

Animal Issues in Disasters

Toolkit

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General Resources

Terminology

ACO – Animal Control Officer

ASAR – Animal Search and Rescue

BOAH – Board of Animal Health, Indiana regulatory agency

C&D – Cleaning and Decontamination

CEMP – Comprehensive Emergency Management Plan

Companion Animal – Dogs and cats, sometimes horses

EMA – Emergency Management Agency

EOC – Emergency Operations Center

ESF – Emergency Support Function

FAD – Foreign Animal Disease

FADD – Foreign Animal Disease Diagnostician

IAP – Incident Action Plan

ICP – Incident Command Post

ICS – Incident Command System

IDHS – Indiana Department of Homeland Security

Liaison Officer – Point of contact for collaborating agencies. Needs are conveyed through this single person to the Incident Commander about proper resources.

NAHLN – National Animal Health Laboratory Network

PETS Act of 2006 – Requires state and local authorities to include household pets and service animals in disaster response plans.

PIO – Public Information Officer: Distributes information to the public through the media and other outlets.

Planning Chief – Monitors the Incident Action Plan to project needs including personnel, equipment, and supplies.

Safety Officer – Keeps all personnel safe by ensuring safe conditions. Identifies hazardous activities to avoid an accident.

SOP – Standard Operating Procedure

UPC – Universal Product Code

USDA – United States Department of Agriculture

Zoonotic – Infectious diseases that are shared between animals and people.

Resource Links

- The Indiana Department of Homeland Security (IDHS) and the Federal Emergency Management Agency (FEMA) offer several classes, both online independent study and in-person. These web links connect to training calendars:
 - IN Department of Homeland Security: <https://www.in.gov/dhs/fire-and-building-safety/training-section/>
 - Federal Emergency Management Agency: <https://training.fema.gov/>
 - Incident Command Structure Courses - Can be found on the FEMA training website
- Rural Domestic Preparedness Consortium offers two classes pertaining to animals: <https://ruraltraining.org/>
 - AWR-328: All Hazards Preparedness for Animals in Disasters
 - MGT-448: All Hazards Planning for Animal, Agricultural, and Food Related Disasters
- Florida State Agriculture Response Team (SART) Online Training for Pet-Friendly Sheltering:
 - Excellent no-cost course, highly recommended as a resource; includes a toolkit with course completion that is very helpful - <https://flsart.org/petfriendly/index.jsp>
- Just in time training opportunities:
 - <https://www.prep4agthreats.org/disaster-assistance.php>
 - <https://www.cfsph.iastate.edu/emergency-response/just-in-time-training/>
- Statistics regarding animal ownership:
 - USDA National Ag Statistic Service is a resource to estimate livestock populations by county: www.nass.usda.gov
 - U.S. Pet Ownership Statistics (from the 2017-2018 U.S. Pet Ownership & Demographics Sourcebook): <https://www.avma.org/resources-tools/reports-statistics/us-pet-ownership-statistics>
- Resilience Analysis and Planning Tool (RAPT): <https://www.fema.gov/about/reports-and-data/resilience-analysis-planning-tool>
 - A tool that gives access to data and GIS mapping that can help you to understand your community using census demographic data, infrastructure data, and data on weather, hazards, and risk.
- Resource page to learn more about creating a personal disaster plan & one for your pet:
 - <https://www.ready.gov/>
 - <https://www.avma.org/resources-tools/pet-owners/emergency-care/pets-and-disasters>
- NASAAEP (National Alliance of State Animal and Agricultural Emergency Programs) has a number of best practices documents under “Resources” on a variety of topics including Household Pet Evacuation and Transportation, Animal Search and Rescue, and Incident Command and Coordination: <https://www.thenasaaep.com/>
- Service Animal Laws:
 - ADA – service animals
 - <https://www.ada.gov/resources/service-animals-2010-requirements/#top>
 - Indiana law – service animals
 - <https://iga.in.gov/laws/2022/ic/titles/16#16-32-3>
- Indiana rabies exposure information: www.in.gov/rabies

Cleaning & Disinfection Information

Sample Disinfection Protocols:

Disinfection with Bleach:

- To eliminate Parvovirus and many (not all) other organisms, mix $\frac{3}{4}$ -cup Bleach per gallon of water. The mixture must stand on the surface for 5 minutes.
- For highly infected areas, a higher concentration of 1 cup Bleach per 9 cups of water should be used with a 5-minute contact time. This strength may produce a strong odor requiring a mask for use.

Sample disinfection protocol for airline kennels, cat cages, litter pans, etc.

1. Disassemble
2. Remove all visible debris
3. Clean with soap and water
4. Rinse
5. Apply 1:30 diluted bleach
6. Wait 10 minutes
7. Rinse and allow to dry
8. Reassemble

Basic and Advanced Cleaning and Disinfection Courses:

- “Cleaning and Disinfection in Animal Settings” from the Center for Food Security and Public Health - <https://www.cfsph.iastate.edu/product/cleaning-disinfection-animal-settings-course/>

Additional disinfection information:

- Disinfection, Center for Food Security and Public Health: <https://www.cfsph.iastate.edu/infection-control/disinfection/>

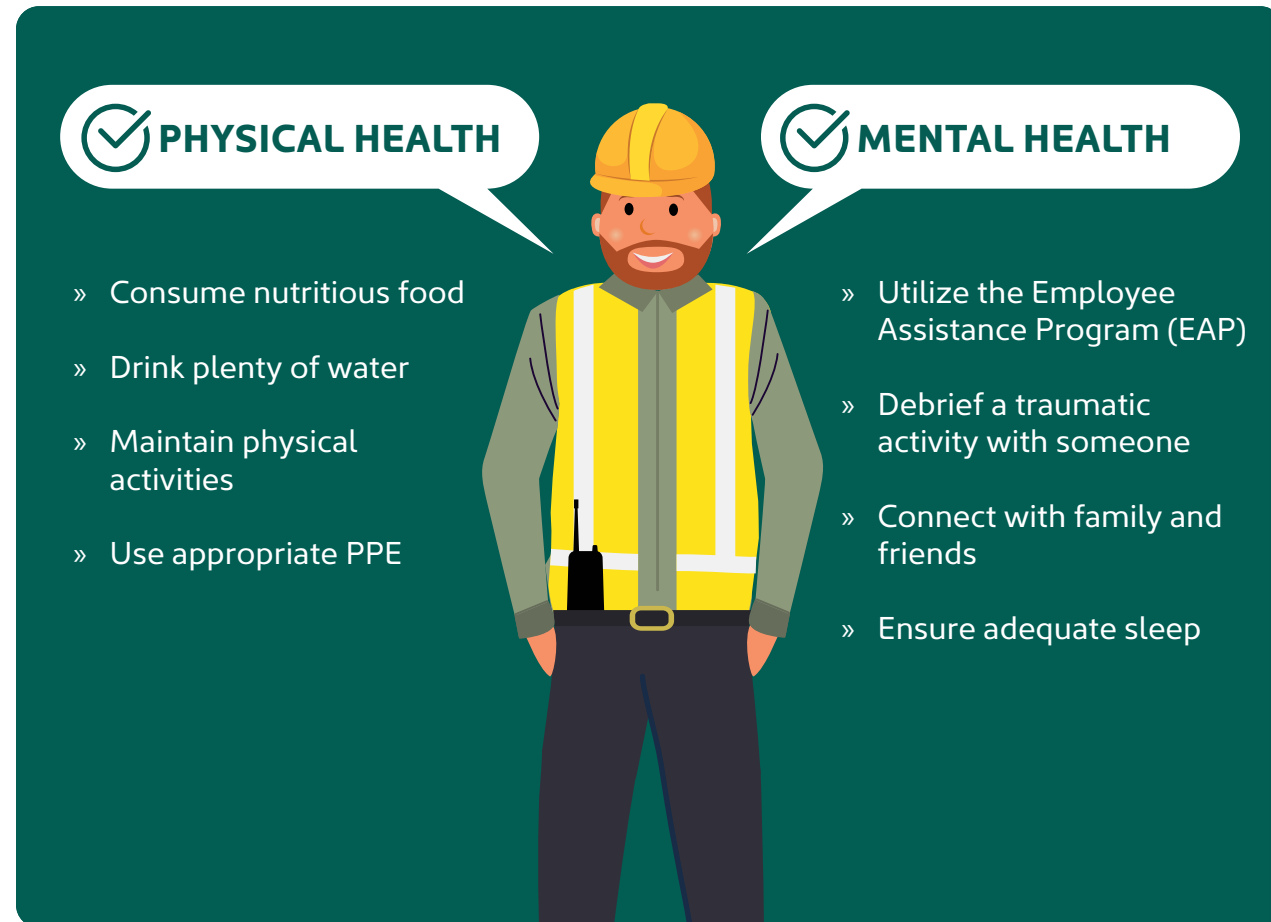
HEALTH, SAFETY, AND SECURITY OF RESPONDERS

All responders play a part in protecting the health and safety of personnel assigned to emergency response activities. The Incident Commander assigns a Safety Officer who assumes the responsibility of ensuring the health and safety of responders. The Safety Officer has the authority to immediately stop an operation to correct safety or health hazards.

PRE-DEPLOYMENT PREPARATION

Because emergency situations arise quickly, personnel with emergency response duties should maintain a certain level of readiness.

- ✓ **Physical Health:** Responders must be in good physical condition to perform their assigned duties and obtain required medical clearance and respirator fit testing.
- ✓ **Mental Health:** Responders must be able to recognize the signs of mental health distress and know where to seek support and assistance.



PHYSICAL HEALTH

- » Consume nutritious food
- » Drink plenty of water
- » Maintain physical activities
- » Use appropriate PPE

MENTAL HEALTH

- » Utilize the Employee Assistance Program (EAP)
- » Debrief a traumatic activity with someone
- » Connect with family and friends
- » Ensure adequate sleep

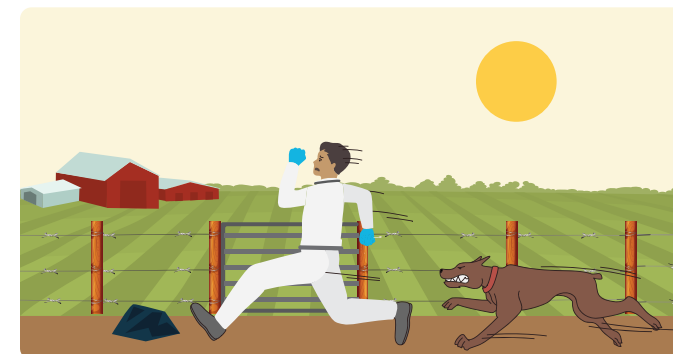
PERSONNEL HEALTH AND SAFETY DURING DEPLOYMENT

During a deployment, incident team leads, section chiefs, and the Safety Officer are the best resources for health and safety information. Health and safety information is documented in incident and site-specific plans, standard operation procedures, and the Incident Action Plan (IAP). There are many situations that may impact responders' health and safety, including:

1. Extended and Unusual Work Periods



2. Physical and Environmental Hazards



3. Stress and Mental Health Awareness

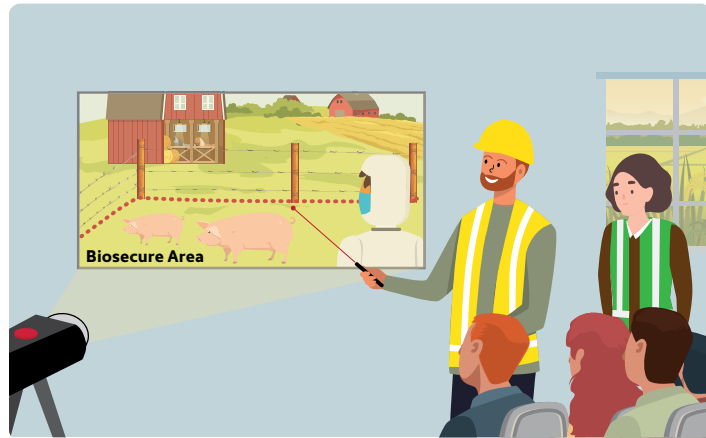


HEALTH, SAFETY, AND SECURITY OF RESPONDERS

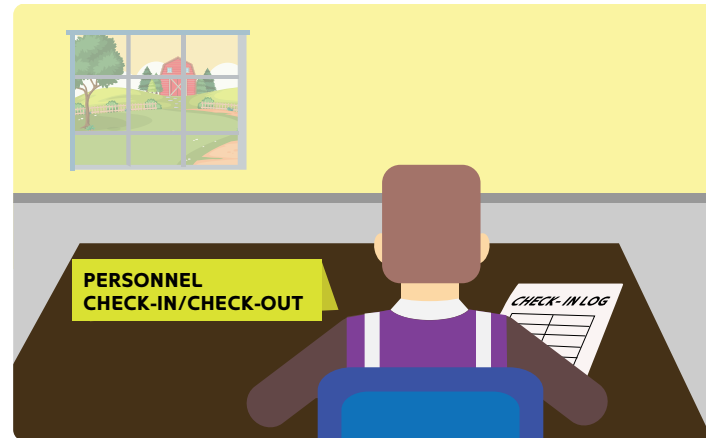
SITE SECURITY AND SAFETY

Maintaining security of the incident site is important for protecting the health and safety of both responders and the public. The Safety Officer works with the Incident Commander, Security Officers, and field personnel to determine responder security and safety requirements.

1. Establishing and Controlling Work Zones



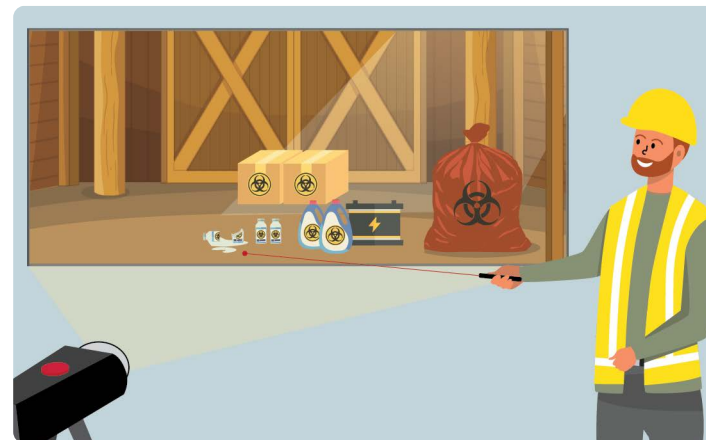
2. Accounting for Personnel



3. Utilizing the Buddy System



4. Providing Information to Mitigate the Risk of Hazardous Exposure



COMMUNICATION OF HEALTH AND SAFETY INFORMATION

Health and safety issues are presented during the regular incident response briefings. Responders must attend briefings to ensure they have the latest information about the response.

✓ Mobilization Briefing

Responders will receive a mobilization briefing prior to deployment, which may include an assessment of weather, climate changes, terrain, local culture sensitivities, potential threats, and specific information regarding equipment and personal protective equipment to bring to the deployment.

✓ Communicating During the Response and Emergency Events

Operations briefings and field tailgate meetings cover health and safety topics for each operational period. Additional briefings may be held at other times as necessary to ensure that personnel are aware of the safety plan and that the plan is being followed.



Standard Operating Procedures

STANDARD OPERATING PROCEDURE-Shelter Set up

- 1.e Animal Shelter Manager needs to assess location and establish a shelter map identifying the following areas:
 - a.e Registration/ Triagee
 - b.e Treatmente
 - c.e Decontamination (depending on incident)/ Rescueree
 - d.e Shelter areae
 - e.e Isolatione
 - f.e Exercise area/roome
- 2.e Mark off areas with signs and/or tape to designate functional areas.e
- 3.e Post signs designating entrances for owners, public, and volunteers.e
- 4.e Set up cages, supplies and equipment in appropriate areas and inform Incident Command when shelter is ready to operate.e
- 5.e Assign personnel to each station as need dictates and establish shift schedule.e
- 6.e Take a census of shelter population twice daily (at end of each shift) and submit to Incident Command. Additionally submit to the Emergency Operations Center.e

PERSONNEL

- 1.e The following positions should be assigned when a shelter is established.
 - a.e Animal Shelter Managere
 - b.e Animal Case Manager (registration)e
 - c.e Animal Handling Specialiste
 - d.e Veterinarians//Animal Technicianse
 - e.e Volunteerse
- 2.e See included position descriptions for more informatione

Animal Shelter Components

Registration table (Check-In Animals)	Sign-Out table (Check-Out Animals)	Decontamination Station
Storage Area <ul style="list-style-type: none">• Food & Water• Cages & Bowls• Decontamination Supplies• Cleaning Supplies• Veterinary Supplies	Veterinary Care Station	Housing for Exotic Animals
	Housing for Cats	Isolation Area for Ill Animals
	Exercise Area for Animals	Area for Aggressive Animals
		Housing for Dogs

STANDARD OPERATING PROCEDURE- Shelter Operation

- 1.n Establish a clearly defined registration area for owners & public to inquire about lost animals and questions. Separate these functions if possible.n
- 2.n Locate registration area outside the shelter if possible to minimize noise and allow better communication. Use of tent outside physical shelter may work in some situations depending on weather and location.n
- 3.n Separate people dropping off animals from those seeking lost animals.n
- 4.n Enter information provided by owner on to the Intake Form and review items needed to admit animal to shelter.n
- 5.n Provide guidance to public bringing in stray animals and help to fill out intake form to document location of animal and identification of person doing the submission.n
- 6.n Triage animals as to need for immediate medical care or decontamination.n
- 7.n If owner is dropping off animal give them rules of the shelter and obtain a barcode label sheet to apply to owner wristband, animal collar, cage tag and pet record(s).n
- 8.n Wand animal with microchip reader to help detect presence of electronic identification and note on registration sheet the number and type of ID.n
- 9.n Take picture of animal and owner and animal separately (if owner available).n
- 10.n Make sure to obtain some direct or secondary contact information for the owner.n
- 11.n Attach wristband to owner and affix collar with bar code to dog. Put bar code on cage card and medical record also.n
- 12.n Color code the animals per cage dot system on the enclosed color code list.n
- 13.n Assign cage to animal and note on intake form.n
- 14.n Give intake form to data personnel for entry into database.n
- 15.n Have animal handling personnel take animal to cage and place animal in cage, providing any food, water or comfort items.n
- 16.n Begin Animal Care chart for animal and identify feeding/ exercise/ observation schedule.n

17. Establish cleaning schedule of at least twice daily and monitor animals for any changes in condition.
18. Regular exercise and elimination breaks need to be provided to all animals as appropriate.
19. Note changes in behavior or new information on Animal Care sheet and alert animal handling specialist.

LOST PETS

- Requests for lost pets or rescued pets should be handled at a separate area of a registration if possible.
- To examine the shelter for lost pets, obtain information from owner and determine if similar animals are present in shelter.
- Pictures in books and on boards will be available for owners to view sheltered and recovered animals.
- Live identification must be done with a qualified volunteer or shelter staff. Owners must not enter the kennel area unaccompanied.
- Once identified, the owner may receive a wrist band with the same bar code and may opt to keep animal in shelter or take with them. Document any movement or a change in shelter status.
- Lost Animal requests may be submitted on the appropriate form. These requests will be given to either the animal rescue team or other rescue personnel who may be traveling in the impacted area for possible investigation in location of animal.
- Make sure accurate along with primary and secondary contact information is obtained with each lost animal request.
- DO NOT give the requesting individual any specific time frame for rescue activity. Tell them they may check in daily for any activity.

RECLAIMING ANIMALS

- When owner comes to pick up animal, document where animal is going and contact information.
- If animal is released to a rescue or foster situation, document on intake form.
- If animal died during sheltering, document on intake and medical form and take a picture. Consult with shelter manager on what to do with deceased animal.

- All exits from shelter must be passed to PETS sheltering data personnel for documentation in the PETS sheltering system.

RESCUED ANIMALS

- Animals brought in by rescue need to be identified, examined by a veterinarian and have noted on form where it was rescued from.
- These animals should enter the shelter if possible at a different door from the public entry.
- Decontamination may need to be done and this activity should have a specified area away from the general population until the animal is considered safe to join the kennel area.
- Decontaminated pets should have this noted in their medical records with material they may have been contaminated with put on their chart. The chart should be color coded with decontamination dot.

STANDARD OPERATING PROCEDURE-Veterinary Medical

- 1.a Animals triaged as requiring medical treatment will be forwarded to the treatment area for veterinary assessment.a
- 2.a The veterinary staff should be called to the intake area or a qualified handler should transport animals to the treatment area.a
- 3.a Veterinarian(s) should assess the animal to determine treatment options and placement of animals in general population or isolation. Animals with acute or ongoing medical needs will have a BLUE dot placed on their intake form.a
- 4.a If animal needs transport to secondary or tertiary veterinary medical facility, the Shelter Manager should be notified and contact needs to be made with those resources.a
- 5.a If animal is kept in isolation for ongoing medical treatment, the veterinarians and veterinary staff will be responsible for ongoing care and recording daily care.a
- 6.a Animals may be moved into general population if ongoing treatment can be maintained by shelter personnel or treatment has been completed.a
- 7.a Requests to examine animals identified by shelter handlers as potentially having a medical issue will be submitted to veterinary staff for examination and treatment.a These requests will be submitted on the Medical Request form.a
- 8.a When animals exit from the shelter with an owner, a copy of the medical records may be discharge with the owner or forwarded to the patient's regular veterinarian if forwarding information is provided.a
- 9.a All treatments and medical care will be documented on the Veterinary Medical Record.a

STANDARD OPERATING PROCEDURES-Demobilization

- 1.e When a temporary shelter closing date has been determined, the State Emergency Operations Center/ Board of Animal Health should be notified, as appropriate.e
- 2.e The Shelter Manager working with local emergency management will determine the final day for the shelter and the dispensation of any unowned animals remaining.e
- 3.e Owners of sheltered animals will need to be notified that the temporary shelter is being demobilized and they will need to either pick up their animals or make other arrangements for housing their pets in another location.e
- 4.e When all animals have been removed from the shelter, cleaning and disinfection of cages and equipment should be done.
- 5.e Personal Protective Equipment (PPE) may be needed to be donned by personnel involved in cleaning and disinfection.e
- 6.e The inventory list should be re checked and items that need to be replaced or resupplied need to be noted.e

Roles & Responsibilities

Roles & Responsibilities in an Animal Shelter

- **Animal Shelter Manager/ Pet Services Supervisor**
 - Activates the facility
 - General oversight of activity and action at the shelter
 - Assures care of animals brought to facility
 - Appoints coordinators and teams
 - Coordinates veterinary services
 - Oversees operational teams
 - Prepares unit situation report
 - Direct reports
 - Animal Care Coordinator
 - Animal Medical Care Coordinator
 - Pet Registration and Export Coordinator
 - Animal Decontamination Leader
- **Animal Care Coordinator**
 - Supervise unloading and intake of animals
 - Ensure animals receive proper care
 - Coordinate transfer to medical care
 - Reunite animals with owners/cooperate with transfer of animals
 - Direct reports: Animal Care Unit leader, Kennel Unit Leader
- **Animal Care Unit Leader**
 - Reports to Animal Care Coordinator
 - Oversees the unloading, care, cleaning and operation of kennel area
 - Ensures proper care for all animals
 - Serves as the reporting point for ill/stressed animals
- **Animal Care Staff**
 - Report to Animal Care Unit Leader
 - Carry out duties outlined by leader
 - Unload and take in pets
 - Ensure proper care
 - Monitor animals for stress/illness
 - Maintain good biosecurity
- **Kennel Unit Leader**
 - Reports to Animal Care Coordinator
 - Sets up specified areas/kennel placement
 - Maintains storage area
 - Assures all kennels are properly cleaned and maintained
- **Kennel Unit Staff**
 - Report to Kennel Unit leader
 - Set and maintain areas in kennel

- Clean all cages and equipment
- Maintain inventory in storage area
- Monitor animals for signs of stress/illness
- Assist Animal Care Unit
- **Animal Medical Care Coordinator**
 - Reports to Pet Services Supervisor
 - Usually a veterinarian
 - Oversees unloading and intake
 - Ensures proper medical care
 - Oversees veterinary medical teams
 - Prepares unit situation report for Pet Services Group
 - Coordinate resource needs
- **Veterinary Staff**
 - Reports to Animal Medical Care Supervisor
 - Veterinarians, veterinary technicians, veterinary support staff
 - Ensure medical care for all animals arriving at center
 - Administer vaccinations and medication
 - Conduct euthanasia as needed
- **Pet Registration and Export Coordinator**
 - Reports to the Pet Services Supervisor
 - Oversees registration and export process and documentation
 - Ensures effective and efficient registration and export operations
 - Ensure proper vehicle transportation
 - Ensure proper crates and loading
- **Pet Registration Staff**
 - Reports to the Pet Registration/Export Coordinator
 - Collects all necessary information from owners
 - Inputs all information into program for complete and thorough registration
 - Attach photos to registration and maintain documentation
- **Pet Export Staff**
 - Reports to Pet Registration/Export Coordinator
 - Loads and secures animal cages for transport
 - Observe animals for signs of stress or illness
 - Properly document all animals being loaded to export
- **Animal Decontamination Leader**
 - Reports to the Pet Services Supervisor
 - Identifies contaminate and process for use on animals
 - Supervises set up of animal decontamination area
 - Identifies teams to operate decontamination process
 - Works with Animal Care Coordinator to move animals to appropriate kennel area

SAFETY OFFICER

The Safety Officer must insure the safety of all people and animals at the shelter

1. Enforce no-smoking policy in the facility
2. Identify, and mark all fire exits, first aid stations for humans and animals, water stations, rest rooms, handicap accessible areas and potential hazardous areas within the facility
3. Monitor safety animal holding areas (electrical, water, structural, security, cage placement, etc.)
4. Monitor safety of public areas for slippery paths, unlit areas, hazardous materials/objects (i.e., loose boards, nails, etc.)
5. Safe handling practices/procedures of animals.
6. Report all bite, scratches or any other injuries. All injuries are to be logged and report bites to appropriate authorities.
7. Shelter personnel maintain hydration, food intake and rest. Make sure drinking water is available at all times.
8. Request from local fire department to inspect facility to be sure codes are met.

**Pet Services
Supervisor**

**Animal Care
Coordinator**

**Animal Care
Unit Leader**

**Kennel
Unit Leader**

**Pet
Registration
Staff**

**Pet
Export
Staff**

**Animal Care
Staff**

**Kennel Unit
Staff**

Rules and Duties

SHELTER RULES:

- 1.e No one enters the shelter unless accompanied by shelter personnel either assigned or volunteer.e
- 2.e Please read all signs that designate entrances, exits, identified areas and restricted access. Follow the instructions on the signs.e
- 3.e If an owner wishes to visit or exercise their animals, they must abide by the routine established by the shelter for visits and care.e
- 4.e All animals must be on a leash or restrained in some way at all times in the shelter area.e
- 5.e No unauthorized personnel will be allowed in the shelter and the public will not be allowed to view the general population unless searching for a lost dog.e
- 6.e Hours will be established for the shelter that allow quiet time for the animals especially at night.e
- 7.e All problems and complaints with in the shelter can be directed to the Shelter Manager.e

Animal Bite Protocol

Animal bites MUST be reported to the Shelter Manager on duty immediately.

The animal and person involved in the incident have to be identified.

Determine the rabies vaccination status of the animal who did the biting and the person who has been bitten. Note the incident and vaccination status in Animal Medical record.

Direct the person bitten to a first aid facility and make sure a bite report is filed out by medical personnel.

Place the animal in the isolation/quarantine area. Label the animal's cage with the date of the bite and who was bitten.

Notify the owner of the animal involved in the incident, if they are available.

The animal must remain under observation for 10 days (as determined by Animal Control). If they have not been vaccinated for rabies, they need to be vaccinated at the end of the observation period.

SAFETY RULES

PERSONAL SAFETY

Following these common sense rules will help prevent many accidents.

- **Report all injuries**, no matter how slight, to your supervisor.
- All Operations personnel and administrative persons working with animals are required to wear **skid- or slip- resistant shoes**.
- Do not attempt to lift/push objects or animals that are too heavy--ask for help. Bend at the knees and hips and lift with your legs. Adjustable tables should be lowered to the floor for animals weighing over 75 lbs., or for any employee unable to lift an animal onto a table.
- Identify and remember the location of fire extinguishers, fire alarm pull boxes, and emergency exits. **NEVER** block these areas with materials or equipment. Keep floors and aisles free of debris at all times.
- Use personal protective equipment as described below:
 - Goggles, safety glasses, gloves must be worn when working with chemicals (quaternary ammonia, degreaser, etc.) or while performing or holding for euthanasia.
 - Safety glasses are also to be worn when preparing live specimens.
 - Maintenance staff will wear customary safety equipment when performing applicable tasks.
 - Ear protection is provided and should be worn when working in Dog Holding, Kennels, or any other high noise area.
- No horseplay is allowed.
- Seat belts are to be worn at all times when driving on business, whether in agency vehicles or personal automobiles.
- When restraining animals over 60 lbs. seek assistance if necessary.
- Any person known or observed to be under the apparent influence of drugs or alcohol will not be allowed to work, and will be subject to discipline, up to and including termination.
- Any person willfully violating safety procedures and/or endangering the safety of other employees will be subject to discipline, up to and including termination.

HOUSEKEEPING AND CLEANING

- All employees are responsible for maintaining the general orderliness and cleanliness of their work areas. Keep floors and aisles free of debris at all times. Housekeeping is an important part of maintaining a safe work environment. It reduces the spread of disease harbored by clutter and waste and eliminates tripping and falling hazards.
- Do not eat, drink, smoke, apply cosmetics, or store food in areas where animals are handled. These practices encourage the spread of disease.

- ALWAYS wash your hands in between handling animals to minimize the transmission of disease, and after handling chemicals to avoid potential allergic reactions.
- Non-hazardous spills are to be cleaned up promptly, and a "**Wet Floor/Caution**" sign placed in the area until the floor is dry. Aisles should be kept clear at all times.

HAZARDS AND HAZARDOUS SUBSTANCES

- Report all hazards to a supervisor immediately.
- Only properly trained employees are to undertake any repair work involving electrical equipment.
- Do not overload outlets.
- Know the safety precautions for each chemical BEFORE you use it. The Material Safety Data Sheets (MSDS) sheets can be found in the outside Information Central.

Kennel/Cleaning Duties

Morning Duties

The first staff members on duty each morning are responsible for feeding the animals. After the animals are fed (this will likely take at least a total of 45 minutes for dogs and cats), morning clean up starts. All staff are to follow the instructions on the assignment board at the employee area regarding what areas they are assigned. Staff cannot change these assignments. If those staff are not able to work in the area assigned, they are to discuss the situation with the Shelter Manager or kennel supervisor.

Afternoon Duties

Kennel Inventory - The Kennel Supervisor will walk through the kennels and make decisions about what animals are to be moved. For example, identifying a dog or cat in healthy hold that is ready to be moved to adoption or a sick dog in adoption that needs to be moved to isolation.

The Supervisor will use "stickies" to indicate to the shelter staff "move to adoption" or "move to isolation." This way, the kennel staff can, during clean up, move the animal to the new area and ensure the old kennel is thoroughly disinfected. The staff person moving the animal is responsible for making the change in the computer records by noon that same day.

After Clean-up, On-going Duties

- Spot clean animals after morning clean-up and three times during the afternoons
- Disinfect and set up dirty cages
- Sweep/ mop floors
- Walk the dogs in Healthy Hold and other behind the scenes areas
- Re-stock supplies based on schedules
- Check water for all animals
- Assist with intake of incoming animals
- Clean toys from exercise yards
- Assist with incoming animals working in concert with the veterinary/clinic staffs
- Bathe and groom animals as needed
- Socialize those animals that are frightened or scared
- Foam the exercise areas with bleach solution using the foamers
- Other duties as assigned

Closing Duties

- Spot check dogs and cats one last time/ scoop kennels
- Check waters

- Walk all housebroken dogs
- Clean break room
- Clean euthanasia room, wash room
- Keep intake areas clean, organized, and neat
- Intake any animals that arrive; do not leave animals in temporary holding without food, water, or litter
- Put away supplies in the appropriate place
- Turn off the lights in the shelter
- Lock the door as you exit

Forms

___ Collar _____
___ Leash _____
___ Other _____

Intake # _____

Location _____

SMALL ANIMAL INTAKE/RELEASE INFORMATION

(one form per animal)

Date Arrived _____ Time _____ a.m./p.m. **Animal Arrival Status:**
Date Discharged _____ Time _____ a.m./p.m. ___ Rescued/Found
Intake person _____ ___ Dropped off by _____
Discharge person _____ ___ Owner Brought
Owner's name _____ **Phone** _____ **County** _____
Address _____
number and street city state ZIP code

NO OWNER: Date found _____ Time _____ a.m./p.m.
Location found (address or detailed description) _____

Animal's name _____ ___ Canine ___ Feline ___ Other _____
Breed _____ ___ Toy ___ Small ___ Medium ___ Large ___ Giant
Age _____ Weight _____ Sex _____ Spayed/Neutered ___ Yes ___ No
Color _____ Markings _____
Microchip # _____ ID Tag # _____

VACCINATION HISTORY (check each vaccine received) Date vaccinated _____ Veterinarian _____
Canine ___ Distemper ___ Hepatitis ___ Leptospirosis ___ Parinfluenza ___ Parvovirus ___ Coronavirus ___ Bordatella (kennel cough) ___ Other _____
Feline ___ Rhinotracheitis ___ Calcivirus ___ Panleukopenia ___ Chlamydia (Pneumonitis) ___ FeLV (Leukemia) ___ Other _____

Canine/Feline Rabies Vaccination Date _____ **Rabies Tag #** _____
Location issued _____ **Veterinarian** _____
Medication _____ Dosing instructions _____
Special diet ___ No ___ Yes, diet type, amount, times given per day _____

Habits & Traits (check all that apply)

___ aggressive ___ barker/vocal ___ bite history ___ declawed front ___ back ___
___ digger ___ fence jumper ___ head shy ___ highly excitable ___ house trained
___ leash broken ___ obedience trained ___ submissive ___ in heat
___ Bite or scratch human within 10 days? Date of bite/scratch _____

I certify I am the owner/agent/custodian of the above listed animal and authorize veterinary care as indicated. I understand I am ultimately responsible for the veterinary fees incurred. I understand if I have not claimed my pet within _____ days that it will be considered abandoned and will be disposed of at the discretion of the local animal control.

Signature

Date

Witness

- Halter
- Lead
- _____

LARGE ANIMAL INTAKE/RELEASE INFORMATION

Intake # _____
Location _____

Animal/Herd Arrival Status: ___ Rescued ___ Owner Brought

Date Arrived _____ Intake Person _____ Date Discharged _____	Species: (circle one) Cattle Sheep Swine Horse Goats Llama/Alpaca Other: _____	RESCUED: Date Rescued _____ Location (address or detailed description) _____	
Owner _____ County _____ Address _____ City _____ State _____ ZIP _____ Phone _____		HERD/FLOCK STATUS ___ Accredited Herd # _____ ___ Certified Herd # _____ ___ Validated Herd # _____ ___ Qualified Neg Herd – Test Dates _____ PremID # _____	AREA STATUS ___ Accredited TB Free ___ Certified Bruc. ___ Qualified PRV ___ Validated Bruc.

INDIVIDUAL ANIMAL IDENTIFICATION						TESTS/CONDITION			VACCINATION
Line No.	CIRCLE ONE Brand/Tattoo Ear Tag Microchip	Name, Description (color/markings), Breed registration number	Age	Sex	Breed	Disease	Date	Results	Date or Tattoo
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

I certify that I am the owner/agent of the above listed animals and authorize veterinary care as indicated. I understand if I have not claimed these animals within _____ days they will be considered abandoned and will be disposed of at the discretion of local or state officials.

Signature

Date

Name of herd/flock veterinarian: _____

ANIMAL INTAKE I.D. CHECKLIST

(Use form while processing animal)

DONE ✓	#	
	1	Pet Intake form completed
	2	Two views with digital camera of animal
	3	Animal I.D. number or bar code number is written on the 2 pictures
	4	One picture attached to original Intake form. Place in lower right corner
	5	One picture file in Found/Rescue book
	6	Barcode number is placed on neck band
	7	Neck band is put on animal
	8	Barcode number is put on cage card
	9	Animal is seen by veterinarian, if needed
	10	Medication/Special Diet information completed, placed in plastic bag on cage card envelope
	11	Fresh food and water place in cage for animal (cat litter if needed)
	12	Original Intake form filed in binder

ANIMAL RESCUE REQUEST FORM

Please Print – to be completed by shelter staff

Date _____ Time _____ a.m./p.m. Location Form Filed _____

Information Taken By (name) _____

REPORTING PERSON

Name (include agency if applicable) _____

Address _____

Phone _____ Cell Phone _____

Does the animal belong to the person requesting rescue? Yes No

If not, who does this animal belong to, if known? (Include name, address, phone number) _____

ANIMALS TO BE RESCUED - if more than 4 write on back of sheet

#	SPECIES	SEX	BREED	COLOR	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

ANIMAL LOCATION

Date Animal Last Seen _____ Time _____ a.m./p.m.

Is/Are the animal(s) being fed? Yes No Last Time Fed _____ a.m./p.m.

Are there people with the animals? Yes No

Animal(s) located at _____

Directions to Rescue Site (include landmarks) _____

Location of animal on property _____

RESCUE PERMISSION

- Animal(s) listed above is/are legally mine and can show proof of ownership
- I give permission for volunteers to enter my property to rescue the animal(s) listed above
- Key provided Yes No Permission to force entry Yes No Key Returned
- I will not hold volunteers or staff liable if unable to save the animal(s) requested to be rescued
- I will not hold volunteers or staff liable for any damage done to my property while attempting to rescue the animal(s) listed above. *Every effort will be made to leave the owner's property in the same condition it was when volunteer entered the property*

Signature _____ Date _____

RESCUE ATTEMPT RESULTS

Action	Animal Number and Date (see above listing)
Entry area restricted	
Unable to find animal(s)	
Could not catch animal(s)	
Deceased	
Rescued	

Must determine status before filing

PRIORTIY STATUS

Urgent 2-Day 3-Day

Owner Requested Other Party Requested Agency Requested

Data Entry Person _____ Date _____

LOST PET FORM

Form must be completed by the shelter staff. Do NOT use for intake animals. Use one form per missing animal.

Date _____ Time _____ a.m./p.m. Reporting Location _____

DATE/LOCATION WHERE PET LAST SEEN

Date Last Seen _____ Approximate Time _____ a.m./p.m.

Location/Address _____

Animal Description

Dog Cat Other _____ M M/N F F/S

Animal Name _____

Collar/Tag# _____ Microchip/Tattoo (give number & location) _____

Breed(s) _____ Size (circle one) Small/Medium/Large

Age _____ Color _____ Distinctive Markings (note injuries or special conditions) _____

Animal Health and Behavior

Vaccinated Against Rabies? Yes No Unknown

Date Vaccinated _____ Veterinary Clinic Name/City/State _____

Animal on Medication/Treatment? Yes No

Name _____ Dosage/Frequency _____ Last Given _____

Name _____ Dosage/Frequency _____ Last Given _____

Special Diet? Yes No Diet Type _____ Amount & Times Given Each Day _____

Animal Friendly? Aggressive? Toward women men children other animals

Don't know

If Aggressive please describe _____

Pet Indoor Outdoor Indoor/Outdoor

Owner Information -If known

First Name _____ Last Name _____

Permanent Address _____

Temporary Address (if other than permanent) _____

Phone _____ Alternate Phone Number _____

Comments

ANIMAL STATUS

Found Date _____ Time _____ a.m./p.m.

Location _____

Found By (print) _____

Date Owner Notified _____

Date Owner picked-up _____

Deceased _____

Animal Not Found _____

Owner Signature _____ Date _____

Data Entry Person _____ *Date* _____

MEDICAL EVALUATION REQUEST

To be used in conjunction with the Daily Observations Sheet

Request date _____ Time _____ a.m./p.m.

Person making request _____

Contact information _____

Request given to _____ Date _____ Time _____ a.m./p.m.

Reason for Medical attention _____

Any precautions needed to be taken? _____

Species _____ Breed(s) _____

Animal Location

Shelter location _____ Cage number _____ Row number _____

Examination and Treatment outcome with date/time _____

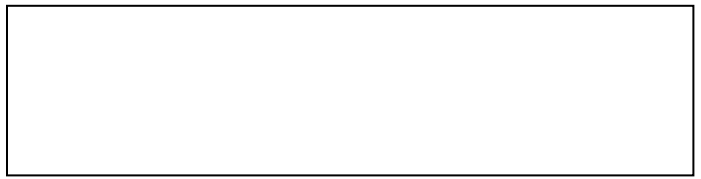
Comments _____

Signature of examining

Veterinarian _____

Date _____

Barcode



MEDICAL TRANSFER FORM

Date _____ Shelter Location _____

Animal Description

Dog Cat Other _____ M M/N F F/S

Animal Name _____

Collar/Tag# _____

Microchip/Tattoo (*give number & location*) _____

Breed(s) _____ Size (*circle one*) Small/Medium/Large

Age _____ Color _____ Distinctive Markings (*note injuries or special conditions*) _____

Owner Information -If known

First Name _____ Last Name _____

Permanent Address _____

Temporary Address (*if other than permanent*) _____

Phone _____ Alternate Phone Number _____

If Owner Unknown

Date found _____ **Location** _____

Transportation to Veterinary Hospital/Clinic or Holding Facility

Vehicle Description _____ License Plate No. _____

Driver/Sponsor _____ Date/Time _____

Transportation Back to PETS Emergency Shelter

Vehicle Description _____ License Plate No. _____

Driver/Sponsor _____ Date/Time _____

Holding Facility or Veterinary Hospital

Name _____ Phone No. _____

Address _____ Cell Phone No. _____

City _____ Zip _____

Owner Contacted and Agree Permission for treatment Yes No Called? _____

Date/Time _____

DAILY MEDICATION LOG

Use a new sheet every 24 hours for animals needing to be medicated

Date _____

Row _____ Cage Number _____

Species _____ Name _____

Drug Name, Dose, Frequency & Route	Time	Given By	Time	Given By	Time	Given By	Time	Given By

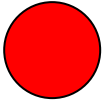
COMMENTS _____

Color Code Cage Dots (about 3/4" diameter)

DOGS

Color code dots can change while at shelter

More than one color code dot may be used



RED -

2 persons – only experienced animal handlers allowed

Caution – may bite. Aggressive/fearful

Jumping up – very forceful, could injure or knock down person of average size/strength



ORANGE -

2 persons – only experienced animal handlers allowed

Difficult to leash, bites at leash

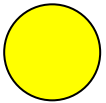
Tries to evade leash by jumping, pawing

Won't approach front of cage

Difficult to keep from attacking other dogs when taken out

Jumps up forcefully - average size/strength person can be knocked over

Pulls on leash constantly - average size/strength person can be knocked over



YELLOW -

Only experience animal handler allowed

Behavioral – never leashed and/or collared

May be hesitant about being leashed

Stress related behavior

Attempts to escape enclosure

Constant pulling on leash but won't pull average size/strength person off their feet



BLUE -

Medical condition

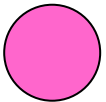


GREEN -

Friendly

Easy to leash and walk

Can walk past other dogs with ease



PINK -

Decontaminated (may be used with blue)



**NEON-
GREEN**

Personality unknown

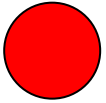
Color Code Cage Dots (*about 3/4" diameter*)

CATS

Cats are not to be removed from their enclosures

Color code dots can change while at shelter

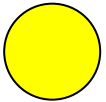
More than one color code dot may be used



RED - 2 persons – only experienced animal handlers allowed
Caution – may bite.
Aggressive/fearful/agitated



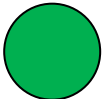
ORANGE - 2 persons – only experienced animal handlers allowed
Tries to evade being handled
Won't approach front of cage



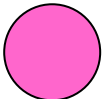
YELLOW - Experienced animal handler only
May be hesitant about being approached and/or handled
Stress related behavior
Attempts to escape enclosure



BLUE - Medical condition



GREEN - Friendly
Easy to handle
Not upset by seeing or hearing other cats



PINK - Decontaminated (may be used with blue)



NEON - GREEN
Personality unknown

VOLUNTEER DAILY CHECK-IN

DATE _____

INCIDENT/LOCATION _____

Please Print Legibly

#	ORGANIZATION	NAME	TIME IN	TIME OUT	FUNCTION	PHONE NUMBER	EMERGENCY CONTACT NAME & PHONE NUMBER
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

VOLUNTEER TIME RECORD

Week beginning Sunday ____/____/____

Incident _____ Location _____

Name _____

Start Date _____ End Date _____ Number Days Worked _____

Day	Date	Time IN	Time OUT	Total Hours	Supervisor's Initials
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

TOTAL WEEKLY HOURS _____

Volunteer Signature _____

Team Leader Signature _____ Printed Name _____

VOLUNTEER TIME RECORD

Week beginning Sunday ____/____/____

Incident _____ Location _____

Name _____

Start Date _____ End Date _____ Number Days Worked _____

Day	Date	Time IN	Time OUT	Total Hours	Supervisor's Initials
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

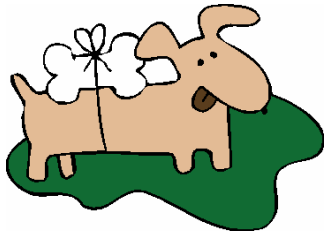
TOTAL WEEKLY HOURS _____

Volunteer Signature _____

Team Leader Signature _____ Printed Name _____

Get Your Pet Ready

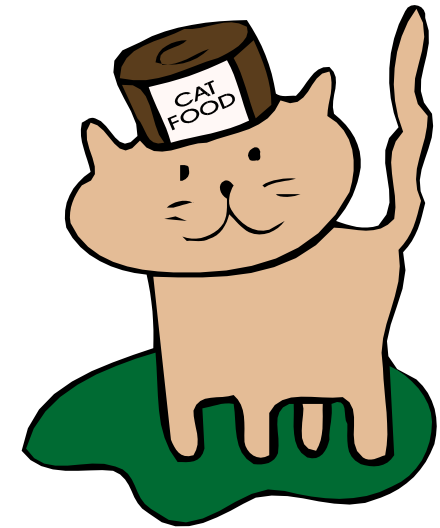
- Prepare a portable disaster kit for your pet.
- Familiarize your pet with your kit's carrier or cage **before** an emergency.
- For health and safety reasons, pets are not allowed in shelters for people (other than service animals for the disabled). Few communities have the resources to house pets with their owners.



- If staying with your pet is important to you, identify a list of places you can go together, such as pet-friendly hotels or the home of a friend/relative. Some hotels will lift “no pet” policies in emergencies. Be sure to call ahead to reserve space.
- Compile a list of places where you can leave your pet with confidence, such as a kennel or friend, if you must be separated.
- If a situation warrants evacuation, move your pet early, if possible.

Staying Behind Safely

- If you must evacuate without your animal, bring your pet inside to a place you can leave it. Avoid windows. Consider easy-to-clean spaces like bathrooms or utility rooms. Keep cats and dogs separately, even if they normally get along.
- Do **not** leave pets tied outdoors.
- Leave only dry foods and fresh water in non spill containers. If possible, leave a faucet dripping into a large container or partially fill a bathtub with water.
- Do not leave vitamin treats, which can be fatal if over-eaten.
- Start a neighborhood “buddy system” to check on one another’s pets. Exchange information and file a permission slip with your veterinarian authorizing your “buddy” to get emergency treatment for your pet.
- If your pet is lost, contact local boarding shelters, kennels, humane shelters and veterinary hospitals.



Keep Your Pet's Paperwork Here

Pet's Name: _____

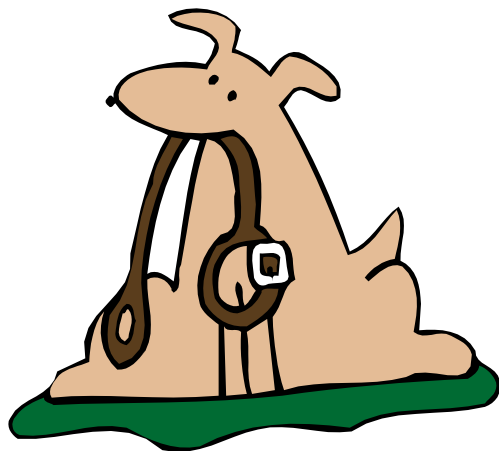
- Current photo
- Vaccination and medical records
- Written special care and feeding instructions
- Microchip number:

Store this folder (with papers) in a plastic bag or water-proof container.

Ready Pet G 

Get Your Pet Ready

- Keep pet's vaccinations current
- Reliable identification on each pet
 - Microchip
 - Collar with integrated identification (no dangling tags)
- Leash or harness with collar
- Pet carrier or cage for each pet
- Two-week supply of food and water
- Can opener (for canned foods)
- Nonspill food, water bowls
- Towels or blankets for bedding
- Toys and treats
- Cat litter, shoebox-sized litterpan
- Plastic trash bags for waste clean up
- Current photos of each pet
- Medications and dosing instructions
- Vaccination and medical records
- Emergency phone list
 - Pet-friendly hotel(s) outside the area
 - Pet-friendly friends, relatives



Emergency Contacts

Veterinarian: _____

Local Animal Shelter: _____

Pet-Friendly Hotel: _____

Pet-Loving Friend/Relative: _____

Ready Pet Gö

A Pet Owner's Guide to Disaster Preparedness

During a disaster, sometimes staying put is the safest place for you and your pet. Sometimes evacuation is necessary. Planning before an emergency happens can lessen the stress on you and your animals.



**A little advance planning
could save your pet's life.**

