox"/> SHORT <input type="checkbox"/> CURLY <input type="checkbox"/> BUSHY <input type="checkbox"/> DOCKED	EARS: <input type="checkbox"/> ERECT <input type="checkbox"/> FLOP <input type="checkbox"/> CROPPED
DISTINGUISHING MARKS?	
ANIMAL'S NAME:	<input type="checkbox"/> MICROCHIP <input type="checkbox"/> TATTOO NUMBER: _____
COLLAR? <input type="checkbox"/> YES <input type="checkbox"/> NO	ID TAG? <input type="checkbox"/> YES <input type="checkbox"/> NO
TYPE/COLOR: _____	NAME/PHONE NUMBER: _____
COUNTY RABIES LICENSE NO./YEAR:	ISSUING COUNTY:

MEDICAL INFORMATION	
VETERINARIAN NAME:	PHONE NUMBER:
ADDRESS:	ARE VACCINATIONS CURRENT?
	<input type="checkbox"/> YES <input type="checkbox"/> NO    DATE LAST GIVEN: _____
ANIMAL ON ANY MEDICATION?	FREQUENCY?
<input type="checkbox"/> YES <input type="checkbox"/> NO    TYPE: _____	WHEN WAS MEDICATION LAST GIVEN?
	DATE: _____ TIME: _____

CONTACTS
WHO ELSE HAVE YOU NOTIFIED THE ANIMAL IS MISSING?

COMMENTS	FINAL STATUS OF ANIMAL
	FOR OFFICIAL USE ONLY
	<input type="checkbox"/> OWNER LOCATED <input type="checkbox"/> MATCHED WITH INTAKE ANIMAL <input type="checkbox"/> DECEASED <input type="checkbox"/> UNKNOWN AFTER 30 DAYS

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ATTACH PICTURE HERE



## REQUEST FOR ANIMAL RESCUE FORM SOP

**Purpose:** To document requests for animal rescue process

- Intake Volunteers must be sure to print their name, date and time, and location for follow-up as necessary.
- This form should be printed in duplicate copy if not an NCR form:
  - One stays in the master form file.
  - One goes with the field rescue team.
- Never assign more than five animals to each form. Keep multiple forms together for a single property; they will be assigned to one team.
- Intake Volunteers should never promise when a rescue will be attempted. Inform the
- Reporting Party (RP) that:
  - Requests are forwarded the Animal Rescue Group/Branch.
  - RPs will be contacted if field rescue teams determine a result.

**Animals to be Rescued:** Complete information is important for rescue teams as well as owners. It helps the rescue teams identify the correct animal(s), any safety issues, and any equipment needs.

### Priority Status

- Urgent – animal is in a life-threatening situation, without food or water for several days.
  - 2 Day – the animal needs attention but it is not in danger.
  - 3 Day – the animal is known to be safe but needs to be reunited with owner.
- Note: Intake volunteer should use sound judgment to determine an animal's priority status while interviewing the RP. When in doubt, sooner is always better.

**Reporting Party:** Requests may be received from the owner, a second party, or other animal agency:

- Request should come from the owner, if possible
- Request should be given in-person, if possible, to obtain a signature.
- Only the owner or tenant may give legal permission to enter a property.
- Must have complete and current contact information, i.e., temporary address, if displaced, such as human shelter location, hotel, etc.

**Animal Location:** Complete location information is important for rescue teams. Include the landmark directions to the property as street signs may be down, and any hiding spots that the team may find the animal; this can speed rescue and reduce the animal's stress.



**Permission to Rescue:** Only owners or tenants may give permission to enter a property:

- Should be done in person:
  - Obtain owner/tenant signature.
  - Check photo ID or utility bill against the address.
- Verbal permission may also be given – Information must read to the owner.

**Result of Rescue Efforts**

Completed by rescue team:

- Animals are identified by number assigned in the “Animals to be Rescued” sections 1–5.
- Date of each attempt.
- Rescue teams must update the master file at the end of each operational period on the result of rescue efforts.
- All rescued animals must go through the intake process:
  - Attach a copy of the rescue request to the proper intake form.
  - Do not remove the original rescue request form from the "Active" file until there is a conclusion with each animal listed.
- File all original closed out rescue request forms in the “Completed” file.



## Request for Animal Rescue

REPORTING DATE:	TIME (include AM/PM):	INFORMATION TAKEN BY (PLEASE PRINT):	LOCATION FORM FILED:				
<b>PRIORITY STATUS</b>							
<input type="checkbox"/> URGENT <input type="checkbox"/> 2 DAY <input type="checkbox"/> 3 DAY		<input type="checkbox"/> OWNER REQUESTED <input type="checkbox"/> REPORTED BY OTHER PARTY <input type="checkbox"/> AGENCY REQUEST					
<b>REPORTING PARTY</b>							
NAME: (include agency if applicable)		ADDRESS:					
CITY/STATE/ZIP:							
HOME PHONE: (       )	WORK PHONE: (       )	CELL PHONE: (       )					
ALT. PHONE: (       )	E-MAIL ADDRESS:						
DOES THIS ANIMAL(S) BELONG TO THE REPORTING PARTY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NOT, WHO DOES THIS ANIMAL BELONG TO? (provide name, address and phone number if known.)					
<b>ANIMALS TO BE RESCUED</b>							
#	TYPE	GENDER	BREED	COLOR	SIZE	AGGRESSIVE	CONFINED
1						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
2						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
3						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
4						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
5						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>ANIMAL LOCATION</b>							
ANIMAL(S) LAST SEEN: DATE: _____ TIME: _____		ARE THERE PEOPLE WITH THE ANIMAL(S)? IF YES, WHO? <input type="checkbox"/> YES <input type="checkbox"/> NO NAME: _____		IS/ARE THE ANIMAL(S) BEING FED? <input type="checkbox"/> YES <input type="checkbox"/> NO		LAST TIME FED?	
WHERE IS/ARE THE ANIMAL(S) LOCATED?:							
ADDRESS:				CITY:			
DIRECTIONS TO RESCUE AREA:							
LANDMARKS:							
LOCATION OF ANIMAL(S) ON PROPERTY:							
<b>PERMISSION TO RESCUE</b>							
<ul style="list-style-type: none"> <li>• The animal(s) listed above is/are legally mine and I can show proof of ownership.</li> <li>• I give permission to _____ volunteers to enter my property to rescue the animals I have listed above.</li> <li>• I do not hold the staff or volunteers liable if they are not able to save the animal(s) I have requested be rescued. I understand that sometimes circumstances beyond control prevents this from happening.</li> <li>• I do not hold the staff or volunteers liable for any damage done to my property while attempting to rescue the animals listed above. (Every effort will be made to leave the owner's property in the same condition it was when the volunteer entered the property.)</li> <li>• Key provided: <input type="checkbox"/> YES    <input type="checkbox"/> NO    • Permission to force entry: <input type="checkbox"/> YES    <input type="checkbox"/> NO</li> </ul>							
SIGNATURE: _____		DRIVER LICENSE #: _____		DATE: _____			
<input type="checkbox"/> VERBAL PERMISSION GIVEN							
<b>RESULT OF RESCUE EFFORTS</b>							
ACTION		ANIMAL NUMBER (as noted in "ANIMALS TO BE RESCUED" section) and DATE					
RESTRICTED ENTRY INTO THE AREA							
UNABLE TO FIND ANIMAL(S)							
RESCUED							
COULD NOT BE FOUND							
COULD NOT BE CAUGHT							
DECEASED							

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## ANIMAL INTAKE FORM SOP

Intake forms should be printed on three-part colored (white, yellow, pink) NCR paper:

**Purpose:** The intake form tracks an animal while in care.

**Intake Number:** This unique number, preceded by your organizations nine digit Zip code (Zip + 4) or postal code, can be preprinted by the print shop.

Note on above: We suggest adding your Zip/Postal code because some incidents involve multiple agencies. Nine digit Zip codes can be traced back to a specific address in the USA.

This may be helpful when animals are moved in large disasters. Paperwork can become separated from an animal and this can help re-identify the animal by connecting the animal to the agency that registered the animal.

**Today's Date:** the date the animal was brought to the shelter.

- **Surrendered?** – can only be surrendered by the owner.
- White copy stays with the originating agency.
- Pink copy goes with the owner or is transferred with the animal if no owner is identified.
- Yellow copy goes with the animal if transferred.
- Dead on Arrival.
- Dropped off - can be by owner or other
- Rescued – can be by field team or other.

**Arriving Status of Animal:** Never place the intake paperwork on the animal's kennel or crate.

**Received by:** The printed name of the person filling out the intake form.

**Requested Rescue:** If the animal being "in-processed" was rescued at the request of the owner, a copy of the rescue request, found in the "Active" file should be placed with the intake form. The owner requesting the rescue should be notified that the animal has arrived at the shelter.

**Offsite Status:** Used to track the location of the animal whenever it leaves and returns to the shelter, such as for a vet visit.

**Are you the owner:** This is used to establish if the person bringing in the animal is the owner, family, friend or Good Samaritan.



**Contact Information:** Completed by the owner or person dropping off the animal. Information listed should be the current address and phone number of where this person is staying during the disaster.

**Permission to foster** – can only be given by the owner.

**Location of Animal Pickup:** Must be completed by the field team or person dropping off the animal. Obtain as much information as possible, including street names and landmarks.

**Animal information:** Be as detailed as possible.

**Attempts to Contact Owner:** If microchip, tags, address or any other identifying owner information are present, denote any attempts to contact the owner.

**Has animal bitten anyone** – during the rescue, during intake, and ask the owner for bite history.

- Note if the animal is aggressive or a possible fear -biter.
- Note any tag information found on a collar and do not remove the collar unless it is a danger to the animal.
- Scan for a microchip and note whether located.
- Be sure to denote any distinguishing markings.



## Animal Intake Form

TODAY'S DATE: _____		RECEIVED BY: (PLEASE PRINT) _____		<b>OFFSITE STATUS (If Applicable)</b>	
<b>ARRIVING STATUS OF ANIMAL</b>		REQUESTED RESCUE?		OUT DATE      LOCATION      RETURN DATE	
<input type="checkbox"/> RESCUED <input type="checkbox"/> DROPPED OFF <input type="checkbox"/> DEAD ON ARRIVAL		<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHO REQUESTED IT? <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER _____		_____ _____ _____	
ARE YOU THE OWNER? <input type="checkbox"/> YES <input type="checkbox"/> NO      If not, what is your relationship to the animal? _____					
<b>CONTACT INFORMATION</b>					
NAME: _____		ADDRESS: _____		CITY/STATE/ZIP: _____	
HOME PHONE: _____		WORK PHONE: _____		CELL PHONE: _____	
ALT. PHONE: _____		E-MAIL ADDRESS: _____			
PERMISSION TO FOSTER? <input type="checkbox"/> YES <input type="checkbox"/> NO		SURRENDERED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DRIVERS LICENSE NO.: _____ STATE: _____	
<b>LOCATION OF ANIMAL PICKUP (Give address if known and landmarks)</b>					
<b>ANIMAL INFORMATION</b>					
<input type="checkbox"/> DOG <input type="checkbox"/> CAT <input type="checkbox"/> HORSE <input type="checkbox"/> REPTILE <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> LITTER (Under 8 weeks old)    NUMBER IN LITTER: _____					
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NEUTERED <input type="checkbox"/> SPAYED <input type="checkbox"/> UNKNOWN		BREED: _____ <input type="checkbox"/> SMALL <input type="checkbox"/> MEDIUM <input type="checkbox"/> LARGE			
AGE: <input type="checkbox"/> YOUTH <input type="checkbox"/> ADULT <input type="checkbox"/> SENIOR		TAIL: <input type="checkbox"/> LONG <input type="checkbox"/> SHORT <input type="checkbox"/> CURLY <input type="checkbox"/> BUSHY <input type="checkbox"/> DOCKED		EARS: <input type="checkbox"/> ERECT <input type="checkbox"/> FLOP <input type="checkbox"/> CROPPED	
FUR LENGTH: _____		COLOR(S): _____		IF CAT, IS IT DECLAWEED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DISTINGUISHING MARKS? _____					
ANIMAL'S NAME (if known): _____		<input type="checkbox"/> MICROCHIP <input type="checkbox"/> TATTOO NUMBER: _____			
COLLAR? <input type="checkbox"/> YES <input type="checkbox"/> NO		ID TAG? <input type="checkbox"/> YES <input type="checkbox"/> NO			
TYPE/COLOR: _____		NAME/PHONE NUMBER: _____			
COUNTY RABIES LICENSE NO./YEAR: _____		ISSUING COUNTY: _____		ATTEMPT TO CONTACT COUNTY (Date & Result): _____	
IS ANIMAL AGGRESSIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, Mark Cage)		IF YES, WHAT IS THE ANIMAL AGGRESSIVE TOWARD? <input type="checkbox"/> PEOPLE <input type="checkbox"/> DOGS <input type="checkbox"/> OTHER ANIMALS		HAS ANIMAL BITTEN ANYONE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>ATTEMPTS TO CONTACT OWNER</b>					
DATE: _____		RESULT: _____		BY: _____	
DATE: _____		RESULT: _____		BY: _____	
DATE: _____		RESULT: _____		BY: _____	
<b>MEDICAL INFORMATION</b>					
KNOWN DISEASE STATUS: TYPE: _____		<input type="checkbox"/> POS <input type="checkbox"/> NEG		TYPE: _____ <input type="checkbox"/> POS <input type="checkbox"/> NEG	
KNOWN VACCINATION STATUS: TYPE: _____		<input type="checkbox"/> 1 YR <input type="checkbox"/> 3 YR		LOT #: _____	
TYPE: _____		<input type="checkbox"/> 1 YR <input type="checkbox"/> 3 YR		LOT #: _____	
TYPE: _____		<input type="checkbox"/> 1 YR <input type="checkbox"/> 3 YR		LOT #: _____	
KNOWN INJURIES/MEDICAL HISTORY: _____					
MEDICATIONS NEEDED: _____					
<b>DEPARTING STATUS OF ANIMAL</b>					
DATE RECLAIMED: _____		OWNER'S SIGNATURE: _____		DRIVER'S LICENSE NO.: _____ STATE: _____	
		PRINT NAME: _____		PHONE NO.: _____	
DATE FOSTERED/ADOPTED: _____		(Attach completed foster/adoption agreement to intake form)		PHONE NO.: _____	
		SIGNATURE: _____		PRINT NAME: _____	
DATE EUTHANIZED: _____		REASON: _____			
		VETERINARIAN (signature) _____		PRINT NAME: _____	
WHITE COPY – RESPONDING AGENCY      YELLOW COPY – OTHER AGENCY      PINK COPY – OWNER (IF KNOWN)					
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ATTACH PICTURE HERE





## ANIMAL DAILY WALKING, FEEDING AND CAGE CLEANING SCHEDULE SOP

**Purpose:** The 'CAGE CARD' records routine, individual daily care of animals in the shelter.

**Note:** This is the only paper attached on the animal's containment. It should be placed where the animal cannot reach it as they will tear it apart. It can be placed in a page protector to protect it from the elements. It can also be placed on a clipboard to assist with writing on it and keeping it away from the animals.

The cage card is filled out initially upon intake and place on the animals kennel or crate. Write the animal's intake number in the space in the upper right hand corner of the form.

Animal Description:

1. **Type** – fill in the type of animal
2. **Characteristics** - Fill in Breed, Gender and Color or markings
3. **Special Instructions** - this can be dietary, medication or special handling instructions.

Volunteers need to make sure they read the cage card of every animal they handle.

### Record

Should include the date, time and handler's initials when any work is done with an animal or its environment.

**Comments** – Should include any observations or changes in an animal's condition or behavior, such as:

1. Not eating
2. Not drinking
3. Vomiting
4. Diarrhea
5. Injury that needs to be seen by vet
6. Disposition has changed to \_\_\_\_\_

Continuation forms should be used when face sheet is completed. Face sheet and all continuation pages should be kept together with the intake form copy in the page protector.

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## ANIMAL CARE AND HOLDING BOARDING SURVEY

### 1. Facility Name

\_\_\_\_\_

Address

\_\_\_\_\_

Number and Street	City	Zip
-------------------	------	-----

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

### 2. Owner's Name \_\_\_\_\_

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

Owner's Pager (     ) \_\_\_\_\_ - \_\_\_\_\_

### 3. What animal species will you accept?

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

### 4. Do you have a microchip scanner available? ☐ No ☐ Yes Type: \_\_\_\_\_

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

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

### 6. Would you be willing to provide services during a disaster?

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

### 7. What are the minimum entry requirements for animals to your facility?

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

☐ Parasite control ☐ Other \_\_\_\_\_

#### Would you waive them during a disaster?

☐ Yes ☐ No

### 8. Does your facility have isolation facilities? ☐ Yes ☐ No

### 9. Is your staff available outside normal hours of operation?

☐ Yes ☐ No

### 10. Do you have a consulting veterinarian or vet clinic you work with?

☐ Yes ☐ No

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



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

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## CHATHAM COUNTY RELEASE FORM

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

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

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

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

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

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

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

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

Place of  
Employment \_\_\_\_\_

Address to which Owner plans to evacuate during the emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

Address of Receiving Property

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## **TAB B – ANIMAL RESOURCES LIST AND FOOD FORMS**

### **IDENTIFICATION OF RESOURCES**

The following recommended kit is designed to provide the basic supplies and equipment for a pre-impact or evacuation shelter. Such shelters will be opened by local governments and could be part of an animal friendly shelter. The kit is also designed to be incorporated into a training component to educate local jurisdictions about the requirements of pet friendly shelters. The equipment list is designed for a shelter which would treat 100 animals and have a planned life of approximately 72 hours. Additional equipment may be required based on the facility used and animals to be sheltered. Less equipment would be required for treating less than 100 animals. This list is based on the experiences of several Florida counties and was formulated by the Georgia Department of Agriculture.



## EQUIPMENT ITEM AND UNIT RECOMMENDATIONS

Cat Bowls	25	Grooming Clippers	2
4 foot Catch Poles	4	Large Collapsible Crates	25
7-12 foot Expandable Catch Poles	4	Gas Can: 5 Gallon	1
bird cage	1	Grooming Clippers	2
Blankets	4	Large Collapsible Crates	25
Bleach	10	Large collapsible crates: 25	25
Bottled Water		Latex Gloves: 1000 pair/case, Lrg	2
Broom	2	Latex Gloves: 1000 pair/case, Med	2
Buckets-Metal	4	Latex Gloves: 1000 pair/case, XL	2
Bug Spray	12	Leashes: 50 @ \$2.99=\$149.50	100
cardboard cat carriers:	25	Lighting	6
Cat Crates, large	1	Litter Pans:	50
Cat Crates, medium	2	Metal Litter Scoops	8
Cat Crates, small	2	Microchip Scanner:	1
Cat Gloves: large	2	Microchips:	100
Cat Gloves: medium	2	Mop	2
Cat Grasper: 2 @ \$56.05=\$112.10	4	Newspaper	
Cleaning Supplies/Disinfectant	1	Notepads, Doz	6
Clip boards	24	Orange Plastic Cones	20
Collapsible Ferret cages	1	Pens/Pencils, Doz	6
Collars, ID/neck bands, Large	50	Permanent markers/doz	2
Collars, ID/neck bands, Small	50	Plastic Containers with lids that seal	3
Combo printer -pictures, fax, copy	1	Power strip	6
Cots	4	reptile enclosure	1
Digital Camera	2	Sheets	100
Drug Safe: 24X30X10	1	Small Collapsible Crates	25
Drug Safe: 8.75x7.25x6	1	Snake Chaps: Husky	2
Extension Cords	2	Snake Chaps: Regular	2
Extra Large Collapsible Crates	25	Stainless steel food bowls, large	50
Extra large collapsible crates: 25	25	Stainless steel food bowls, small	50
Extra large coolers	4	Stainless steel water bowls	50
ferret cage	1	Sunscreen	5
First Aid Kit	2	Supply of forms & storage	5
Flea & Tick Powder	15	Tarps: (case of 14)	2
Flea & Tick Shampoo	15	Thick Work Gloves: 60 /Case,	
Folding Chairs	6	Large	2
Folding Table	1	Towels /dzn	2
Food Scoops	6	Wash cloths /dzn	20
Garbage Bags: 250/carton	2	Water Feeders	4
Gas Can: 5 gallon	1	Wet Floor Sign	2





## **ANIMAL FOOD RESOURCE CHECKLIST**

### **Small Animals**

- ☐ Food Banks
- ☐ Pet Stores
- ☐ Grocery Stores
- ☐ Kennels
- ☐ Breeders
- ☐ Feed Stores
- ☐ Humane Societies/SPCAs
- ☐ Animal Care & Control Shelters
- ☐ Veterinary Clinics

### **Large Animals and Horses**

- ☐ Feed Suppliers
- ☐ Feed Stores
- ☐ Hay Producers/Transporters
- ☐ Animal Producers
- ☐ Boarding Facilities
- ☐ Breeding Facilities
- ☐ Horsemen's/Cattlemen's Organizations



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## CHATHAM COUNTY ANIMAL FOOD SURVEY

1. **Company/Organization Name** \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Number and Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Facility Phone (     ) \_\_\_\_\_ - \_\_\_\_\_ Fax (     ) \_\_\_\_\_ - \_\_\_\_\_  
Representative's Name \_\_\_\_\_  
Representative's Pager (     ) \_\_\_\_\_ - \_\_\_\_\_  
Cell phone (     ) \_\_\_\_\_ - \_\_\_\_\_

2. **What species do you have food for?**

- ☐ Dog (Type of food) \_\_\_\_\_  
☐ Cat \_\_\_\_\_  
☐ Bird \_\_\_\_\_  
☐ Reptiles \_\_\_\_\_  
☐ Cattle \_\_\_\_\_  
☐ Horse \_\_\_\_\_  
☐ Sheep/Goat \_\_\_\_\_  
☐ Other \_\_\_\_\_



**3. Would you be willing to provide animal food during a disaster?**

☐ Free    ☐ Reduced Rate \_\_\_\_\_ ☐ Standard Rate

\_\_\_\_\_

**4. Give brief directions to your location from the closest major road or highway.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## CHATHAM COUNTY ANIMAL FOOD RESOURCE LIST

### Organization/Company Name

\_\_\_\_\_

### Address

Number and Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Area or cross streets \_\_\_\_\_

Contact's name \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Rep's Cell Phone (    ) \_\_\_\_\_ Pager (    ) \_\_\_\_\_

### Supplies Available

\_\_\_\_\_

Type of Food \_\_\_\_\_ Species \_\_\_\_\_

Delivers? ☐ Yes ☐ No

☐ Free ☐ Reduced rate \_\_\_\_\_ ☐ Standard Rate \_\_\_\_\_



**Organization/Company Name**

\_\_\_\_\_

**Address**

Number and Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Area or cross streets \_\_\_\_\_

Contact's name \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Rep's Cell Phone (    ) \_\_\_\_\_ Pager (    ) \_\_\_\_\_

**Supplies Available**

\_\_\_\_\_

Type of Food \_\_\_\_\_ Species \_\_\_\_\_

Delivers? ☐ Yes ☐ No

☐ Free ☐ Reduced rate \_\_\_\_\_ ☐ Standard Rate \_\_\_\_\_



## TAB C – SUPPLY FORMS

### CHATHAM COUNTY ANIMAL SUPPLIES SURVEY

#### 1. Company/Organization Name

\_\_\_\_\_

Address

Number and Street City Zip

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

**Representative's Name** \_\_\_\_\_

Representative's Pager ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_ - \_\_\_\_\_

#### 2. What supplies do you have?

##### **Veterinary Supplies**

☐ Drugs ☐ Vaccines ☐ IV fluids ☐ Leg wraps ☐ Bandages

##### **Non-medical Animal Supplies**

##### ***Small Animal***

☐ Pet carriers ☐ Cat litter ☐ Collars ☐ Leashes ☐ Cages ☐ Shovels  
☐ Bleach ☐ Disinfectant ☐ Food and water dishes

##### ***Large Animal***

☐ Halters ☐ Lead ropes ☐ Blankets ☐ Bedding ☐ Wheelbarrows  
☐ Rakes ☐ Pitchforks ☐ Buckets ☐ Hoses ☐ Fly spray ☐ Bleach  
☐ Disinfectant ☐ Lime

##### **Office Supplies**

☐ Trail marking tape ☐ Duct tape ☐ Microchip scanner ☐ Camera/film  
☐ Paper ☐ Pens/pencils ☐ Permanent markers ☐ Binders ☐ Staplers  
☐ Hole punch ☐ Computer/printer ☐ Copy machine ☐ Flashlights  
☐ Cellular phones

#### 3. Would you be willing to provide these supplies during a disaster?

☐ Free ☐ Loan ☐ Reduced Rate \_\_\_\_\_ ☐ Standard Rate \_\_\_\_\_

#### 4. Give brief directions to your location from the closest major road or highway.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## CHATHAM COUNTY ANIMAL SUPPLY RESOURCE LIST

### Organization/Company Name

\_\_\_\_\_

### Address

Number and Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Area or cross streets \_\_\_\_\_

### Contact's name

Phone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Rep's Cell Phone ( ) \_\_\_\_\_ Pager ( ) \_\_\_\_\_

### Supplies Available

\_\_\_\_\_  
\_\_\_\_\_

☐ Free ☐ Loan ☐ Reduced rate \_\_\_\_\_ ☐ Standard Rate \_\_\_\_\_

### Organization/Company Name

\_\_\_\_\_

### Address

Number and Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Area or cross streets \_\_\_\_\_

### Contact's name

Phone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Rep's Cell Phone ( ) \_\_\_\_\_ Pager ( ) \_\_\_\_\_

### Supplies Available

\_\_\_\_\_  
\_\_\_\_\_

☐ Free ☐ Loan ☐ Reduced rate \_\_\_\_\_ ☐ Standard Rate \_\_\_\_\_





## **TAB D – TRANSPORTATION RESOURCES FORMS**

### **CHATHAM COUNTY ANIMAL TRANSPORTATION CHECKLIST**

#### **Small Animal**

- ☐ Animal Care & Control vehicles
- ☐ Mobile veterinary clinics
- ☐ Mobile dog kennels (talk to hunting clubs, kennel clubs)
- ☐ Cat Fanciers
- ☐ Humane Society
- ☐ Private vans, trucks, and trailers

#### **Horses**

- ☐ Horsemen's association/riding clubs
- ☐ Private horse trailers
- ☐ Horse transport companies

#### **Large Animal**

- ☐ Livestock Transport Companies
- ☐ Ranchers
- ☐ Dairies
- ☐ Feedlots
- ☐ Animal Care & Control vehicles and horse trailers



## CHATHAM COUNTY ANIMAL TRANSPORTATION SURVEY

### 1. Company/Organization Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Fax (     ) \_\_\_\_\_ - \_\_\_\_\_

### 2. Representative's Name

\_\_\_\_\_  
Representative's Phone (     ) \_\_\_\_\_ - \_\_\_\_\_ Pager (     ) \_\_\_\_\_ - \_\_\_\_\_

### 3. What species can you transport and how many?

<input type="checkbox"/> Dog _____	<input type="checkbox"/> Cattle _____	<input type="checkbox"/> Exotics _____
<input type="checkbox"/> Cat _____	<input type="checkbox"/> Sheep _____	<input type="checkbox"/> Poultry _____
<input type="checkbox"/> Horse _____	<input type="checkbox"/> Swine _____	<input type="checkbox"/> Goat _____

### 4. Would you be willing to provide transportation services during a disaster?

☐ Pro Bono    ☐ Reduced rate \_\_\_\_\_    ☐ Standard rate \_\_\_\_\_

### 5. General information

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Vehicle License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Trailer License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

*If more than one vehicle:*

Vehicle License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Trailer License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Vehicle License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Trailer License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Vehicle License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Trailer License Plate Number \_\_\_\_\_ Description \_\_\_\_\_



## CHATHAM COUNTY TRANSPORTATION RESOURCE LIST

**Company/Group Name**

\_\_\_\_\_

**Address**

Number and Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Area or cross streets

\_\_\_\_\_

**Owner's name**

\_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Owner's Cell Phone (    ) \_\_\_\_\_ Pager (    ) \_\_\_\_\_

**Description of Transportation Resource**

\_\_\_\_\_

Species \_\_\_\_\_ Number of animals \_\_\_\_\_

Driver(s)

\_\_\_\_\_

☐ **Free**    ☐ **Reduced rate** \_\_\_\_\_ ☐ **Standard Rate** \_\_\_\_\_



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## TAB E – VOLUNTEER RESOURCES FORMS

### SURVEY OF GROUPS WITH REGISTERED DISASTER SERVICE WORKERS

#### Organization

\_\_\_\_\_

Address

\_\_\_\_\_

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

#### Contact Name

\_\_\_\_\_

Contact's Phone (     ) \_\_\_\_\_ - \_\_\_\_\_ Pager (     ) \_\_\_\_\_ - \_\_\_\_\_

#### Number of Volunteers

##### 1. Trained as a disaster service worker

\_\_\_\_\_ Veterinarian/Animal Health Technician

\_\_\_\_\_ Non-medical

##### 2. Not trained as a disaster service worker

\_\_\_\_\_ Veterinarian/Animal Health Technician

\_\_\_\_\_ Non-medical

##### 3. Experienced with:

\_\_\_\_\_ Small Animal

\_\_\_\_\_ Large Animal (livestock)

\_\_\_\_\_ Horses

\_\_\_\_\_ Exotics



## Volunteers

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic

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

☐ Veterinarian/AHT   ☐ Non-medical   ☐ Trained as a disaster service worker

**Experience:** ☐ Small animal   ☐ Large Animal   ☐ Horse   ☐ Exotic



## CHATHAM COUNTY VETERINARY EMERGENCY RESPONSE PERSONNEL APPLICATION

Name \_\_\_\_\_  
Last First MI

Home Address \_\_\_\_\_  
Number and Street City Zip

Home Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Pager ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Work Address \_\_\_\_\_  
Number and Street City Zip

Work Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

May we call you at work? ☐ Yes ☐ No

Are you licensed and accredited in Georgia? ☐ Yes ☐ No

What is your primary area of expertise?

- ☐ Companion animals (☐ dogs ☐ cats ☐ pocket pets ☐ house exotics)  
☐ Large animals (☐ cattle ☐ swine ☐ horses ☐ cervidae ☐ camelids ☐  
ratites)  
☐ Poultry (☐ chickens ☐ turkeys ☐ ducks ☐ geese)  
☐ Farm Exotics (☐ ratites ☐ camelids)  
☐ Other: \_\_\_\_\_

Do you have a mobile clinic or equipment? ☐ Yes ☐ No

Are you prepared to use it during a disaster response? ☐ Yes ☐ No

Medical Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Vehicle License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Trailer License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Do you have Standardized Emergency Management System (SEMS) training? ☐ Yes  
☐ No



Disaster Training or Experience

---

---

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_





**CHATHAM COUNTY ANIMAL CARE VOLUNTEER  
EMERGENCY RESPONSE PERSONNEL APPLICATION**

Name \_\_\_\_\_  
First MI Last

Home Address \_\_\_\_\_  
Number and Street City Zip

Area or cross streets \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Pager ( ) \_\_\_\_\_ Cellular ( ) \_\_\_\_\_

Employer \_\_\_\_\_

Work Address \_\_\_\_\_  
Number and Street City Zip

Work Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

May we call you at work? ☐ Yes ☐ No

Medical Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Physician \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Any Medical Conditions? ☐ No ☐ Yes: \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Vehicle License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Trailer License Plate Number \_\_\_\_\_ Description \_\_\_\_\_

Do you have Standardized Emergency Management System (SEMS) training?

☐ Yes ☐ No



Additional Disaster Training or Experience (i.e., DART)

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_



## TAB F – PET OWNER RESPONSIBILITIES

### Chatham County, Georgia Pet Friendly Public Evacuation Shelter Registration and Agreement

Applicant's Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

SSN/ \_\_\_\_\_ Gender: \_\_\_\_\_ Date of

Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell

Phone: \_\_\_\_\_

Post Disaster Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip \_\_\_\_\_

Family Members Expected to go to the shelter: \_\_\_\_\_

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_ Special Needs: \_\_\_\_\_

Pets:

Name	Age	M / F	Species	Spay/Neuter Y/N	Breed	Color/Markings	License # and/or Chip #

Family member responsible for pet care/treatments:

**Note: You must bring proof of current vaccination with you to the shelter. Cages/crates must have secure doors and be large enough for the pet to stand and turn around. Plan to bring any medications and special foods. A list of items to put in a pet emergency kit is available.**

Are any animals on medications or dietary supplements? If so, please explain; give the pet's name, the medication and dosage, the time normally administered and any necessary details.

Can medications/supplements be given in the regular food ration? Yes No

Are there medical problems or behavioral characteristics of which we should be advised? Yes No



If so, please give pet's name and details.

Time of day each pet is normally walked for relief purposes.

**Complete this form and mail it to:**

Chatham County EMA  
124 Bull St. Room 140  
Savannah, GA 31401



I, \_\_\_\_\_, the pet(s) owner listed in the attached registration, understand that an emergency exists and that special arrangements have been made to allow my family and pets to remain together in one of the designated Chatham County Pet Friendly emergency shelter facilities. I understand and agree to abide by the pet care rules contained in this agreement and have explained them to any other family members accompanying me to the shelter and assisting me with my pet(s).

**Rules:**

1. My pet will remain contained in its carrier except at scheduled times. During scheduled relief time, my pet will be properly confined with leash, harness, and/or muzzle (as necessary).
2. I agree to properly feed, water and care for my pet. I agree that administration of all medication is my personal responsibility as designated by my veterinarian.
3. I agree to properly sanitize the areas used by my pet: including performing proper waste disposal and disinfecting as instructed by the shelter facility manager.
4. I certify that my pet is current on rabies and all other vaccinations recommended and agree to assume the cost of these vaccinations if given at the shelter because records are not sufficient to show my animal is fully protected.
5. I will maintain proper identification on my pet and its carrier at all times.
6. I will permit my pet to be examined by qualified animal shelter personnel to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms.
7. I assume full responsibility and liability for the behavior of my pet at all times.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet to another location. I further understand that if my pet becomes unruly, aggressive, shows signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc.), or begins to show signs of stress-related conditions, it may be removed to a more appropriate location. I understand that the decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the shelter management, whose decisions are final.
9. I understand that pet care (i.e. feeding, watering and removal of waste from the cage/crate) is my responsibility. I understand and agree that should my animal not receive care for 24 hours or if my family leaves the shelter without the pet, the animal(s) will be considered abandoned and will be surrendered to Animal Care and Control for potential adoption, fostering or euthanasia in accordance with Animal Care and Control policy.
10. I understand that service animals are the only animals allowed on public transportation.

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 suffer any loss or damage as a result of my animal(s) or the care and sheltering they receive under this Agreement.



I agree to all the above rules and conditions. Yes | No |

If this registration and agreement has been submitted electronically you will be asked to sign a copy when you arrive at the shelter.

**Signed:**

Printed Name: \_\_\_\_\_

**Date:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please print out a copy of this completed document for your records and bring it to the shelter with you. You will be required to have picture identification with you at the time you are admitted to the shelter.**

All pets in the shelter must, at all times, either be secured in a carrier/crate or on a leash



## CHATHAM COUNTY PET FRIENDLY PUBLIC EVACUATION SHELTER GUIDELINES

Thank you for registering in the Chatham County Pet Friendly Public Evacuation Shelter Program. Your pre-registration helps with the emergency planning process.

Please make sure you print out a copy of your Registration and Agreement form. This document will help you and the emergency shelter management during an emergency situation.

Remember, if it's not safe for you, it's not safe for your pets. If you are asked to evacuate your residence in an emergency situation, have your pet's emergency kit ready to go along with the rest of your family's emergency supplies.

Emergency Kit: It is highly recommended that the 72-hour pet emergency kit include the following:

- A collar with ID tag, city license tag and rabies tag on the pet\*
- Proof of current shots and health records in a waterproof container such as a freezer bag
- Current photo of pet\*
- Food and water bowls with enough food and water for five (5) days. Remember to keep the food in a watertight container\*
- Pet carrier\* with bedding
- Plastic bags to dispose of pet droppings and other waste\*
- Leash\*
- Medications
- Toys
- Manual can opener for canned food
- First Aid kit
- Grooming supplies
- Paper towels/wet wipes\*
- Flashlight and spare batteries
- Cat litter and litter box, if applicable

**Items marked with an asterisk (\*) are mandatory and must be brought to the emergency shelter.**

The most important thing you can do to protect your pets and the rest of your family when the unexpected happens is to plan ahead.

For more information during an emergency call the Chatham County Emergency Management Agency at 912-201-4500 or visit the county's Web site.

[illegible]





## CONTACT INFORMATION FOR OWNER SEEKING LOST PETS

INFORMATION THAT IS NEEDED FROM OWNERS LOOKING FOR THEIR ANIMALS:

OWNER'S NAME :

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE

# \_\_\_\_\_

TYPE OF  
ANIMAL: \_\_\_\_\_

BREED OF  
ANIMAL: \_\_\_\_\_

COLOR OF  
ANIMAL: \_\_\_\_\_

SEX OF ANIMAL: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

PET'S NAME:

: \_\_\_\_\_

DETAILED DESCRIPTION OF PET (Detailed description of pet includes, for example, if cat is declawed, if cat or dog is spayed or neutered, if pet has collar and color of collar, if the pet has been tattooed or micro-chipped, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



WHERE WAS PET LEFT: HOUSE\_\_\_\_\_CLINIC\_\_\_\_\_

OTHER\_\_\_\_\_

ADDRESS PET WAS RESCUED  
FROM\_\_\_\_\_



## **TAB G – LOCAL COMPANION SHELTERS**

### **LOCATING A SHELTER**

The best time to establish a suitable shelter is before a disaster strikes. This will involve coordination with a number of other organizations: the American Red Cross, DFCS, Local Emergency Management Agency, School Board, Animal Control and Public Health, as appropriate for each county.

First, contact the County Health Department and the entity that will be operating the shelter. In most counties, the Red Cross handles sheltering, although if there is a special needs shelter, it will be managed by the Department of Human Resources. Emergency shelters for people are usually located in schools, so determine the appropriate person to contact in the school system. You will also need to coordinate your efforts through the local Emergency Operations Center (EOC), since a Community Animal Response Team (CART) operates under its auspices in compliance with the Incident Command System (ICS).<sup>1</sup>

Once you have determined the right decision-makers, coordinate a meeting to present the idea of a co-located or pet-friendly shelter. If the answer for the meeting request is “no”, explain that such sheltering is now required by the Pet Evacuation and Transportation Standards Act (PETS) and has already been done successfully in other areas. Also suggest that they contact GEMA or the Georgia Department of Agriculture (GDA) for references.

The GDA must inspect all co-located or pet-friendly shelters to ensure they meet the basic premise requirements of the state and to help maintain a statewide approved disaster shelter list. You may contact the Animal Protection Office at 404-656-4914 or Georgia toll-free 800-282-5852, ext. 4914.

### **IMPORTANT POINTS TO REMEMBER DURING YOUR PRESENTATION**

- A pet friendly shelter is a co-located pet shelter that is designed for dogs, cats and caged birds only.<sup>1</sup>
- Demonstrate that you have procedures, rules necessary forms and will help develop adequate staff for the shelter.
- Assure your audience that the sheltered animals will not cause commotion for the human shelter residents or damage the school or other facility.<sup>2</sup>
- Stress that the shelter should only accept animals belonging to people seeking shelter themselves, and the shelter will be limited to dogs, cats and caged birds. No strays or “found” animals will be admitted. Pet owners are expected to provide crates/cages for their animals as well as food, bowls, etc.

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<sup>1</sup> The guide is written under the assumption that the companion animal shelter will be managed by a CART. It could also be managed by government employees, a local vet under contract or a volunteer animal care organization.

<sup>1</sup> Based on the PETS Act, the cost of sheltering other animals may not be reimbursed by the FEMA.

<sup>2</sup> The animal shelter will usually be in close proximity to a human facility.



- Make it clear that it will be the local EMA's call concerning the level of coordination and assistance from the Red Cross, DFCS, the school or Animal Control in running the shelter. A pilot program for training pet friendly shelter volunteers is currently being
- developed by GEMA, UGA and FVSU and may provide assistance for training shelter volunteers. Animal Control may help but you cannot expect their staff to run your shelter – they have other responsibilities during an emergency.
- Explain that pet owners will be expected to take care of their own pets (unless they are physically unable, in which case the volunteers will do so) and that this is actually beneficial to the human shelter residents as a stress reliever.
- Emphasize that many pet owners will not leave their homes if they cannot take their pets with them, thus this shelter will bring more value to the overall rescue effort.

Once the co-located pet friendly shelter concept is approved, the shelter facility owner will probably determine which facility is most suitable. If a school is used, you may find one with long interior corridors radiating off a central hallway, with double doors to the hallway and, at the far end, to the outside. There may be setback alcoves, which are very suitable for the placement of cages. Remember that you will not be able to use any facility equipment other than the actual floor space. The classrooms will be locked.

After the facility representative has recommended a location, members of the Committee should arrange to meet at the facility with the representative, the school principal, the Health Department representative, a member of the Red Cross or DFCS and a representative from the local EMA. You can then demonstrate how they could plan to house the animals, how to bring them into the building, where they will take them out for relief purposes as long as the weather permits, and most important, how you would plan to control access to the pet shelter from the human shelter. Make it clear that at no time should any pet be permitted in the human shelter areas (other than service animals).

## **PUBLICIZE THE SHELTER**

Once a site has been selected, the local EMA should publicize it and educate the public about preparing to protect their animals in a disaster. One effective way is talking to newspaper or TV stations and asking them to feature the shelter and emergency guidelines for animals. For example, many newspapers in the coastal areas prepare a "Hurricane Preparedness" flier early in the summer, which includes information about how to get ready for an emergency. It was an ideal place to publicize the availability of a co-located pet shelter.

Another good way to reach pet owners is to distribute informational fliers at veterinary offices, pet groomers and pet retail stores. There are two informative brochures that can be found at FEMA's website titled "Preparing Your Pets for Emergencies Makes Sense. Get Ready Now." and the Humane Association of Georgia's website titled



“Preparing Yourself and Your Animal for a Disaster”: that can be used to educate citizens on how to prepare you and your animal for disaster:

- 1) <http://www.fema.gov/pdf/hazard/hurricane/pets.pdf>
- 2) [http://www.humaneassociationofgeorgia.org/resource\\_materials.htm](http://www.humaneassociationofgeorgia.org/resource_materials.htm)

When an emergency occurs, the local EMA should also publicize local pet-friendly hotels/ motels and boarding kennels, as well as announce (preferably on radio or television) the

opening of the co-located pet shelter. Channel all press release information through the County Public Information Officer (or equivalent), who can then pass it to media sources via special Emergency Notification Systems and Procedures. This will get the shelter coverage on television, radio and newspapers. Any requests for media interviews must be directed to the EOC for approval before any statements are made. Georgia Public Television (GPTV) is the recognized station during disasters in Georgia.

## **RECRUITING VOLUNTEERS**

The community will have several choices on how to staff the shelter. It can be staffed with animal control or some other government employees; staffed by a local animal sheltering group such as a humane society; or develop a volunteer staff or CART through the local CERT. Volunteers will likely be the backbone of your shelter staff. It is a good idea to have more volunteers on your contact list that you will need, because they may not all be available during a particular emergency. Many volunteers also work for other emergency services and may not be released from their primary duty.

Encourage your volunteers to take the ICS and shelter operations training provided online by DHS to qualify as a CART Responder. Not only is this training helpful, but those volunteers who have completed it will be covered under the State’s liability/worker’s compensation policies while they are deployed in an emergency. It is the CART Team Leader’s responsibility to notify the local EMA director of the names and social security numbers of those deployed volunteers who are trained Level One Responders in order to be eligible for various insurance coverage. Training also provides an understanding of the ICS system under which all emergency services, including CART, operate.

On your list of volunteers, enlist a vet or vet tech to help with planning. During the emergency, a vet tech at the shelter is helpful; it is unlikely that a veterinarian will be needed pre-impact, as animals brought to such shelters are usually well cared-for pets and so as not to compete with private enterprise, free set care should be held to a minimum.

Develop a contact list of volunteers with telephone numbers, e-mail addresses, street addresses and cell phone numbers. Determine who will make the first call to activate your CART. In some counties, the CART may function under Animal Control, and the activating call is made by an Animal Control Officer. This may vary in other counties.



That activating call should be made to the Shelter Manager or Incident Commander, who will then call the volunteers to determine their availability and schedule them to cover the shelter. Ideally, it would be helpful to ask volunteers to serve specific shifts, but this approach only works to a certain extent in emergencies such as hurricanes. The first shift should arrive at the shelter as soon as it opens in order to set up and handle intake. Volunteers should be relieved after eight hours, but depending on the nature of the emergency, that may not be possible.

When the EOC declares the emergency over and the shelter is officially closed, everyone must leave promptly. If you have volunteers who live close enough, you may want to call some of them in to help with clean up and thus relieve those who have been there throughout. Debriefings and Exit Interviews should be conducted at this time. This is also a good time to conduct your after action meeting prior to them leaving the site.

CART volunteers will need identity badges to enable them to be on the roads if necessary after the roads have been closed to the public. Identity badges are also essential to keep track of who is showing up to work at the shelter. You may want to consider placing training experience or access areas on badges for security or job clearances. Identification badges cannot be shared with or transferred to other members of volunteer organizations unless approved by the Incident Commander. They must have their own identification badge. You will need to work out an arrangement with the local EMA or whichever authority your shelter volunteers report to in your county to develop a practical way of issuing these badges and ensuring their safe return once the emergency is over. It is a good idea to have all the volunteers who will be working at the shelter pick up their badges as soon as the CART is activated, even though they may not be coming in to work until a later time. This enables them to get to the shelter when they are expected, even if there is a curfew in place; furthermore, the issuing office may not stay open for long after the emergency has been declared and crews have been activated. Once the EOC has declared the roads closed to police and emergency services, no volunteers may drive.

## **SUPPLIES**

The SART working in conjunction with the Georgia Department of Agriculture may provide support and supplies to CART's before, during and after an emergency in close coordination with the County Emergency Management officials and in accordance with ICS procedures. However, CART's should be prepared to provide self-sustaining operations for at least 72 hours before SART can provide assistance. Once an emergency has been declared, all requests for supplies or other aid must be channeled through the EOC.

You will need to have some supplies on hand (a list of shelter needs is enclosed with the sample forms). For instance, pet owners are required to provide their own crates, but some will show up without them. People may also bring crates that are too small for confining an animal for, as many hours as may be necessary during the emergency, therefore you will need to lend them a larger crate. So it is important to have crates that



are labeled beforehand as county/city property, on hand, particularly larger crates. A list of resources is included at the end of this section.

Pet owners are required to furnish vaccination records and experience has shown that almost all will do so. In the event an owner does not have records, the vet-tech may be asked to examine the pet and if it appears healthy, it may be accepted. If an animal had come in that was clearly sick, Animal Control would remove it to the Animal Control Shelter, where it would be boarded for the usual fee. However, a co-located companion animal shelter should draw those pet owners who are responsible and care about their animals and consequently the animals are likely to be well cared for and healthy.

Each CART should create a Standard Operating Guideline (SOG) guide for shelter operation. The SOG should include:

- Telephone tree to activate volunteers
- Facility checks before and after the operation of the shelter
- Logging in and out of animals
- Records of volunteers
- Shelter rules
- Medical History of animal (Medical Conditions/History of Aggression/Biting)
- Medication/Feeding/Watering/Exercise Schedules
- Visitation of animals by owners; Dos & Don'ts of Owners and Volunteers
- General management of volunteers
- Post-emergency cleaning of premises
- Release of liability of CART and the county by volunteers
- Obtaining identification badges so volunteers may use the roads after they are closed to the general public
- How shelter will handle situation if an animal shows aggression. (i.e. It will not be accepted or it shall be housed in a quarantine area with limited access)

(Sample forms for volunteer registration, animal intake and release, shelter rules and volunteer management are included at the end of each section.)

To simplify the intake and discharge procedures, it is helpful to set up two or more tables, each staffed with at least two volunteers. Make sure you have plenty of forms. Keep a 3-ring binder (be sure to pre-punch forms) or an expandable file with alphabetical dividers at each table so the forms may be filed alphabetically by owner's name. This facilitates the departure process because once the shelter is closed, people want to leave quickly!

Identify each animal and cage/crate with a label using permanent marker. Show the animal's and owner's name. If the crate is loaned, be sure to label it with its owner's name (a volunteer, Animal Control, etc.). When all the animals have left, you need to know to whom the crates belong.

Towels are an important item in the shelter operation. Animals will be stressed, particularly the first day, and covering their crates with a towel or old sheet has a very calming effect. Water should always be available to pets, however if it appears they will





be confined in their crates for a long time, owners should be discouraged from feeding them. This sounds harsh, but very few animals will eat under emergency shelter conditions.

Once the animals are discharged, the premises must be thoroughly cleaned by CART volunteers. Cleaning supplies may be supplied by the facility custodian, who will most likely be on the premises throughout the emergency. The school may open the next day so a thorough clean-up is essential, particularly if you hope to operate a shelter in that school again. Remember to try to leave it cleaner than you found it so that you will be allowed to return in the future!

If your CART can acquire a small trailer in which to keep spare cages, a collapsible indoor exercise pen for dogs to relieve themselves during inclement weather, tarps, towels, paperwork, binders, etc., you can store everything you need for your shelter on hand in one place. The trailer can be deployed to the school and serve as a staging area as soon as the emergency is declared.

If you can arrange it with the site, it is a good idea to schedule a drill (outside regular hours). Use this opportunity to practice setting up the intake tables and forms, decide on the placement of crates and supplies, and run the volunteers through the actual intake and exit procedure. This is a great preparation and confidence-builder. The CART volunteers should

be encouraged to make suggestions for improvements/changes following the exercise. These should be included in the post-exercise report written by the Incident Commander. Be sure to ask volunteers to have a “go bag” prepared before an emergency, which should include a sleeping bag and pillow. Cots are very scarce at Red Cross shelters and are mostly reserved for the elderly shelter residents.

A CART representative should write to thank volunteers who participate in any exercises, as well as those who participate in an actual emergency.





## **MASTER LIST OF FORMS FOR CART ANIMAL SHELTER OPERATION:**

1. *STANDARD OPERATING GUIDELINES FOR SHELTER OPERATION*
2. *VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY* (to be signed in duplicate: 1 Copy for Animal Control and 1 copy for CART volunteer)
3. *PRE-OCCUPANCY INSPECTION/WALK-THROUGH* (to be completed by site representative and CART representative prior to opening emergency pet shelter with *RELEASE OF FACILITY* on reverse (to be signed by CART representative and School representative when emergency is over.)
4. *RELEASE OF FACILITY*
5. *REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT*
6. *ANIMAL INTAKE FORM* describing pet(s) to be signed by Owner when arriving at shelter with *SIGN OUT, RELEASE AND DISCHARGE FORM* on reverse (to be signed by Owner and CART volunteer upon discharge of pet to Owner when emergency is declared over.)
7. *RULES FOR THE OPERATION OF THE ANIMAL SHELTER* (give copy to pet owner at registration)
8. *EMERGENCY PET SHELTER STAFF CHECK-IN* (to sign volunteers in and out)
9. *SIGN OUT, RELEASE AND DISCHARGE FORM*



## CHATHAM COUNTY ANIMAL RESPONSE TEAM

### STANDARD OPERATING PROCEDURES FOR SHELTER OPERATION

1. Volunteers who are prepared to work with the CART must sign a VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY form in order to assist in a disaster. These forms will be available at \_\_\_\_\_ or the Chatham County EMA.
2. In an emergency, volunteers will be contacted by telephone and advised as to when they will be needed at the shelter. Volunteers should make sure that their own homes are secure before responding. A volunteer whose mind is on things at home will not be helpful at the emergency site.
3. Once contacted, volunteers should go directly to \_\_\_\_\_ or the Chatham County EMA to pick up their identification badges. No badge will be issued to a volunteer who has not signed the VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY form. Identification badges must be returned to the \_\_\_\_\_ or the Chatham County EMA once the emergency is over and the volunteer has been relieved of duty. Volunteers should pick up their badges immediately after being notified that the shelter has been activated, even though they may have been asked to come to cover a later shift. This will save time when the volunteer's shift does start and will permit the volunteer to be on the road once a curfew is in place.
4. When the volunteer has been notified to be at the shelter for the start of his/her shift, the volunteer should proceed directly to \_\_\_\_\_ (site). This is the Red Cross shelter with a pet-shelter designated area. Only dogs, cats and caged birds **ACCOMPANIED BY THEIR OWNERS** will be accepted at this shelter. No other animals (no strays) will be accepted and no exotic pets (iguanas, snakes, etc.) will be accepted.
5. All CART volunteers must log in with the Red Cross staff at the main school entrance prior to starting a shift. The Red Cross is responsible for all persons in the shelter. At the end of a shift, volunteers must log out with the Red Cross prior to leaving the building.
6. Volunteers will be logged in and out of the CART shelter using the Emergency Pet Shelter Staff Check-In form.
7. Duties at the shelter will be assigned to volunteers by the Shelter Manager or IC, or in his/her absence or unavailability, then by the Deputy IC or Operations Chief. Duties will be assigned according to volunteers' particular skills and abilities.
8. The premises to be used for the pet shelter must be examined by the Chair of the Committee or in his/her, absence or unavailability, by the Vice-Chair, in the presence of a school representative and any pre-existing conditions noted



- and signed off by both parties on the Pre-Occupancy Inspection/Walk-Through form.
9. Anyone bringing an animal to the shelter must first register with the Red Cross in the school foyer and then bring the animal around to side of the building marked "\_\_\_\_\_ CART ANIMAL SHELTER". Red Cross personnel will "tag" shelter residents as they check in; no pet may be accepted from any person who
  10. does not present proof of having registered with the Red Cross as a shelter resident.
  11. Tables will be set up for animal intake and registration inside the door, which is at the end of the corridor designated for the pet shelter. Every animal and its cage will be tagged with a tab-band collar-indicating animal's name and owner's name. Details of pet's name, breed/description, age, vaccination history if available, and owner's name, address and telephone number will be entered in the registration log. The volunteer should also make a note of all equipment the owner is bringing in with the pet (cage, leash, bowl, food, etc.) and any CART or Animal Control equipment loaned to the owner.
  12. The owner must sign the **REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT**. This is a signed agreement between the owner (on behalf of the family, if applicable) and the shelter staff, stating that the owner will abide by the shelter rules. **NO ANIMALS CAN BE ACCEPTED WITHOUT THE OWNERS'S COMPLETION OF THIS FORM AND ACKNOWLEDGEMENT OF RECEIPT OF SHELTER RULES** (a copy of the rules must be furnished to each pet owner).
  13. Animals will be housed first in the four 18' x 4' setbacks, with dogs as close to the exterior door end of the corridor as possible. This may help lower the noise level affecting the human shelter occupants in the adjacent corridors. Only when these alcoves are full shall crates be placed in the main hallway, which is only 10' wide.
  14. Any pets arriving without appropriate vaccination records will be housed in a separate alcove. If a veterinarian is present, he/she will be asked to examine the animal. If it appears healthy, it can be accepted; if it does not appear healthy then Animal Control will be asked to remove it to the County Animal Shelter. If no veterinarian or vet-tech is present, then CART volunteers will use best judgment as to whether to accept the animal.
  15. The responsibility of caring for the pet rests with the owner, however access must be restricted due to the lack of space in the shelter. The rules provided to the owner state that one family member (over the age of sixteen years) may visit the pet for twenty (20) minutes every three hours to feed, water, walk and clean up after the pet. Clean up materials will be provided.
  16. No person under the age of sixteen will be permitted in the animal shelter at any time.



17. A volunteer will be stationed at the door opening into the main school hallway to provide control of visitors from the human shelter into the CART animal shelter (frequency of visits and age of visitor). [Application of this provision will depend upon the number of animals being sheltered.]
18. No pet, whether handled by its owner or a shelter volunteer, shall be out of its cage without a leash. This also applies to cats.
19. Each cage will have a clipboard attached to it and owners are urged to note on the board the time the pet was fed and walked. This is to make sure that no animal is
20. will depend upon the number of animals being sheltered.]
21. Owners are requested to notify shelter volunteers if an animal appears sick, is coughing or has diarrhea.
22. In the event an animal does exhibit symptoms of illness, that animal will be isolated from the others as far as space permits.
23. Shelter volunteers shall wear disposable rubber gloves AT ALL TIMES when handling animals and shall change gloves after caring for one animal and before handling the next. This is to prevent the spread of disease, particularly ringworm.
24. Owners and volunteers shall not permit any contact between one animal and another. Shelter volunteers must enforce this in order to prevent fights and the spread of disease.
25. When the emergency is over and animals are reunited with their owners, volunteers should check to make sure the right pet is leaving with the proper owner. The registration log must be noted with the date and time the animal was released and what equipment the owner took with him (cage, bowls, etc.) This must match the intake inventory.
26. Once the shelter has been emptied volunteers will make an inventory of all supplies that remain and keep a record of the disposal of those supplies. (Some items such as cages may have been on loan and need to be returned; other items such as food can be returned if unopened, otherwise passed on to the County Animal Shelter).
27. Once the shelter has been emptied, CART volunteers are responsible for cleaning up and washing the floor.
28. Once the shelter has been emptied and cleaned, the IC or Manager (or a delegate) shall make a careful check of the facility in the presence of a school representative and both shall sign the Release of Facility form, noting any damage.
29. Identification badges must be returned to Animal Control once the emergency is over and logged back into inventory by Animal Control.



30. The Manager will be responsible for returning loaned items (or may delegate this responsibility). The Manager will be responsible for writing to thank all donors of emergency items as well as the volunteers.
31. When the shelter is closed and the operation of the pet shelter concluded, the Chair must so notify EOC.
32. Note: All donated items including emergency supplies of pet food must be channeled through the Manager.
33. Once the emergency has been declared, all requests for supplies or other assistance must be directed through the EOC.
34. Requests for media interviews must be directed to the EOC for approval before any statements are made.



**CHATHAM COUNTY ANIMAL RESPONSE TEAM  
VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY**

I, \_\_\_\_\_, residing at \_\_\_\_\_, HEREBY  
ACKNOWLEDGE that I have voluntarily applied to assist the Chatham County **ANIMAL  
RESPONSE TEAM ("CART")** in the disaster situation described as follows:

\_\_\_\_\_

\_\_\_\_\_

**I AM AWARE THAT WORKING IN THE SAID DISASTER SITUATION MAY BE  
HAZARDOUS AND I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH  
FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED AND HEREBY  
AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH. I FURTHER  
AGREE TO ADHERE TO THE RULES OF OPERATION ESTABLISHED BY THE  
CHATHAM COUNTY ANIMAL RESPONSE TEAM.** Please initial: \_\_\_\_\_

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

**I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS  
CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A  
CONTRACT BETWEEN MYSELF AND THE CHATHAM COUNTY ANIMAL  
RESPONSE TEAM ("CART") AND THAT I SIGN IT OF MY OWN FREE WILL.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Witness's signature**

\_\_\_\_\_  
**Date**

**SIGN IN DUPLICATE:**

**ONE COPY TO VOLUNTEER & ONE COPY TO CHATHAM COUNTY EMA**



## CHATHAM COUNTY ANIMAL RESPONSE TEAM PRE-OCCUPANCY INSPECTION/WALK-THROUGH

INSTRUCTIONS: The Chatham County Animal Response Team ("CART") representative and the individual representing \_\_\_\_\_ ("the Facility") are to walk through all areas of the Facility which are designated for use by CART as an emergency pet shelter and note the condition of those areas, indicating any pre-existing damage or problems, i.e. scuffed, scratched or stained floors or walls, scratched or damaged doors, damaged or non-functioning water fountains, broken windows, damaged or non-functioning lights, and general condition of any furniture. Briefly list any such pre-existing conditions below:

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\_\_\_\_\_  
Facility Representative

\_\_\_\_\_  
CART representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**CHATHAM COUNTY ANIMAL RESPONSE TEAM  
RELEASE OF FACILITY**

This is to certify that the premises at \_\_\_\_\_ (site)  
in \_\_\_\_\_ (city/ state), controlled, owned or operated by the  
\_\_\_\_\_ (owner) and used temporarily by the Chatham  
County Animal Response Team ("CART") as an emergency pet shelter facility from  
\_\_\_\_\_ to \_\_\_\_\_ is hereby returned by CART  
(date) (date)  
to \_\_\_\_\_ (owner) in a satisfactory condition, less  
the following deficiencies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ + \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Operator

\_\_\_\_\_  
Signature of CART representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT

I, \_\_\_\_\_, understand that an emergency exists and that special arrangements have been made to allow my family and pets to remaining together in this shelter facility. I understand and agree to abide by the pet care rules contained in this Agreement and have explained them to any other family members accompanying me and my pet(s). I also acknowledge receipt of a copy of the **Rules for the Operation of the Animal Shelter** and agree to abide by them.

### RULES

1. My pet will remain in its approved carrier except at scheduled times. During scheduled relief time, my pet (whether cat or dog) will be properly controlled with leash/ harness and muzzle (if necessary). Scheduled times will be strictly adhered to.
2. I agree to properly feed, water and care for my pet as instructed by a CART volunteer.
3. I agree to properly sanitize the areas used by my pet, including proper waste disposal and disinfecting as instructed by a CART volunteer.
4. I certify that my pet is current on rabies and all other recommended vaccinations. I agree to assume the cost of any shots or veterinary care, which may be given at the shelter because my pet lacks proof of vaccination.
5. I will not permit my animal to have any contact whatsoever with any other animal while out of its carrier, nor will I permit any other shelter occupants to handle or approach my pet either while in its carrier or during exercise times. I will make sure that the carrier door is latched and secured with a wire or rope tie.
6. My pet and its carrier will be tab-banded for identification by a CART volunteer upon registration. I agree not to remove these identification bands until after discharge from the shelter.
7. I will permit my pet to be examined by qualified shelter personnel to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet to another location. I further understand that if my pet becomes unruly or aggressive, shows signs of contagious disease, is infested by parasites (fleas, ticks, lice, etc.), or begins showing signs of stress-related conditions, it may be moved to a more appropriate location. I understand that any decision concerning the care and welfare of my pet(s) and the shelter population as a whole are within the sole discretion of CART, whose decisions are final.



### CHATHAM COUNTY ANIMAL RESPONSE TEAM

I certify that my pet has no prior history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

**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 understand that if I leave the shelter when the emergency is declared to be over, and I do not take my pet(s) with me, then it/they will be transferred to the Chatham County Animal Shelter and be held there for a maximum of five (5) days for disposition. The fee charged by the Chatham County Animal Shelter is \$30 for the first day, plus \$15 per day thereafter.**

I acknowledge that I have provided the following items:\_\_\_\_\_

\_\_\_\_\_

I acknowledge that the following items were loaned to me to provide proper care and confinement of my pet(s) during the emergency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ and I agree to return them to CART upon discharge of my pet(s) once the emergency is declared over.

SIGNED \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE +AREA CODE \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_



**CHATHAM COUNTY ANIMAL RESPONSE TEAM  
ANIMAL INTAKE FORM**

Owner's name \_\_\_\_\_

Name and age (if a minor) of family members accompanying Owner:

\_\_\_\_\_  
\_\_\_\_\_

Date and time of arrival at shelter: \_\_\_\_\_

<b>Pet's Name</b>	<b>Dog/Cat</b>	<b>M/F</b>	<b>Breed</b>	<b>Color</b>	<b>Age</b>

Are any of your animals on medication? \_\_\_\_\_

This is not a full service shelter. Can you physically take care of your pet while you are here? YES [ ] NO [ ]

If NO, what kind of assistance will you need?

\_\_\_\_\_

Animal(s) logged in by CART volunteer: \_\_\_\_\_

VOLUNTEER SIGNATURE      TIME      DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
TIME      DATE

NOTE: Additional intake forms for small and large animals in Appendix A.



## CHATHAM COUNTY ANIMAL RESPONSE TEAM RULES FOR OPERATION OF THE ANIMAL SHELTER

1. PETS SHALL BE CONFINED TO THEIR CAGES AT ALL TIMES UNLESS BEING WALKED ON A LEASH BY THE OWNER OR BY AN ANIMAL SHELTER VOLUNTEER.
2. NO PET, INCLUDING CATS, SHALL AT ANY TIME BE OUT OF ITS CAGE WITHOUT A LEASH.
3. IN THE INTEREST OF PUBLIC SAFETY, NO CHILD UNDER THE AGE OF SIXTEEN (16) YEARS MAY VISIT THE ANIMAL SHELTER AT ANY TIME.
4. ONLY ONE (1) ADULT FAMILY MEMBER AT A TIME MAY VISIT THEIR PET(S) AND FOR NO MORE THAN TWENTY (20) MINUTES EVERY THREE (3) HOURS TO AVOID CONGESTION IN THE SHELTER. SPACE IS VERY LIMITED.
5. OWNERS ARE RESPONSIBLE FOR FEEDING, WATERING, WALKING AND CLEANING UP AFTER THEIR PET(S). CLEAN UP MATERIALS WILL BE PROVIDED.
6. **VERY IMPORTANT! PLEASE ALERT ANIMAL SHELTER VOLUNTEERS IF YOUR PET APPEARS TO BE SICK, IS COUGHING OR HAS DIARRHEA.**
7. WHEN WALKING YOUR PET PLEASE MAKE SURE IT DOES NOT HAVE ANY CONTACT WITH ANY OTHER ANIMAL TO AVOID THE RISK OF FIGHTS AND THE SPREAD OF DISEASE.
8. ALL RED CROSS SHELTER SAFETY RULES ALSO APPLY IN THE ANIMAL SHELTER - NO SMOKING, NO FIREARMS AND NO ALCOHOL.

Your cooperation in following these rules will help to make this Pet-Friendly Shelter work in the future.



## **CHATHAM COUNTY ANIMAL RESPONSE TEAM**

### **ITEMS REQUIRED FOR OPERATION OF A CO-LOCATED ANIMAL SHELTER**

#### ***ADMINISTRATIVE SUPPLIES***

- Clipboards for cages
- Volunteer registration forms
- Volunteer ID badges
- Animal intake registration forms
- Tab band collars for animal identification
- Registration log book
- Sign for CART shelter door
- Pens for clipboards
- Table and chairs at intake area
- Spare leashes in intake area

#### ***CLEANING/ANIMAL CARE/MAINTENANCE SUPPLIES***

- Disposable rubber gloves
- Bucket
- Mop and broom
- Pooper scoopers
- Plastic lined trash containers
- Plastic bags
- Paper towels
- Quaternary disinfectant
- Bleach/cleaning fluid
- Towels (to cover cages)
- Litter boxes
- Litter scoops
- Cat litter (newspaper will do)
- Cages/crates
- Spoons/measuring cups to scoop food
- Dog food (canned and dry)
- Cat food (canned and dry)
- Water
- First Aid Kit (for volunteers and pets)
  - Band-Aids
  - Gauze pads and rolls
  - Self adhesive elastic wrap
  - Antibiotic cream
  - Rubbing alcohol



**MATERIALS FOR CONSTRUCTION OF CAGES (IF NEEDED)**

- Wire
- Wire ties or clips
- Wire cutters
- Pallets to keep cages off floor
- 2 x 4's to make cages secure



**CHATHAM COUNTY ANIMAL RESPONSE TEAM  
SIGN OUT, RELEASE AND DISCHARGE FORM**

Name of Owner: \_\_\_\_\_

Pet(s) being discharged to Owner:

PET'S NAME	DOG/CAT	BREED	COLOR

Items belonging to Owner being removed from the  
shelter: \_\_\_\_\_  
\_\_\_\_\_

Items loaned to Owner for care of pet(s) returned to  
CART: \_\_\_\_\_  
\_\_\_\_\_

Animal(s) are released to  
Owner: \_\_\_\_\_

DATE TIME

I hereby certify that I have received my animal(s) back from the CART animal shelter  
and release CART from any responsibility for the animal(s).

\_\_\_\_\_  
SIGNATURE OF OWNER DATE TIME

\_\_\_\_\_  
SIGNATURE OF CART VOLUNTEER DATE TIME



## EMERGENCY PET SHELTER STAFF CHECK-IN

Location: \_\_\_\_\_

DATE	NAME	METHOD OF TRANSPORTATION	TIME IN	TIME OUT





**CHATHAM COUNTY ANIMAL RESPONSE TEAM  
SIGN OUT, RELEASE AND DISCHARGE FORM**

Name of Owner: \_\_\_\_\_

Pet(s) being discharged to Owner:

PET'S NAME	DOG/CAT	BREED	COLOR

Items belonging to Owner being removed from the shelter: \_\_\_\_\_

\_\_\_\_\_

Items loaned to Owner for care of pet(s) returned to  
CART: \_\_\_\_\_

\_\_\_\_\_

Animal(s) are released to  
Owner: \_\_\_\_\_

DATE

TIME

I hereby certify that I have received my animal(s) back from the CART animal shelter  
and release CART from any responsibility for the animal(s).

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TIME

\_\_\_\_\_  
SIGNATURE OF CART VOLUNTEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TIME



## **CHATHAM COUNTY ANIMAL RESPONSE TEAM**

### **ITEMS REQUIRED FOR OPERATION OF A CO-LOCATED ANIMAL SHELTER**

#### ***ADMINISTRATIVE SUPPLIES***

- Clipboards for cages
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- Animal intake registration forms
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- Bucket
- Mop and broom
- Pooper scoopers
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- Plastic bags
- Paper towels
- Quaternary disinfectant
- Bleach/cleaning fluid
- Towels (to cover cages)
- Litter boxes
- Litter scoops
- Cat litter (newspaper will do)
- Cages/crates
- Spoons/measuring cups to scoop food
- Dog food (canned and dry)
- Cat food (canned and dry)
- Water
- First Aid Kit (for volunteers and pets)
  - Band-Aids
  - Gauze pads and rolls
  - Self adhesive elastic wrap
  - Antibiotic cream
  - Rubbing alcohol



**MATERIALS FOR CONSTRUCTION OF CAGES (IF NEEDED)**

- Wire
- Wire ties or clips
- Wire cutters
- Pallets to keep cages off floor
- 2 x 4's to make cages secure



### **SHOPPING LISTS FOR PETS**

For information on shopping lists and other emergency preparedness tips for dogs, cats, birds and other animals, visit <http://www.sartusa.org/shop.asp#dogs>.

### **LIVESTOCK FEEDING SCHEDULES**

For emergency feeding schedules for livestock, see <http://www.sartusa.org/shop.asp#food>.

### **ACCOMMODATIONS**

Farm Animals | <http://www.sartusa.org/livestock.asp>

Zoo Animals | <http://www.sartusa.org/livestock.asp>.

Wildlife and Laboratory Animals | <http://www.sartusa.org/lab.asp>

### **RESOURCES**

For Farmers | <http://www.sartusa.org/farmers.asp>.

For Pet Owners | <http://www.sartusa.org/petowners.asp>.

For more information about the Sheltering Section, see <http://www.sartusa.org/shelter.asp>.



## TAB H – OTHER PLANNING RESOURCES

1. The following is a list of disaster planning and information resources available from other government agencies and non-profit organizations.

### Government Agencies

- 1) U. S. Department of Health and Human Services/Center for Disease Control <http://www.bt.cdc.gov/disasters/animalhealthguidelines.asp>  
Interim Guidelines for Animal Health & Control of Disease Transmission in Pet Shelters <http://www.bt.cdc.gov/disasters/animalspubevac.asp>  
Animals in Public Evacuation Centers
- 2) Federal Emergency Management Agency (FEMA) <http://www.training.fema.gov/EMIWeb/IS/crslist.asp> Provides information and course materials for the independent study Animals in Disasters Training Courses. There are three courses related to animals in disasters, as follows:
  - a) IS-10 – Animals in Disasters -- Awareness and Preparedness
  - b) IS-11 – Animals in Disaster -- Community Planning
  - c) IS-111 – Livestock in Disasters

Course materials can be downloaded and a final exam may be completed online free of charge. A certificate will be mailed for successful completion of each course.
- 3) National Weather Service (NWS) [www.nws.noaa.gov](http://www.nws.noaa.gov) Provides weather information and warnings for the United States.
- 4) Office of Homeland Security / Georgia Emergency Management Agency <http://www.gema.state.ga.us/> Provides information about GEMA activities, state disaster planning, and training. Includes links to related agencies.
- 5) Georgia Department of Agriculture <http://agr.georgia.gov/02/doa/home/0,2473,38902732,00.html;jsessionid=9369A15DEBEC03548A8B28202C8> Provides information about State programs, the Animal Health and Food Safety Services, and disaster preparedness materials for animal owners.
- 6) Georgia Department of Natural Resources – Game & Fish Division <http://www.gadnr.org> Provides information on Wildlife programs. Includes information about oil spill response activities.



## Non-profit Organizations

- 7) American Humane Association  
[http://www.americanhumane.org/site/PageServer?pagename=pa\\_disaster\\_relief](http://www.americanhumane.org/site/PageServer?pagename=pa_disaster_relief) Provides information on disaster relief and preparedness.
- 8) Humane Association of Georgia [www.humassocga.org](http://www.humassocga.org) Provides information on disaster relief and preparedness & Coordinates Regional Volunteers for Animal Shelter Programs
- 9) American Red Cross <http://www.redcross.org/> Provides general information about disaster relief efforts worldwide.  
[http://www.redcross.org/services/disaster/0,1082,0\\_604\\_00.html](http://www.redcross.org/services/disaster/0,1082,0_604_00.html)  
Provides information on disaster preparedness for pets.
- 10) American Veterinary Medical Association (AVMA) [www.avma.org](http://www.avma.org)  
Provides information about veterinary activities throughout the United States. Includes links to state Veterinary Medical Associations.  
[www.avma.org/avmf/Drmain.htm](http://www.avma.org/avmf/Drmain.htm)
- 11) American Veterinary Medical Foundation's (AVMF)  
[www.avma.org/disaster](http://www.avma.org/disaster) Provides information about the American Veterinary Medical Foundation's (AVMF) disaster relief activities. Includes an order form for the AVMA Disaster Planning Guide. The AVMA Disaster Preparedness and Response Guide is a 500-page, 3-ring binder of disaster resource information designed for veterinarians, veterinary technicians, emergency managers, and others interested in planning for animals in disasters. It is \$75 for AVMA members and \$125 for nonmembers, or it can be downloaded at no charge.
- 12) Georgia Animal Control Association <http://www.georgiaanimalcontrol.org>
- 13) National Animal Control Association <http://www.nacanet.org>
- 14) Georgia Veterinary Medical Association (GVMA) [www.gvma.net](http://www.gvma.net) Provides one of the most comprehensive resource lists for animal disaster preparedness in Georgia. Includes GAVOAD, HAGA and independent Georgia Resources site listing local Humane Society chapters, and dog and cat shelters. [http://avma.org/aa/hurricane/disease\\_control.asp](http://avma.org/aa/hurricane/disease_control.asp) Interim Guidelines for Animal Health and Control of Disease Transmission in Pet Shelters
- 15) Cat Fanciers Association [www.cfainc.org/disasters.html](http://www.cfainc.org/disasters.html) Provides information on the disaster relief efforts of the Cat Fanciers Association and disaster preparedness.



- 16) Disaster Relief [www.disasterrelief.org](http://www.disasterrelief.org) Provides information on disasters worldwide. Includes disaster preparedness information for pets.
- 17) Humane Society of the United States (HSUS) [www.hsus.org](http://www.hsus.org) Includes a section on animal disaster relief.
- 18) The Horse Review [www.horsereview.com](http://www.horsereview.com) Provides links to disaster preparedness sites and information for horse and pet owners.
- 19) The International Association of Emergency Managers (IAEM) and the National Emergency Management Association (NEMA)  
<http://www.iaem.com/NCCP2007Presentations.htm> - 2007 National Conference on Community Preparedness: "Partnerships and Collaboration through Citizen Corps" – extensive conference handout material on volunteer Citizen Corps Council and CERT programs.
- 20) International Fund for Animals [www.ifaw.org](http://www.ifaw.org) Includes information on their Emergency Relief Team.
- 21) PetSmart Charities (PCI) Emergency Relief Waggin Emergency trailers containing donated pet supplies. 53'trailer located in Newnan, Georgia.  
POC: Ms Barbara Fought, 800/738-1385, X2840  
[bfought@petsmartcharities.org](mailto:bfought@petsmartcharities.org)



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## **TAB I – LOCAL COMMERCIAL RESOURCES**

Commercial resources available for animals during a disaster are as follows:

### **VETERINARIANS:**

Business Name  
Street Address  
City, State Zip  
Phone Number

POC  
Business Name  
Street Address  
City, State Zip  
Phone Number  
POC

### **HOTELS/MOTELS ACCEPTING COMPANION ANIMALS**

Following sites show pet friendly hotels by city and state:

- <http://petfriendlyhotels.choicehotels.com/>
- <http://www.petswelcome.com/>
- <http://www.officialpethotels.com/>
- <http://www.petfriendlytravel.com/locations>



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