

# Emergency Animal Sheltering Checklist

## Plan Development Checklist

### PHYSICAL FACILITY:

#### Access from a Main Road

- Hazard-free access
- Signage identifying the facility and purpose
- Safety markings and signage
- Separate entry for rescue teams, etc.
- 24/7 access for staff and volunteers
- Easy access for large trucks and supply vehicles to get in and out
- Minimal hazards for staff and volunteers, as well as for animals
- On or near a main evacuation route

#### Parking Area

- Public Directional Signs
  - Emergent Volunteers
  - Donations
  - Lost and Found
  - Staff -only
  - Volunteers
- Pet- Relief area for dogs
  - Public Area
  - Shelter only area
  - Plastic Bags
  - Garbage Cans
- Parking for response equipment:
  - Horse Trailer
  - Transport Vehicle
  - Trucks for field
  - Able to accommodate 50' transport trailer
- Parking for the public
- Parking for staff & volunteers
- Solid surface for parking areas to avoid getting vehicles stuck in mud, sand, ice, or snow
- Security

#### Facility Entrance

- Covered/Protected and Secure area for public and animals
- Safety : hazards mitigated and/or marked
- Security

#### Facility Design and Construction

- Non-porous floors, easily disinfected
- Ventilation : Description: \_\_\_\_\_
- Heating

- Cooling
- Electricity (lighting)
- Plumbing
- Separate restrooms for staff, volunteers, and public.
- Showers
- Kitchen Area

**Utilities and Services**

- Power: Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
- Emergency lighting
- Water
  - Municipal Supply Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
  - Delivery Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
- Trash disposal service: Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
  - Public
  - Private
- Telephone
- Internet access

**Floor Plan and Layout**

- Ability to separate animals by species and health status
  - Dog
  - Cat
  - Exotics
  - Health Concerns
  - Other
- Logical flow for processing animals, people, and supplies/equipment
- Separate public and private areas
- Separate human and animal areas, allowing smooth flow of function

**Animal Related Areas**

- Animal intake and registration
- Initial Assessment
- Isolation; Quarantine facility and procedures
- Triage
- Veterinary
- First Aid
- Decontamination
- Dog Housing:
  - Healthy dogs
  - Isolation dogs
  - Aggressive
  - Quarantine
  - Healthy
- Cat Housing:
  - Isolation Cats
  - Feral
  - Quarantine
- Caged Bird Housing
- Rabbit housing
- Pocket pet housing
- Reptile housing

- Ferret housing
- Other
- Large animal housing:
  - Cows
  - Goats & sheep
  - Poultry
  - Ratites
  - Pigs (potbelly & hogs)
  - Horses: separate stallions individually
  - Pregnant mares
  - Mares w/foals)
  - Horse with unknown Coggins status
- Food preparation and storage, food sanitation
- Cleaning station for cages
- Animal exercise and dog relief areas
- Animal visitation and/or reunion processing
- Grooming / bathing

#### Security

- Personnel
- Medications
- Equipment
- Personal effects
- Procedures - screening of volunteers and staff
- Human service areas
- Donations management security
- Animal housing area

#### Human Service Areas - Areas available and delineated:

- Bathroom/shower facilities
- Staff- break area
- Volunteer intake/orientation
- Canteen area with food and drinks
- Quiet office area
- First aid station
- Housing
- Team information
- Bulletin boards for staff and volunteers
- Public information

#### PROCEDURES:

##### Animal Intake

- Accountability paperwork
- Personnel trained and supervised how to complete Paperwork
- Personnel trained to secure identification to animals
- Waiting area for owners
  - Seating
  - Separation from other owners and animals
- Triage set up
  - Infectious diseases area
  - Emergency situation area
  - Critical illness area

Decontamination area

### Animal Tracking

- Identification
- Daily care schedule
- Lost & found
- Foster
- Adoptions
- Euthanasia
- Transfers to rescue (chain of custody)

### Intake Procedures

- Written procedures
- Forms
- Identification photo
  - Cameras
  - Extra Batteries
  - Printers
  - ID Collars
- Permanent Markers

### Special Policies and Protocols

- Vaccines
  - Rabies
  - DHPP/ DHLPP
  - Bordatella
  - Flea/Tick Preventative
  - Heartworm Testing Supplies
- Spay/Neuter
- Euthanasia
- Presence of endangered or protected species

### Initial Assessment

- Animals assessed for pre-existing or potential medical problems
  - Behavioral or temperament issues affecting care or handling (aggressive, fearful, high-stress, timid, feral, etc.)

### Identification Protocol and Supplies:

- Small Animal
  - Jiffy tags;
  - Hospital ID bands;
  - Microchip
  - Shaver
  - Neck ID Bands
  
- Large Animal
  - Halter tags
  - Paint sticks
  - Shaver
  - Neck ID bands

### Daily Care Record

- Keep track of Food; Water; Exercise; relief; Medication; Behavior changes; Any unusual observations

### Lost & Found Protocol

- System of logging & cross referencing lost and found records
- System of notification of owners
- Photo books – Polaroid / digital photos
- Owner provides photos of lost pets
- Shelter takes photos of incoming animals
- Internet database of found animals in shelter

### Strategy for Special Need Animals

- Special interest/fanciers clubs or groups to assist with special needs animals
- Veterinary clinics and boarding kennels for overflow or animals with medical, behavioral or emotional needs

### Adoption

- Hold protocol and adoption guidelines established
- Transfers to rescue groups

### Ongoing Procedures

- Limit people in shelter
- Log when care provided
- No visitors except animals' owners during authorized visitation hours
- Monitors condition of animals – notify vet staff of problems

### Worker Health Issues

- Vaccinations:
  - Rabies;
  - Tetanus;
  - Hepatitis A
  - Hepatitis B;
  - Influenza
  - others
- Control of and protection from environmental hazards
- Use of "Universal Precautions" in dealing with animals and humans
- Protective clothing available and in proper use
- Mental health/stress management capability for staff and volunteers:
  - Peer- to-peer CISM
  - Orientation
  - Training
  - Referral resources

### SUPPLIES AND EQUIPMENT:

#### Shelter Housing/Containment

- Appropriate physical environment
- Weather/season (can limit sheltering options)

- Temperatures match animal needs (warmer for reptiles & birds)
- Type of caging (crates, cages, portable fencing, aquariums, stables/corrals)
- Cold weather considerations including additional heat needs, check for frozen pipes, etc.

**Animal Care Supplies (excluding food and water – see equipment/supply list)**

- Adequate containment capability (crates, cages, corrals, pens, etc.) for expected number and types of animals
- Stainless Steel dog bowls
- Collars, leashes, muzzles
- Animal Handling equipment
  - Control poles
  - Muzzles
  - Gloves
  - Traps
  - Nets
- Cat litter/newspapers
- Litter pans
- Scoops
- Disposable food containers
- Water bowls
- Sanitation supplies
  - Plastic sheets
  - Paper towels
  - Cleaners/Disinfectants
  - Garbage Bags
  - Covered trash containers
  - Poop bags
  - Cleaning gloves
  - Nitrile gloves for
- Blankets, towels, sheets
- Card board, metal sheeting, etc. for cage separation
- Enrichment Supplies

**Animal Food**

- Protocols for food type; appropriate for species, age, and health of each animal
- Written feeding protocol and meal record for each animal
- Alternate or specialty foods
- Supplements
- Proper storage of food (covered containers)

**Water**

- Potable water for drinking (human and animal)
- Non-potable for cleaning (fire departments/National Guard may provide)
- Quantity sufficient for each type of animal and humans, appropriate to activity level & weather

**Basic Veterinary Care:**

- Basic first aid supplies
- Thermometer
- Bandages
- Sponges

- Adhesive bandages
- Gauze roll
- Vet wrap
- Splints
- Gauze
- Muzzles
- Syringes/needles (assorted sizes)
- Stethoscope
- Medications
- On-call or on-site veterinarians and/or veterinary technicians

#### Human First Aid

- First aid kit
  - Sterile Gloves
  - Stethoscope
  - Thermometer
  - Waterless hand sanitizer
  - Bandages
  - String Kit
  - Scissors
  - Tape
- Eye wash; Saline, hydrogen peroxide
- Insect repellent and sunscreen  Blankets and cots
- Medication
  - Aspirin
  - Ibuprofen
  - Acetaminophen
  - Benadryl
  - Antibiotic ointment
  - Other: \_\_\_\_\_

#### Food and Hydration for People

- Protocol for water to sport drink ratio listed on coolers
- Snacks with protein and carbohydrates
- Food sanitation;
  - Plates,
  - Cups,
  - Utensils, etc.

#### Tools and Equipment

- Fencing (pens & perimeter)
  - Chain link
  - Portable panels
  - Portable corrals
  - Construction barricade
  - Hog wire/Field fence
- Tarps (for roofing & shade)
- Fans
- Heaters
- Extension cords

- Surge protectors
- Locks
- Key code lock box, Key storage
- Dumpster
- Generators
- Forklifts and pallet jacks if necessary for supply management

**Animal Care Supplies**

- Airline Crates:**  20" \_\_\_\_\_  24" \_\_\_\_\_  "28" \_\_\_\_\_  32" \_\_\_\_\_  36" \_\_\_\_\_  40" \_\_\_\_\_
- Wire Crates:**  24" \_\_\_\_\_  30" \_\_\_\_\_  36" \_\_\_\_\_  42" \_\_\_\_\_  48" \_\_\_\_\_
- Dog Food
  - Wet. Qty: \_\_\_\_\_
  - Dry. Qty: \_\_\_\_\_
- Cat Food
  - Wet. Qty: \_\_\_\_\_
  - Dry. Qty: \_\_\_\_\_
- Cat Litter
- Litter Boxes
- Stainless steel bowls
- Leashes
- Collars
- Puppy pads
- Slip Leads
- Enrichment items for dogs
- Enrichment items for cats
- Small animal supplies
- Large animal supplies
- Reptile supplies

**Sanitation and Disposal Areas:**

- Decontamination
  - Essential Supplies
  - Personal Protective Equipment
  - Water
  - Proper drainage
  - Standard Operating Procedures posted
- Garbage
- Biohazard waste
- Haz-mat disposal
- Dead animal holding facility

**ICS SECTIONS AND OFFICES:**

**Incident Management**

- Shelter staffed according to ICS
- ICS chart posted
- Distinct facilities available and marked for Incident Command
  - Communications
  - Finance and Administration
  - Public Information Officer (PIO) and Media

- Operations staging area
- Transportation staging area
- Resources Staging Area
- Base Camp
- Equipment and supply storage

#### **Volunteer Management**

- Reception desk or area :check-in/check-out procedures
- Orientation and training implemented
- Daily briefing established , include safety issues
- Information bulletin board
- Controlled area preventing access to animals until/if assigned
- Printed instructions/manual for volunteers

#### **Donation Management**

- Request Signage
- Monetary donation information
- Donation storage
- Donations manager –
  - Acknowledgement
  - Update wish list