

**ANIMAL
ISSUES
COMMITTEE
PLAN**

City of Conroe, Texas

Approval and Implementation

**APPENDIX 4
to
ANNEX N**

ANIMAL ISSUES COMMITTEE PLAN

Police Lieutenant – Animal Control

Date

EMC

Date

NOTE: Countywide Committee Plan is currently in the formation process.

ANIMAL ISSUES COMMITTEE PLAN

PURPOSE

- A. Emergencies and disasters frequently involve animals as well as people. Consequently, preparation for, response to, recovery from, and mitigation of animal situations related to disasters should be an integral part of any emergency management activity.
- B. An important goal for direction and control activities related to any emergency or disaster situation is knowing who to contact and having the confidence that the individuals identified are fully prepared to provide advice for handling the situation.
- C. An animal issues committee is an integral part of our local emergency management team and is an essential asset to our community. This plan outlines the types of individuals that make up our animal issues team as well as some of the responsibilities they would have and the situations they may encounter. A separate plan, "Animals in Disaster Plan" outline the roles and responsibilities of several entities during a disaster.

SITUATION AND ASSUMPTIONS

A. Situation

- 1. Companion animals (i.e., pets), livestock, and non-domesticated (i.e., wild) animals may be affected by all types of natural and man-made emergencies and disasters.
 - a. Natural disasters that could affect animals in Texas include disease, floods, fires, lightning strikes, wind storms and tornadoes, hurricanes, drought, toxic forage, excessive heat, and winter storms.
 - b. Man-made disasters affecting animals result from a myriad of causes such as traffic and other accidents, poisoning, power outages, bioterrorism, hazardous material spills, explosions, radiation incidents, and other biological or chemical events.
- 2. Animals may be injured, lost, abandoned, or die during or after an emergency or disaster situation.
- 3. To enhance the welfare of animals during disaster situations, activities may involve many functions such as evacuation, search and rescue, capture, identification, sheltering, feeding, transporting, and medical assistance.
- 4. In other cases, the diagnosis and control of an animal disease, as well as the proper disposal of diseased animal carcasses, could be a significant issue.

B. Assumptions

Appendix 4 to Annex N

1. There are individuals in our community who are knowledgeable and skilled in understanding and working with animals and responding to animal-related emergency situations.
2. Under normal circumstances, animals are the responsibility of their owners and, they are under their care and control. During an emergency, owners will take reasonable steps to shelter and provide care for their animals.
3. Animals may need community resources for rescue, emergency medical treatment, temporary housing/shelter and mass care and feeding. These resources may or may not be readily available for their needs.
4. These individuals may not know the members of the City of Conroe AIC who respond to emergency events involving animals, or they may not understand their responsibilities.
5. Our County Judge, emergency management personnel, and emergency responders may not be fully aware of how to handle certain situations involving animals, and they also may not be aware of the existence of various types of animal experts in our community.
6. This community would benefit significantly by having a viable animal issues committee or team that could help City of Conroe officials prepare for, respond to, recover from, and/or mitigate animal-related emergency situations.

CONCEPT OF OPERATIONS

A. General

1. Our community will create an Animal Issues Committee (AIC) to plan for, respond to, recover from, and mitigate against emergency or disaster situations involving animals.
2. The AIC will consist of government officials as well as private citizens who have an interest or skill in working with animals.
3. The AIC will have an animal-related mission which will vary depending on the needs of our community.
4. The AIC will prepare animal-related planning appendices to selected functional annexes of our local emergency management plan.
5. If appropriate, the AIC will ensure adequate training is provided for personnel who may respond to animal-related emergency or disaster situations as well as assisting during exercises related to animal issues involving disasters.

B. Animal Issues Committee composition

Appendix 4 to Annex N

1. The AIC will consist of a group of individuals with varied backgrounds, experience, skills, and interests that are generally related to the care and/or welfare of companion animals, livestock, or wildlife.
2. Members of our AIC will consist of the following types of individuals: *(The Committee will have as many or as few of the following individuals as deemed appropriate for the mission selected by the group and the needs of the jurisdiction.)*
 - a. Animal control officer (ACO) and ACO personnel *(a key committee member)*
 - b. Veterinarian(s) from private practice, industry, government, public health, the military, and/or the local or regional TVMA organization *(a veterinarian is being identified to assist the Committee in each county)*
 - c. Veterinary technician(s) from local veterinary offices *[good person(s) to have]*
 - d. TAHC or USDA/APHIS/VS "TRACE" representative *(to represent state animal health; one state or federal person assigned to each county)*
 - e. Public works representative *(for traffic control and carcass disposal issues)*
 - f. County Extension agent for agriculture (TCE) *(for animal disease and non-disease issues)*
 - g. Animal humane association or organization representative(s) [e.g., HSUS, SPCA, TACA, Noah's Wish, etc.] *(for companion animal rescue and sheltering issues)*
 - h. Allied agriculture industry representatives (e.g., feed stores, pet stores, feed mills, livestock markets, food production/processing facilities, slaughter and rendering plants, fuel outlets, equipment stores, animal boarding facilities such as kennels and stables, etc.) *(as appropriate to the Committee's mission)*
 - i. Animal association representatives (e.g., cattlemen's, breeders, dairy, and exotic/alternative livestock groups to kennel clubs, horse clubs, and game bird fanciers) *(as appropriate to the Committee's mission)*
 - j. Vocational agriculture science teacher(s) *(as appropriate)*
 - k. County fair representative *(as appropriate)*
 - l. Law enforcement representative city, county, and/or state (DPS) *(important for traffic control and quarantine enforcement in an animal disease situation)*

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Animal Issues Committee (AIC) will meet as often as necessary at a time and place prescribed by the committee members.
2. The AIC will manage the public and private sector efforts to meet the animal service needs that arise including: rescue and capture of animals that have escaped confinement, evacuation, sheltering, care of the injured, sick, and stray and disposal of dead animals.
3. The chair of the committee will be designated by the City of Conroe.
4. The Committee will be an “advisory” group to help solve animal-related emergency or disaster issues within our community.
5. Committee members may, however, in their own capacity or through their daily employment, supervise or participate in activities involving animals to include medical assistance, search and rescue, capture, evacuation, transportation, sheltering, donations management, carcass disposal, and disease eradication.

B. Assignment of Responsibilities

1. Our Animal Issues Committee will consider both non-disease and disease topics.
 - a. Our “non-disease issues” to be considered are:
 - (1) Evacuation and transport of animals from actual or impending disaster locations
 - (2) Sheltering and caring for animals during and after emergencies and disasters in holding facilities or other types of shelters
 - (3) Capture and holding of stray or lost animals affected by a disaster
 - (4) Animal identification and relocation activities
 - (5) Medical care or humane euthanasia for animals injured in an emergency or disaster
 - (6) Disposal of animal carcasses affected by an emergency or disaster situation to eliminate any disease spread from decaying animals and to eradicate any foul odors and unsightly views
 - (7) Wildlife nuisance situations

- (8) Administration and logistical support for animal-related emergency or disaster activities (e.g., overturned livestock truck, hazardous materials accident in proximity to animals, etc.)
- (9) Dissemination of public information regarding animal-related issues
- b. Our “disease issues,” in which the AIC can lend support to TAHC and USDA-FDA authorities in a disease response situation, will include:
 - (1) Quarantining and containment activities for disease situations
 - (2) Coordination of cleaning and disinfection activities for disease eradication
 - (3) Traffic control activities to include determination of traffic flow within and in proximity to the quarantine area; setting up signage and traffic barriers; establishment and operation of inspection, cleaning, and disinfection stations
 - (4) Obtaining and using appropriate communications capabilities and equipment
 - (5) Operations and communications of the local ICP for animal disease response activities
 - (6) Zoonotic public health issues (e.g., rabies vaccinations, West Nile Virus prevention, etc.)
 - (7) Determination of the number and location of disposal sites in the local area that could be used in an emergency to dispose of diseased carcasses while minimizing the spread of disease
 - (8) Dissemination of public information
 - (9) Obtaining appropriate equipment, chemicals, and drugs for the capture, transportation, confinement, euthanasia, disposal, cleaning and disinfection, traffic control, and other operations related to disease control and eradication operations
 - (10) Providing administration and logistical support for animal disease response and eradication activities

DIRECTION & CONTROL

- A. The Animal Issues Committee will provide support to and work under the auspices of the Montgomery County Emergency Management Coordinator.
- B. When an emergency or disaster situation arises, the AIC will respond as outlined in their plan(s). This would depend upon the situation and could include a meeting of all or only selected group members, either at a designated location or simply by phone or email.

C. Generally the AIC will not perform as a response organization. It will function as an advisement group to assist government authorities in their decision-making process associated with animal-related emergency and disaster situations. In many cases, the success of the AIC will depend on the soundness of their pre-disaster planning and support activities provided to local government officials.

D. Montgomery County Animal Issues Committee Chain of Command.

PROCEDURES GUIDE: REGISTRATION, SHELTER FACILITIES

If an animal is too aggressive or cannot be handled by volunteers, notify the veterinarian in charge who will determine if the animal (s) can be housed in your facility. Animals may be admitted to the local Animal Shelters.

Intake

Processing incoming animals is one of the most important things done during a disaster. There are three classifications of animals that arrive during disasters, and they are described below along with the steps for processing them into the shelter.

How to Intake a Living Animal

1. Take the animals to Animal Intake area.
2. Secure the animal in a cage or on a leash.
3. Scan the animal for a microchip or look for any tattoos. Even if the owner is known, this is done so that the microchip or the tattoo number can be noted on the Animal Intake Form. We shall utilize the web based data to locate owners of micro-chipped animals when necessary.
4. Complete the Animal Intake Form. Litters will be assigned to one form and given one number. If litters are with the mother, they will be registered on her form under her number.
5. Complete the identification process by taking a photo of the animal. If owned, include the owner in the picture if available. Write the intake date, number and sex of the animal on the photo. File the Animal Intake Form in the appropriate binder. Volunteers, if available, will record intake information on the Intake log as well. Fill out the Intake Form with intake number, date, sex, and breed.
6. If there is a chance the animal might bite, put a Caution – Biter sign on the cage or if it is a quarantined animal put a Caution – Quarantined Animal sign on the cage.
7. Take the animal to the assigned cage or area where it will be housed, unless the animal needs to be seen by a veterinarian, then it would go to the triage area.

DEAD ANIMAL PROCEDURE

1. Take carcass to the area designated for disposal of dead animals.

2. Scan the animal for a microchip and look for any tattoos or other identification.
3. Place the animal in a bag designated for dead animals.
4. Dead animals may be buried or burned (TCEQ 1-11.2092) depending on the circumstances and health threat.

SHELTER FACILITIES

A complete inventory will be taken and maintained on all supplies/ materials on hand needed to operate the facility.

Large animal holding facilities will include: The Montgomery County Fair Grounds, Great Western Trading Company in Magnolia, A.V. Sallas Park in New Caney, North County Park and Arena in Willis,

Small animal Receiving Stations for initial response will include: The Montgomery County Fair Grounds, Magnolia High School Pavilion, Montgomery High School Ag Complex, A.V. Sallas Park, City of Conroe Animal Shelter.

Each housing unit will be pre-numbered with attached duct tape as follows:

| | |
|---|---------|
| Dog Cages (food and water bowls) | 001-099 |
| Cat Cages (food bowl, water bowl, litter box) | 100-299 |

Loaner cages will be numbered in sequence following cage numbers. Tags will be made and attached to the cages using duct tape with the owners name and phone number. Tags should be placed so they are not accessible to the animal. The housing manager will be responsible for returning cages to owners.

A care/ feeding log will be placed on a clipboard outside the housing unit, and out of the animal's reach. The volunteer will note the animal's housing unit number on the log. The volunteer will also check to be sure all information matches the animal being housed.

Releasing Animals

Pets will be released to the owner on presentation of their driver's license or other photo Identification. It will be compared to the original admission form and the owner will sign the release portion at the bottom of the admission form. Problems can be addressed by the appropriate Co-Chairman.

FACILITY MANAGEMENT PLAN

In addition to using volunteers in the positions described on the following pages, there are a number of positions requiring greater leadership. These roles should be filled by members of the core team, preferably those on committees with related duties. These roles can also be filled by individuals identified by authority of the local government or individuals in charge of the facility.

Small Animal Leader – This person will be identified by the Chairperson of the AIC; the Facility Manager; local animal control director; or emergency management coordinator.

Responsible for managing volunteers, supplies, identification and communications for small animal responses. This leader will provide daily written situation reports and after action written reports to EOC Animal Issues Team.

Large Animal Leader - This person will be identified by the Chairperson of the AIC; the Facility Manager; local animal control director; or emergency management coordinator.

Responsible for managing volunteers, supplies, identification and communications for large animal responses. This leader will provide daily written situation reports and after action written reports to EOC Animal Issues Team.

PREPAREDNESS ACTIONS FOR THE ANIMAL ISSUES COMMITTEE

Meet on a regular basis

Develop appropriate plans, or maintain and periodically revise those already written

Develop animal-related “injects” for use during exercises and drills, and promote the use of these injects as well as the employment of the jurisdiction’s Animal Issues Committee in these events

Develop a contact list of committee members and local authorities

Develop equipment lists and maintain equipment readiness

Participate in local training and exercises

ADMINISTRATION & SUPPORT

A. Resource Support and Readiness

1. Any resources (equipment, materials, supplies) needed by the Animal Issues Committee or its members will be identified and listed.
2. Needed resources will be checked for availability and operability on a periodic basis. These materials will be kept at the Conroe Police Department or City of Conroe Animal Shelter.

B. Communications

Appendix 4 to Annex N

1. The Animal Issues Committee will utilize the City of Conroe Radio system or cell phone for communications when appropriate among the members for various situations such as alerting, emergency responses, exercises, and disaster situations.
2. Once the most appropriate type(s) of communications are established for each situation, the Animal Issues Committee should keep an up-to-date listing of their members; the individual animal-related expertise of each member; and the most appropriate method of contact during working hours, after-hours, weekends, holidays; etc.

C. Key Facilities

1. The Animal Issues Committee will establish a facility or meeting location at which the group can convene on a periodic basis to consider the myriad of animal issues affecting the jurisdiction.
2. During exercises, as well as actual emergencies, the Animal Issues Committee should decide how they will respond to each and from what location [e.g., by simply using phone contact among the members, convening at the regular meeting facility, operating from another designated emergency location, staffing the jurisdiction's emergency operating center (EOC), etc.]

E. Reporting

1. During response operations (exercises or actual emergencies), if appropriate, situation reports (SITREPs) will be provided to the jurisdiction's emergency operating center (EOC) and/or incident commander (IC), as requested
2. If appropriate, a SITREP format will be developed that either meets the jurisdiction's requirements or, if no specific format is required, than one that most appropriately reports the Animal Issues Committee's activities, challenges, and achievements during a variety of situations.

F. Records

1. Meeting minutes – The Animal Issues Committee should keep a written record of each meeting in order to maintain an accurate accounting of items discussed and actions taken.
2. Activity logs – During exercises/drills and actual response events, the Committee should maintain a log of the various issues considered and actions taken (see Attachment 3).
3. Written and cost documentation records, maintained by the Committee, should be protected and “duplicated/backed-up” to the maximum extent feasible to preclude them from being destroyed in an emergency or disaster situation. Allowable costs will be submitted to FEMA for reimbursement.

G. Post Incident Review

1. All Animal Issues Committee representatives should participate in any after-action review of any emergency event response by the jurisdiction in which a member(s) from the Committee was involved.
2. All committee members should participate in any exercise critique where animal issues were a part of the scenario.

ATTACHMENTS

- 1) Animal Issues Committee Members
- 2) Animal Issue Committee Contact List
- 3) Animal Issues Committee Activity Log
- 4) Site Survey
- 5) Housing Unit / Animal Care Log
- 6) Potential animal Transportation checklist
- 7) Volunteer Sign – In Sheet (Please Print)
- 8) Call In List for Volunteers
- 9) Volunteer Request Survey
- 10) Small Animal Intake (Facility Inventory)
- 11) Supply Resource List
- 12) Animal Relocation Log
- 13) Controlled Drug Log
- 14) Supply Check-out
- 15) Large & Small Animal Transportation Resources
- 16) Large Animal Feed & Supply Stores, Pet supply Stores, Allied industry Suppliers
- 17) Large & Small Animal Care & Holding Facilities
- 18) Veterinary Personnel Resource
- 19) Animal Rescue request Form
- 20) Animal Intake Form
- 21) Lost Pet / found Pet
- 22) Animal Release Form
- 23) Animal Disaster Response Volunteer Contract
- 24) Important Supplies to keep on hand

Attachment 4

Site Survey

The site survey should be completed before the animal shelter is set up. This survey should be performed by the Incident Commander, or designated member of the Facility Team. Please note any preexisting damage to the site under the following categories. **This form must be signed by the responsible agent of the site.**

Date: _____

Outside

Fence: _____

Landscape/foliage: _____

Grounds: _____

Inside

Walls: _____

Light fixtures: _____

Doors: _____

Floors: _____

Equipment: _____

Other: _____

Facility Team Leader Owner or responsible agent of site

Attachment 6

Potential Animal Transportation Checklist

During a disaster, transportation of large and small animals from the site of the disaster to the appropriate holding facility is a crucial link to a well-organized rescue effort. Please complete the transportation resource list below. For large scale disasters, the local jurisdiction may be able to provide large trucks. Below is a list of possible resources followed by two pages of blank information sheets to fill in the local participating groups and individuals. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Transportation should include a vehicle that will stop at Red Cross centers to pick up pets for boarding or treatment; advance coordination with the local Red Cross Chapter will facilitate this process. Appropriate authorization forms/medical records must be signed and adequate identification is needed (i.e., collar/microchip) for each animal. The owner will be given a number to call to check on their animal. Coordinate closely with animal shelter, veterinary hospitals and kennels.

Large Animal

- Private horse trailers
- Local cattlemen
- Animal Control
- University livestock transport

Small Animal

- Mobile veterinary clinics
- Animal Control vehicles
- Mobile dog kennels (hunting clubs, etc.)
- Local humane organizations
- Private vans, trucks and trailers (covered vehicles equipped with dividers, crates or airline pet carriers to keep animals separate during transport)

Attachment 9

Volunteer Request Survey

This survey is part of an effort to build a veterinary disaster response team. Please complete and return it at your earliest convenience to the address listed below. If you are not interested in disaster response, your completion of the first two lines would still be greatly appreciated. Thank you.

Name: _____
Home address: _____ City, Zip: _____
Home phone: _____ Cellular phone: _____
Pager: _____ Fax: _____
May we call you at work? Yes / No Work phone: _____
Employer or Clinic name: _____
Address: _____ City, Zip: _____
Work days and hours: _____ Occupation/title: _____

If you are a veterinarian, please complete this section.

Species you are willing to treat: _____
Available facilities: _____ Isolation area available: Yes / No
Would you work outside normal business hours? Yes / No
Would you treat animals in another location or triage center within the county? Yes / No
Medical/surgical procedures you do not do: _____
Procedures you are especially good at: _____
I

It is likely that there will be little financial compensation for medical and surgical procedures on unclaimed animals. Would you still be willing to provide medical services? Yes No

If you wish to participate in field response, please complete this section.

Date of birth: _____ Driver's license no.: _____ Exp.: _____
Sex: M / F Height _____ Weight _____ Hair color _____ Eyes _____
Vehicle license plate #: _____ Vehicle description: _____
Trailer license plate #: _____ Trailer description: _____
Specialized training/certification/qualifications: _____

Emergency contact: _____ Emergency phone: _____
Address: _____ City: State: _____
Physician: _____ Phone: _____
Insurance carrier and ID no.: _____
Medical conditions or limitations: _____
Applicant's signature: _____ Date: _____

Please mail this survey to:
City of Conroe Emergency Management Coordinator

Office Use Only

Assigned ID no.: _____ Date reviewed: _____ Approved by: _____
Notes: _____

**Attachment 15
Large Animal Transportation Resources**

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Large & Small Animal Transportation Resources

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Attachment 16 Large Animal Feed & Supply Stores

Hay and grain for large animals, and halters and lead ropes may be secured through donations from local feed and supply stores. Private farms may be an additional or alternate source for feed and ropes. Trail marking tape (colored rolls of thin plastic) may also be available to use around an animal's neck for identification. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____
Representative's Name _____
Business Phone _____ Home Phone _____
Emergency Phone _____ Pager _____
Supplies Available _____

Store Name _____
Representative's Name _____
Business Phone _____ Home Phone _____
Emergency Phone _____ Pager _____
Supplies Available _____

Store Name _____
Representative's Name _____
Business Phone _____ Home Phone _____
Emergency Phone _____ Pager _____
Supplies Available _____

Store Name _____
Representative's Name _____
Business Phone _____ Home Phone _____
Emergency Phone _____ Pager _____

Supplies Available _____

Pet Supply Stores

Pet supply stores may offer to meet your small animal needs by donating pet food, carriers, crates or other supplies. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Allied Industry Suppliers

Pharmaceutical and medical supply companies or distributors may offer to donate drugs, bandaging material, intravenous fluids, etc. You can include their name(s) in news releases and radio announcements to acknowledge them when appropriate. Pharmacies may also offer to donate drugs for animal use during a disaster. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Other Sources of Supplies

Grocery stores may offer to donate pet food, food for staff, and potable water. Restaurants/fast food establishments may offer to donate breakfast, lunch, and/or dinners for your staff during a disaster. Also, restaurants and groceries may have extra 5-gallon plastic containers that would be useful for water storage during a disaster. Collect these prior to the disaster. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Potential Animal Shelter Checklist

Animal holding facilities are the most valuable resource in a disaster. A triage system must be implemented if space is available to transport animals needing veterinary care to veterinary hospitals, and healthy but lost animals to shelters, kennels, etc.

Animal identification during transport and holding is essential. An Kennel Card strip with a description of where the animal was found or owner's name (if known) will greatly aid in returning the animal to its owner following a disaster. Number codes may be helpful if the information is immediately logged on the animal's medical record.

Standardized medical records must be kept on all animals treated during a disaster; examples of forms for this purpose are found in the Forms Section. Depending on the number of animal injuries, veterinary hospitals may also be used as boarding facilities until the owners can be located and have a place for their pet.

Please contact veterinarians, kennel operators, animal control facilities, and other interested parties in your county who may be able to provide animal sheltering during a disaster. Use the following checklist to ensure you contact all possible resources. Keep a running list of individuals you contact. Record all contracts and offers for space, both public and private, on the following forms. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Large Animal/Equine

- Mixed, large animal and equine veterinarians
- Fairgrounds
- Local 4-H groups/FFA
- Stables, private farms
- Stockyard companies
- Rodeo arenas, showgrounds
- Local educational institutions

Small Animal

- Kennels/boarding facilities
- SPCA/humane organizations
- Veterinary hospitals

Large Animal Care & Holding Facilities

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes___ No

Small Animal Care & Holding Facilities

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes___ No

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Attachment 18

Veterinary Personnel Resources

Veterinarians and registered veterinary technicians who have volunteered to provide expertise and equipment during a disaster may be listed along with their experience, special training, and the name of their practice or institutional affiliation. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Name _____ ID #: _____
 Home Address _____
 Home Phone _____ Emergency Phone _____
 Cellular Phone _____ Pager _____
 Work Address _____
 Work Phone _____ Fax _____
 Disaster training/certifications _____

 Disaster experience _____

Name _____ ID #: _____
 Home Address _____
 Home Phone _____ Emergency Phone _____
 Cellular Phone _____ Pager _____
 Work Address _____
 Work Phone _____ Fax _____
 Disaster training/certifications _____

 Disaster experience _____

Name _____ ID #: _____
 Home Address _____
 Home Phone _____ Emergency Phone _____
 Cellular Phone _____ Pager _____
 Work Address _____
 Work Phone _____ Fax _____
 Disaster training/certifications _____

 Disaster experience _____

**Attachment 19
Animal Rescue Request Form**

Date sighted _____ Time _____

Name of requesting party _____

Agency or owner (if different from above) _____

Address _____

City _____ Zip _____ Phone: (work) _____ (home) _____

Temporary address _____

Is there a key available? _____ Location _____ If no, is keyless entry authorized? _____

Signature of person completing form _____ Date _____

Location of animal or sighting (Address, cross streets, landmarks) _____

Animal:

Species _____ Breed _____ Sex _____ Castrated? _____

Distinctive markings _____

Did the animal appear to be injured or in immediate danger? _____

Rescue Use only

Request received: Date _____ Time _____

Action taken _____

Emergency medical treatment provided to animal _____

Treatment given by _____ Phone _____

(circle one) Rescue team member Veterinarian Other _____

Animal taken to _____

Address _____

City _____ Zip _____ Phone _____

Name of person completing this report _____

Attachment 20 Animal Intake Form

Date _____ Animal ID no. _____ Animal name _____
Owner _____ Phone _____
Address _____
City _____ Zip _____
Temporary address _____
Emergency contact (location/phone) _____
Veterinarian or Veterinary Hospital _____ Phone _____

If this animal is being submitted by a Good Samaritan:

Where was it found? _____
Do you wish to adopt the animal if owner is not found? _____

Animal Identification (see Animal Identification Chart)

Species _____ Other ID no. and type _____
Breed _____ Size _____
Coat color _____ Coat length _____
Age _____ Sex: M F M/Neutered F/Spayed
Vaccination dates:
Canine: Rabies _____ Distemper/Hepatitis _____ Parvo _____ Bordatella _____
Feline: Rabies _____ Respiratory diseases _____
Other species: _____
Any medical problems? Yes (Please explain) / No _____

Current medications _____ Provided by owner? Yes / No
Special dietary needs _____ Provided by owner? Yes / No

Is animal aggressive toward: Men Women Children Other animals

Has this animal bitten anyone within the last 10 days? _____

Due to the declared emergency, I am requesting authorized agents to board my animal listed above and agree to all of the following:

- 1) I understand that my animal may be exposed to diseases and other risks while being housed at the shelter or other facilities and therefore I will not hold them responsible for the health or death of my animal.
- 2) I agree to attempt to find alternate housing for my animal as soon as possible.
- 3) I agree to contact the shelter on a daily basis to keep the Animal Issues Committee updated on my whereabouts and possible alternate housing.
- 4) I understand that this boarding agreement is temporary and I agree to make arrangements for or claim my pet within five working days.
- 5) I understand that I will be subject to boarding fees starting on the sixth day after drop off.
- 6) I understand that the animal must be picked up by the 14th day or it becomes property of the City of Conoe.

Owner Signature _____ Date _____
Volunteer/Witness _____ Date _____

Transport: Time called: _____ Time Pkup: _____ Pkup by: _____

Attachment 21 Lost Pet / Found Pet

Today's Date _____ Date Lost or Found: _____

Is this for a found or lost pet? (circle one) Found / Lost

Owner _____ Phone _____

Address _____

City _____ Zip _____

Temporary address _____

Emergency contact (location/phone) _____

Veterinarian or Veterinary Hospital _____ Phone _____

Location of animal loss or find: _____

Cross street and neighborhood: _____

City _____ Zip _____

Photo available? Yes / No Other missing animals on file? Yes / No

Pet information

Species _____ Other ID no. and type _____

Breed _____ Size _____

Coat color _____ Coat length _____

Age _____ Sex: M F M/Neutered F/Spayed

Detailed description _____

Date of last rabies vaccination: _____

Any medical problems? Yes (Please explain) / No _____

Current medications: _____

Special dietary needs: _____

Is animal aggressive toward: Men Women Children Other animals

Has this animal bitten anyone within the last 10 days? Yes / No

Owner Signature _____ Date _____

Volunteer/Witness _____ Date _____

Attachment 22

Animal Release Form

Date _____ Animal ID No. _____

Species _____ Breed _____

Other property _____

Housed at _____

I hereby acknowledge that I am the owner/responsible person for the above animal, have taken custody of my animal on _____ and that I am now responsible for its transport and care. I also acknowledge that I have received my animal in satisfactory condition. I release this facility, all of its volunteers, and any sponsoring agencies associated with this facility's animal care from any further responsibility.

I have also been advised that the premises to which I am returning the animal should be thoroughly checked for damage (fences down, holes, hot spots, chemicals and any other animal endangering conditions) before returning the animal to its premises, and before the animal is released from this facility.

Date _____

Signed _____

Identification _____

Released by _____

Attachment 23

Animal Disaster Response Volunteer Contract

ID Card

When you have completed necessary paperwork, completed required training and passed the examination, Animal Issues Committee Co-Chair(s) and Team Leaders will receive an identification card. This identification card must be on your person at all times while you are volunteering during a disaster or drill. If you do not have your ID card with you, do not expect anyone, from your agency or any other agency, to accept you as a bona fide member of the disaster team.

Insurance

You are expected carry your own medical insurance and vehicle insurance for personally owned equipment used during a disaster.

Attire

If your attire is inappropriate for a task, you will be reassigned to a safer position. This is for your coworkers' safety as well as your own. Please do not wear open-toed shoes.

Health

If you are not in robust health, do not attempt front-line duty. There are many positions where only a healthy mind is required. Specifics of your health status do not necessarily need to be disclosed, but it is your own responsibility to be sure that your work assignment is appropriate to your own health status. As an incident wears on, medical problems that are not usually limiting become significant; if you begin to have difficulty, please notify the incident commander, first-aid doctor or your immediate supervisor promptly so that you can be reassigned or excused.

Please remember that blood on the surface of an animal may not necessarily have originated from that animal; i.e. it may be human blood inadvertently spilled on the animal's coat during a disaster or an attempted rescue. Because of certain blood-borne viruses such as hepatitis and AIDS, your potential exposure to human blood - especially if you have any open sores that contact the blood - is generally a much greater risk than exposure to animal blood. Please use rubber gloves, CPR masks and take other appropriate measures to protect yourself from exposure to human blood. Please keep your tetanus vaccines up to date - carry a doctor's certification of your most recent inoculation. Rabies is a very serious risk in a disaster situation, especially in endemic areas. Please do not handle wildlife. Take proper precautions to avoid animal bites, and if bitten, please report immediately to the incident commander or human medical officer. If the biting animal is not available for either quarantine observation or direct brain examination, you are advised to go through the rabies vaccination and immunoglobulin series (at your own expense).

Behavior

Exemplary behavior from all volunteers is expected at all times. The command structure is to be respected and

neither usurped nor ignored at any time. The incident commander currently on duty is the ultimate decision-maker for all situations within the animal response program *on-site*. (The incident commander reports to the Emergency Operations Center at the EOC, law enforcement officials, and elected officials). If a duty schedule is in force, you may be sent home if you are working outside your assigned time slot or work position. Fatigue clouds judgment, shortens tempers and affects your quality of work on subsequent shifts. Any confrontational behavior, evidence of illegal drug use, alcohol consumption, inappropriate smoking, willful failure to follow instructions, interference with the work of others or evidence of theft may incur reassignment, surrender of badge or relief of duty for a period of time. Any other obviously inappropriate behavior will be handled similarly.

Food & Shelter

You are expected to bring whatever clothing, food, drinking water, medication, bedding, and personal care supplies that you will need during the first 72 hours of the disaster incident. If appropriate and feasible, bring your own shelter from rain or sun. You may not be able to return home or leave the facility to purchase necessary items.

Your Own Animals

If your own animal(s), home or business is at risk from a progressing disaster, please take care of your own animals and structures before reporting to help others. This includes evacuation of your own animals. If you have already committed to an immediate response, please try to let the scheduler know that you will be late or absent, especially if you are to fill a leadership position.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE RULES STATED. I AGREE TO ALL POINTS OF THIS CONTRACT. I HAVE BEEN ISSUED AN IDENTIFICATION CARD; I UNDERSTAND THAT IF I BREAK THE RULES OF THIS CONTRACT, I MAY HAVE TO SURRENDER MY ID CARD AND FORFEIT MY MEMBERSHIP STATUS PERMANENTLY.

Signature _____

Date _____

Print Name _____

Attachment 24

Important supplies to keep on hand

If disaster is severe, have a generator prepositioned - this will be critical! Remember, this list is for a small to medium sized team. Adjust to fit your team needs. Please forward any recommended additions or deletions for future versions of this guide.

General

rubbing alcohol: 6 gallons
bleach: 3 gallons
tackle box for crash kit with lock
cage cards
Polaroid cameras: 2
clipboards: 15
dictionary: spanish/english
euthanasia forms
flashlights with fresh batteries: 6
hydrogen peroxide: 2 gallons
lime: 30lb. in 10lb. bags
light bulbs
paper clips
paper towels
step on scale
scissors: 12
sharps containers: 2
scrub brushes for cages: 5
staplers: 5
tape: masking 1", 2", and duct: 5 rolls each
towels: at least 40-50
varikennels: 30 small, 20 medium, 20 large
shoeboxes (plastic) for birds, mice, reptiles: 3

back support belts: 4 small 6 medium 6 large
betadine solution and scrub: 3 gallons each
bucket: 2
calculators: 4
manual can opener: 3
controlled drug logs
digital camera
film: Polaroid 600 instant film, high definition
generator
labels for prescriptions
light fixture that clamps on with light bulbs: 3
newspapers
paper plates: large, small
pens and highlighters
gram scale
Sharpies, wide and thin point: 24
s-hooks to hold fluids
spray bottles: 3
strong box for controlled drugs and lock
tarp with poles and sides
30 gallon trash bags
wire ties

Small Animal

Medications

Advantage: dog and cat in all sizes
Amoxicillin: 100 mg 500 tabs
Amoxicillin suspension: 13
Baytril 22.7mg 100 tabs
Baytril injectable: 12 bottles
Betadine solution: 1 gallon
50% Dextrose: 1 bottle
Dopram: 1 bottle
Epinephrine 1:1000: 1 bottle
Ketamine: 1 bottle
Ophane
PBN ophthalmic ointment: 6
Rompun: 1 bottle
Yohimbine: 1 bottle
Fluids:

Acepromazine inj.: 1 bottle
Amoxicillin 400 mg 250 tabs
Baytril: 5.7mg 100 tabs
Baytril 68 mg 100 tabs
Betadine scrub: 1 gallon
Chloroelase
Dexamethasone Phosphate: 5 bottles
Euthanasia solution: 1 bottle
Fluorescein stain
KY lubricant: 6 tubes
Polyflex injectable: 2 bottles
Torbugesic, 5 mg and 10 mg inj.: 5 bottles each
Silvadene creme

LRS 1L bags: 15 cases, NaCl: 2 cases, LRS 250 ml bags: 8 bags

Medical supplies

AD food: 2 cases
 alligator forceps: 2
 cast material: 4 rolls
 battery operated clippers: 2
 # 40 blades: 3
 e-collars: 10 each #30, 25, 20, 15, 12.5, 10, 7.5
 cotton rolls: 30
 Elasticon
 gauze rolls: 10 dozen
 exam gloves, 1 box each medium and large
 hemostats: 6
 IV catheters: 12 each 20 g and 22 g
 leashes: 100
 needles: 25 g (400), 22 g(500), 20 g(600)
 pill vials
 Qtips: 100
 Rx labels
 padded splints: 12 each size
 scrub brushes for hands: 3
 surgical masks with and without eye shields
 thermometers: 6
 hand towels: 6
 wire cutters: 3

adhesive tape 1 and 2 inch: 50 rolls each
 bottles, squeeze: 1/4 oz, 1 oz
 catbags and nets: 3 each
 batteries for clippers
 cold sterile solution
 collars, ID
 disinfectant for kennels: 4 gallons
 feeding tubes, red: 2 each size
 gauze, 3 X 3: 4 dozen
 surgery gloves, size 7 and 8: 1 box each
 IV sets: 21
 butterfly catheters: 3 dozen
 muzzles, cat and dog-all sizes 3 sets
 pen lights: 12
 pooper scoopers
 rabies poles: 5
 silver nitrate
 bandage scissors: 4
 stethoscopes: veterinarians bring their own
 syringes: 1 cc, 3 cc, 6 cc, 12 cc, 35 cc, 60 cc
 tourniquets: 3
 Vetwrap, 2" and 4": 3 boxes each

Large Animal

Remember not to use any medication on livestock unless you know its withdrawal periods and any restrictions placed on its use by regulatory agencies!

Equine Medications

Acepromazine inj.: 2 bottles
 Banamine inj. and granules
 Butorphenol 10 mg/ml inj.: 2 bottles
 Dipyrone inj.
 Epinephrine 1:1000: 1 bottle
 Fluids: LRS 56 liter bags (20 liters per horse)
 Furacin cream
 Guaifenesin inj.: 2 bottles
 Ketofen inj.: 2 bottles
 Panalog ointment
 Phenylbutazone injectable and paste
 Predef 2X inj.: 2 bottles
 Toxiban granules: 2 pails

Atropine ophthalmic
 Betadine ointment
 Dexamethasone 4 mg/ml inj.: 2 bottles
 Detomidine inj.: 2 bottles
 Euthanasia solution: 1 bottle
 Fluoroscein stain
 Gentamicin 100mg/mL inj.: 4 bottles
 Ketamine inj.: 2 bottles
 Lidocaine 100mg/ml: 2 bottles
 PBN ophthalmic
 Procaine Penicillin G: 4 bottles
 TMPS 906 tabs
 Xylazine (Rompun) 100 mg/ml: 2 bottles

Livestock Medications

Acepromazine injectable
 Banamine inj. and granules
 Butorphenol 10 mg/ml
 Calcium chloride powder, 100gm boluses
 Dexamethasone 4 mg/ml inj.: 2 bottles
 Dipyrone inj.
 Euthanasia solution: 1 bottle
 Fluids: LRS 56 liter bags (20-40L per cow)
 Guaifenesin inj.: 2 bottles
 Ketofen inj.: 2 bottles
 Lidocaine 200mg/ml: 2 bottles
 Panalog ointment
 Poloxalene (Therabloat): 6
 Predef 2X inj.: 2 bottles
 Xylazine (Rompun) 100 mg/ml: 2 bottles

Atropine ophthalmic
 Betadine ointment
 Calcium gluconate inj.
 Detomidine for analgesia, sedation
 Dextrose 500ml bottles: 12
 Epinephrine 1:1000: 1 bottle
 Florfenicol (Nuflor): 2 bottles
 Fluorescein stain
 Ketamine: 2 bottles
 LA-200 (oxytetracycline)
 Micotil 300mg/mL inj.: 1 bottle
 Phenylbutazone inj. and paste
 Procaine Penicillin G : 6 bottles
 Tetanus toxoid and antitoxin

Remember not to use any medication on livestock unless you know its withdrawal periods and any restrictions placed on its use by regulatory agencies!

Large Animal Medical supplies

balling gun: 2
 cast material
 drains
 Elasticon 3": 5 dozen
 4" x 4" gauze: 12 pkg.
 exam gloves, all sizes: 1 box each
 heavy leather gloves: 1 each size
 hoof knives: 6
 all instruments for 2-3 LA surgery packs,
 more if disaster is severe
 cattle marker crayons: 12
 needleholders, 3 sizes
 IV lines and extensions: 24
 nose leads: 6
 splints (PVC)
 suture materials: 3, 2, 1, 0, 00 Vicryl; 3, 2, 1, 0
 syringes: 3 cc, 12 cc, 35 cc, and 60 cc
 twitches, nose and ear: 6 each
 Vetwrap 4": 5 dozen

blankets or coolers
 sheet cotton
 earplugs, Caskel cushions: 3 sizes
 6" brown gauze: 4 dozen
 4" Kling gauze: 4 dozen
 surgery gloves, size 7 and 8: 1 box each
 cotton or leather halters: all sizes, horse and cow
 hydrogen peroxide: 2 gallons

mineral oil: 1 gallon
 IV catheters 14 g 5 1/4"
 needles 18 g 20 g 25 g
 stretch knit cotton bandages for leg wraps
 suture needles
 Vetafil
 trocars: 12
 ultrasound equipment
 xray equip: cassettes, aprons, gloves

Ropes:

cotton lead ropes, 15' _with bull snap: 8
 manilla ropes 50' _by 3/4": 2

foot ropes, 15' _: 4
 cotton ropes 100' _each: 4