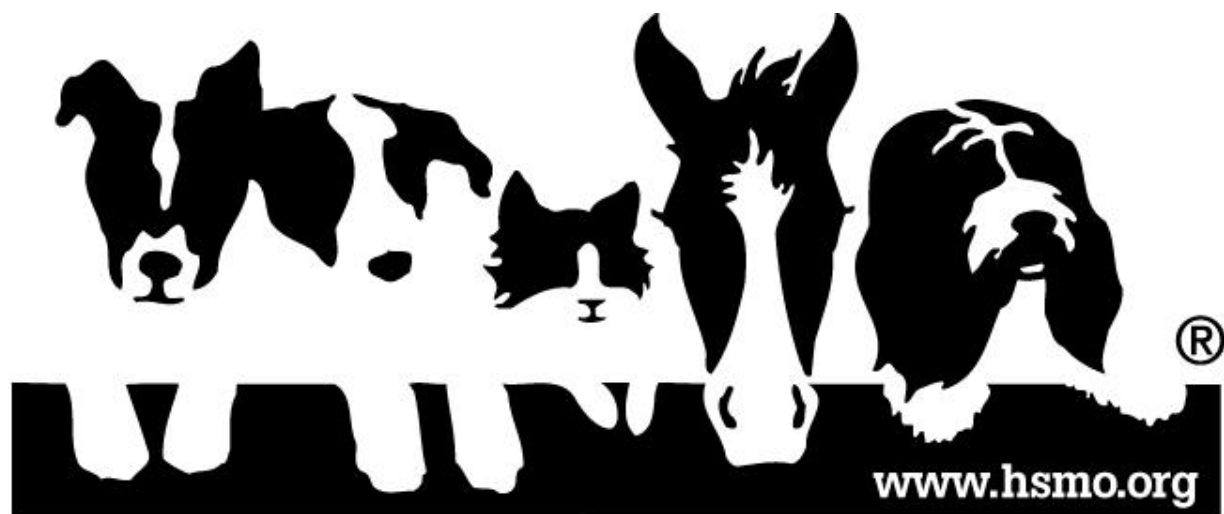


Missouri Pets in Disaster Standard Operating Guidelines



Humane Society of Missouri

Since 1870

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SEMA Pets in Disaster Standard Operating Guidelines

1. SEMA EOC will notify Humane Society of Missouri (HSM) 314-647-4400, lead animal welfare volunteer agency, of animals impacted by disaster and need for response. **Page 6**
2. SEMA EOC will request HSM to send liaison to the SEMA EOC floor. **Page 6**
3. Coordinate shelter facilities using available shelter facilities or confinement areas or develop temporary shelter areas in cooperation with local jurisdictions based on HSM standard operating guideline. **Page 11**
4. Coordinate the animal medical service needed for animal shelter and confinement areas based on HSM's standard operating guideline. **Page 15**
5. Coordinate disposition for unclaimed animals and shelter overflow based on HSM standard operating guideline. **Page 14**
6. Coordinate efforts to rescue and capture animals including relocation before the disaster. **Page 6**
7. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners based on HSM's standard operating guideline. **Page 12**
8. Track activities of animal rescue and capture activities based on HSM's tracking system and information provided by local jurisdictions. **Page 10**
9. Track activities of animal shelter and confinement facilities based on HSM's tracking system and information provided by local jurisdictions. **Page 12**
10. Coordinate volunteer services for animal rescue and shelter care based on HSM's standard operating guideline. **Page 19**
11. Coordinate storage and distribution of animal food, water and medical supplies with the lead agency. **Page 18**
12. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes. **Page 21**
13. Coordinate with Donations Management to provide water, food and shelter and other physical needs to animals; and store and distribute animal food and medical supplies to the requesting jurisdiction. **Page 18**
14. SEMA to coordinate essential supplies and utilities requests from HSM to sustain animal rescue and sheltering operation. **Page 19**

**Humane Society of Missouri
Missouri Pets in Disaster
Standard Operating Guidelines**

I. Mission Statement

In the event of a disaster the Humane Society of Missouri (HSM) is committed to help ensure that as many household pets and service animals survive as possible. As capabilities permit, HSM may exceed the Federal and State requirements to address the needs of other animals following a disaster. To achieve this goal we will assist with animal evacuation before and after a disaster, establish emergency animal shelters, provide transport, immediate care and rescue for household pets/service animals affected by a disaster.

A. HSM priorities

1. Animal survival.
2. Return household pets, service and other animals to their owner.
3. Place unclaimed and relinquished pets with animal welfare agencies outside the disaster area for possible adoption.

II. Concept of Operations

A. Animals impacted by disaster

1. Potential hazards, such as flooding and hazardous materials incidents, may require evacuation of citizens from a selected area. Typically no pets are permitted in human shelters, except for service animals that accompany citizens with special needs. HSM is committed to minimizing animal suffering and human anguish by providing temporary shelter for household pets/service animals before and during an evacuation, provide rescue, transport and immediate care for animals in the effected area and to provide a system for returning animals to their owners after a disaster/event is over.
2. The Humane Society of Missouri recognizes that pets and larger animals are victims of emergencies and disasters and that a strong bond exists between many people and their animals. Frequently, elderly citizens express extreme reluctance to evacuate a disaster area unless arrangements have been made for the care of their companion animals. Such refusals or delays begin a chain reaction that can seriously jeopardize or cause a total breakdown of the overall evacuation plan. The animals are their lifelines. Therefore, helping animals is helping people. The Humane Society of Missouri staff and volunteers will perform disaster rescue in a lawful and ethical manner at all times.
3. In an attempt to save animals' lives and reduce human anguish during these events, the Humane Society of Missouri, in conjunction with the State Emergency Management Agency (SEMA) will organize and maintain a manual to identify local resources for animal shelters, emergency sources of animal foods, medicines, pet cages, and other necessary supplies as well as work with local Emergency Management Agencies to develop evacuation shelter procedures for temporary housing for pets.
4. Additionally, the Humane Society of Missouri, in conjunction with SEMA, will continue to educate the public on animal disaster planning and preparedness.

III. Pre-Disaster Readiness Levels

A. Normal Operations-Condition Green

HSM is responsible for developing plans and procedures to provide shelter, care and rescue for an indeterminate number of household pets/service animals in a disaster.

1. In cooperation with SEMA and local Emergency Operations Center (EOC) personnel in each jurisdiction, identify potential pet and animal shelter(s) within each local jurisdiction (county).
2. Recruit volunteer assistance from other animal welfare agencies and volunteer groups and assign key staff personnel to assist with operations at the temporary emergency shelter.
3. Identify resources for animal medical supplies and vaccines for use at the emergency pet shelter. Maintain resources for 500 animals at all times.
4. Identify resources for pet and animal foods, cages and other supplies for use at the emergency pet shelter. Maintain resources for 500 animals at all times.
5. Maintain fleet of 4 wheel drive vehicles, animal transport and rescue equipment for land and water rescue.
6. Maintain team of experienced animal rescue and disaster response personnel.
7. Verify or request sufficient electric, water and sanitation requirements at the fixed facility as well as any additional temporary pet shelter constructed during times of disaster.
8. Prepare brochures and handout materials on animal disaster planning for public distribution to promote personal readiness.

B. Increased Readiness-Condition Yellow

A natural or manmade disaster is threatening Missouri.

1. Review animal shelter operations and rescue plans and procedures.
2. Confirm task assignments and place rescue response team and volunteer groups on alert status.
3. Confirm the availability of potential animal shelters.
4. Begin public service announcements when appropriate in coordination with local EOC on the care of animals during an emergency.
5. As conditions worsen the Animal Disaster Response Team will begin to mobilize and stage equipment outside the target impact area when it is safe to do so.
6. Begin record keeping in accordance with FEMA requirements of disaster-related expenses and continue for duration of the emergency. Documentation must include hours worked by staff and volunteers; equipment purchased or used for response and supplies purchased or used for response.

C. Emergency Operations-Condition Red

SEMA EOC will notify HSM, lead animal welfare volunteer agency, of animals impacted by disaster and need for response. See HSM Points of Contact on page 23. Emergency situation is confirmed by response activation from SEMA, or response request from local EOC. At the request of the local or State EOC an HSM representative will be dispatched to serve as animal services liaison on the EOC floor.

IV. Response

A. Evacuation before a disaster

Coordinate efforts to rescue and capture animals including relocation before the disaster. In the event of an impending disaster that will displace people, the Humane Society of Missouri will assist local emergency workers with the evacuation

and emergency sheltering of animals. The same procedures and standards apply as in a post disaster response.

1. Coordinate with local Animal Control, Humane Society and Animal Rescue groups, to develop a plan for transport and emergency sheltering.
2. Utilize HSM Animal Rescue trailer, Animal Control vehicles, Vans, and horse trailers.
3. Identify an Emergency animal shelter site Fairgrounds, Animal Welfare Agencies or warehouse type buildings should be considered.
4. Field teams will keep a daily log of animals that have been removed from a community.
 - a. The address or location the animal was removed from.
 - b. A complete description of the animal.
 - c. Physical condition
 - d. Rescue personnel will leave notification at the property where any animal has been removed. This will have a description of the animal; date removed who removed the animal and the location where it has been taken.

B. Post Disaster

When a disaster strikes HSM's Animal Disaster Team will respond to protect lives and property.

1. Damage Assessment

A Disaster Team member will respond to the EOC and coordinate animal response with Emergency Management. Our experienced Disaster Responder will work with local authorities; animal control, animal shelters and veterinarians to assess the level of need.

 - a. Identify the severity of impact this event has had on local animal population, Animal Welfare Agencies, Veterinarians and the ability to obtain animal supplies.
 - b. Identify the types of animal affected and what equipment and personnel will be required to conduct an effective rescue mission.
2. Evacuation and Emergency Response

When advised that an evacuation order has been issued, the assigned Shelter Director will begin temporary shelter operations. In cooperation with SEMA, HSM will coordinate the following actions to provide any or all of the emergency services listed below.

 - a. See Evacuation before a Disaster checklist

V. Disaster Search and Rescue

A. General

1. HSM will deploy our Animal Disaster Response Team to respond to any disaster in Missouri when requested. HSM is networked with local, state and national animal welfare organizations that can send experienced personnel at HSM's request. HSM will work with local Animal Control, Humane Society and volunteers groups when available to organize animal transport, sheltering staff and rescue personnel.
2. HSM personnel and volunteers will work within the NIMS National Incident Command Structure. All rescue operations will be conducted in a safe and ethical manner and in compliance with all state laws. Humane Society of Missouri personnel and volunteers will treat animals humanely at all times. Any individual or group violating these principles or who seek to deprive a

rightful owner of their animal will be asked to cease operations in the disaster response and leave the area.

B. Field and Tactical Animal Rescue

The HSM Field Operations Chief will coordinate rescue efforts through the Local EOC.

1. Field operations must be documented in accordance with FEMA requirements to include man hours worked/volunteered, type vehicles and hours used and type other equipment purchased or used for response.
2. The EOC will be provided the names, contact information and type of vehicle and equipment of all search and rescue personnel.
3. The Field Operations Chief will check in with the EOC daily to provide status updates.
4. HSM will respond to calls from the EOC, local citizens and phone calls to our dispatch center.
5. All information obtained through sources other than the EOC will be given to the EOC for informational tracking purposes.
6. Search and rescue teams will be deployed with communication devices, a plan of action and instructions of their roles and responsibility.
7. All Rescue personnel will report to the Field Operations Chief at assigned intervals.
8. Rescue personnel will be equipped with a 2 way radio or cell phone.
9. If 2 way radios or cell phones are jammed, a safety contingency will be put into effect.
10. The Field Operations Chief will arrange a meeting time and location every 2 hours. Rescue personnel will provide the Field Operations Chief with a list of locations they are going during each time frame.
11. Rescue personnel will be sent in teams of two when possible.
12. Rescue personnel should be experienced animal handlers and have some basic knowledge of disaster response.
13. Rescue vehicles should be appropriate for the environment they will be driving in and visibly marked "Disaster Rescue and host agency".
14. Rescue personnel should be equipped with the appropriate tools for the mission, leashes, muzzles, catch poles, net, bolt cutters, transport cages, dog and cat food, water.

C. Care for Animals in Place

In the event of a disaster that has displaced people and it is not advisable or possible to evacuate animals; the Humane Society of Missouri will assist local emergency workers with the care of animals in place. HSM will work with local animal control, humane society and volunteers to coordinate the care and/or evacuation effort.

1. HSM will provide food and water for animals that are healthy and in a stable environment.
2. This will be documented utilizing a tracking system that will ensure that the animals are cared for every 72 hours.
3. The care in place system will continue until the owners can return home or the animal is removed.

D. Evacuation Before/After a Disaster

In the event of a disaster that has (will) displace people; the Humane Society of Missouri will assist local emergency workers with the evacuation and emergency sheltering of animals. HSM will deploy an animal disaster rescue team equipped with our large rescue trailer for transport and emergency sheltering, 4 wheel drive trucks, transport vans and horse trailers to aid in the transport of animals. HSM will

work with local animal control, humane society and volunteers to coordinate the evacuation effort.

1. See evacuation before a disaster checklist.

E. Owner Notification of Removed Animal(s)

HSM will make every reasonable attempt to alert the community through local media of the location of emergency animal shelter.

1. The EOC and local law enforcement will be notified of our location at all times.
2. The HSM Public Information Officer will contact local T.V and Radio sources to announce our arrival, where the emergency animal shelter is located and who to contact to make a report or obtain information.
3. HSM will post the property where animals are removed in an obvious location. The notification will have contact information for HSM, the location where the animals are being housed and a description of any animals removed from the property.

F. Keyless Entry

In the event that a community has been evacuated and residents will not be allowed to return home for an extended period of time it may become necessary to remove surviving animals without the owner being present. When requested by the Incident Commander, property owner or resident, HSM will enter private property to remove household pets/service animals.

1. The Humane Society of Missouri will enter private property in the least conspicuous location if keyless entry is necessary.
2. The property will be secured to the degree possible prior to leaving.
3. HSM will post the property where animals are removed in an obvious location. The notification will have contact information for HSM, the location where the animals are being housed and a description of any animals removed from the property.

G. Emergency Sheltering

HSM will establish a temporary animal shelter or work with established shelters to receive and provide care for pets. Pet shelters should be located near human shelters when possible. This will allow owners to help with the care of their pets and will help reduce the stress level of the animals and their owners.

1. HSM will coordinate with local Animal Control, Humane Society and Animal Rescue groups, to develop a plan for emergency sheltering.
2. HSM will identify an Emergency animal shelter site, fairgrounds, Animal Welfare Agencies or warehouse type buildings should be considered.
3. Intake teams will keep the following information with the animals that have been received by the shelter.
 - a. The address or location the animal was removed from.
 - b. A complete description of the animal.
 - c. Physical condition

H. Emergency Veterinary Care

HSM will notify the Missouri Veterinary Medical Association when local veterinarian service is disrupted by the disaster and there is a need to establish medical assistance for pets who are able to remain with their owners. HSM will assist, where it can, MVMA and local Veterinarians providing emergency vet care in the disaster area.

1. HSM may deploy staff Veterinarians when needed.

2. HSM will document requests for assistance through the local EOC utilizing standard request forms developed by the EOC or forms provided by HSM and forward those requests to the MVMA.

I. Catalog Deceased Animals:

HSM field rescue and shelter personnel will catalog deceased animals they encounter by utilizing paperwork provided by the EOC or forms developed by HSM.

1. Rescue personnel will list the deceased animal, a complete description, any tags or collars and the location where it was found.
2. When possible a picture with a case board listing location, date, sex and age of deceased animal will be documented and placed into the animal database.
3. All information obtained will be forwarded to the Missouri Department of Agriculture (MDA) and the EOC.
4. HSM field teams will not pick up deceased animals.

J. Capture Free Roaming Pets

HSM rescue personnel will rescue free roaming pets when the resources are available. Animal rescue of this nature will be documented in the same manner as animals removed from a residence. Confined animals will be our first priority, in some cases the placement of food and water may be the first option.

1. When food and water is left for free roaming animals, this will be described as a feeding station.
2. Feeding stations should be documented and tracked in the same manner as care for Animals in place. See Care for Animals in place for details.

K. HSM Information Tracking System

Track activities of animal rescue and capture activities. The Humane Society of Missouri will track all activity during a disaster. This information will be turned over to the EOC when HSM shuts down operations.

1. Rescue personnel will keep a daily log sheet that will have the address, time and a description of any animals removed from a property.
2. When possible this information will be entered into the HSM database. If a computer database is not available paper records will be maintained.

L. Credentials and Health Recommendations for Animal Rescue Volunteers

Credential requirements:

HSM rescue personnel will be pre-credentialed for the purpose of gaining access to secured disaster zones in a timely manner.

1. Two copies of a driver's license or other government issued photo ID (front and back)
2. Two 2"x2" (passport size) head shot photos
3. A Curriculum vita, CV, "Bio" of training and experience applicable to animal search and rescue, animal handling and knowledge of disaster response procedures.
4. All field personnel and volunteers will be credentialed when possible. In the event of a catastrophic disaster credentialing may not be possible. HSM will obtain at minimum:
 - a. A copy or documentation of a driver's license.
 - b. Documentation of training and experience applicable to animal search and rescue, animal handling and knowledge of disaster response procedures.

M. Health Recommendations:

Staff and volunteers working with animals in the disaster area are encouraged to obtain Hepatitis A and B Tetanus and Rabies Pre-exposure vaccinations prior to disaster response.

VI. Animal Disaster Shelter Checklist

A. Coordinate shelter facilities using available shelter facilities or confinement areas or develop temporary shelter areas in cooperation with local jurisdictions.

To stand up an emergency animal shelter follow the checklist listed below.

1. Confirm Shelter Director Assignment.
2. Confirm shelter location
 - a. Existing shelter facility with expansion room for an indeterminate number of animals within the confines of existing building or outside area.
 - b. A building which can be modified for use as an emergency animal shelter.
 - c. Must have access to existing cages or use of crates or able to build animal holding area for animals of different species, age, size and temperament.
 - d. Shelter area must have access to utilities; electric power, ventilation or heat as necessary, water, waster water system and trash removal.
 - e. Shelter facility and grounds must be able to be secured as much as possible.
 - f. Shelter facility must be accessible to the public and rescue teams.
 - g. Shelter facility must have secure and vector free storage space available or brought in to store animal equipment, feed and supplies.
 - h. Shelter must have access to the following equipment:
 1. Working refrigerator for vaccines and medicine.
 2. Copier for records.
 3. Water hoses and chemical foam guns for sanitizing.
 4. Computers to enter animal tracking information.
 - i. Shelter must have animal handling, medical and cleaning supplies. Refer to the supply list in Appendix G Page 53.
3. Confirm Veterinary Medical staff for shelter.
 - a. Shelter must have access to medical supplies. Refer to the supply list in Appendix G Page 53.
 - b. Shelter medical staff must have access to and a secure storage area for controlled drugs to treat injured and sick animals. See supply list in Appendix G Page 53.
4. Shelter operations must be documented in accordance with FEMA requirements to include man hours worked/volunteered; vehicle type and hours used and supplies used or purchased for response.

VII. Animal Disaster Shelter SOG's

A. Intake Procedures and Animal Care

Under normal operating conditions, the Humane Society of Missouri meets or exceeds the Missouri ACFA. standards of care. In a disaster, we recognize that altered standards of care may be necessary. However, we will continue to meet or exceed the ACFA standards as we are able and will provide care at a level so that as many animals as possible survive the disaster and recovery process.

B. Animal Inventory

Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners. Track activities of animal shelter and confinement facilities. We will keep computer and/or paper records on all animals received and their disposition if any. These records will include the following: a registration number of some sort; date of receipt; location found/received; location of receiving shelter; species; breed; sex and whether altered; color and any description or other markings; who brought in; owner information; age; any collars, tags, microchip, or other type of identification; condition of animal. Our goal will be to keep our records on computer, preferably the Chameleon system HSM regularly uses, but these records will otherwise be kept manually on paper forms. (See Appendix J for examples of these forms.) A copy of the registration record in some sort of "kennel card" format, including the registration number and other general information on the animal, will be kept with each animal at all times.

C. Animal Identification

In addition to the registration number assigned upon intake that is described above, we will also attempt to collar and tag each animal, also tracking this number. Further, in order to assign permanent identification on every animal, those that do not already have microchips imbedded, will have these inserted. These numbers will also be tracked. (If there was an existing microchip, we will attempt to verify who it was registered to.) When possible, we will also photograph each animal with their owner and case board upon receipt.

D. Animal Caging

We will always prefer to use our own facility and available premium caging. However, if this facility is not available, or we have no available pens, we will modify and use accessible alternatives. These may include, but are not limited to: crates, either wire or Vari-kennel plastic types; other pre-made pens; or pens we design from available fencing or other materials. Facility alternatives will be evaluated on their accessibility to rescue workers and the public, access to utilities and space provisions and security. These might include, but are not limited to: other animal welfare or control agencies; boarding kennels; veterinary facilities; barns or stables, including those for exhibits or shows; existing large buildings such as factories or warehouses; schools or libraries with large open rooms; airplane hangars; if necessary and supplies available, we may set up a temporary shelter using tents or other temporary shelter material.

E. Animal Feeding

Our goal is to provide the highest quality animal food available, including any special diets. We will also attempt to maintain feedings at twice per day.

F. Animal Watering

All animals will be provided with fresh water daily, and kept available to them at all times. Although stainless steel is the ideal, we will use whatever containers are available, disinfecting them as needed and between animals. (Note: Rabbits and other small animals are watered using small crockery-type dishes or watering bottles.)

G. Animal Exercise

Ideally, dogs should be walked two to three times per day; however in an emergency facility it may not be possible or safe to do so. We do not want to risk any animals escaping, and must take into consideration the number of properly trained staff and volunteers available to perform this duty. Scheduled walks and/or exercise decisions will be made on an individual/situational basis.

H. Cleaning

We will do our best to thoroughly clean all animals' pens on a daily basis. This is a process which includes:

1. Removing the animal (exception is cats to minimize stress).
2. Removing loose material from the pens, including feces, soiled litter, bedding or toys.
3. Cleaning with an all-purpose cleaner or degreaser (depending upon the condition of the pen).
4. Following up with disinfecting if possible (particularly important in cases of illness or animal is permanently leaving the pen) that is left to soak on a clean surface 10 minutes.
5. Drying the pen (either by air or with paper towels).
6. Restocking it with appropriate clean bedding, toys, newspaper (for cats and puppies), shredded paper, and other supplies.

I. Disinfection

To disinfect pens and dishes and other items, we primarily use 2 disinfectants: Bleach (6 oz. of regular and 5 oz of Ultra or approximately $\frac{3}{4}$ cup to 1 gallon of water for regular, or $\frac{2}{3}$ cup for Ultra) and Quaternary Ammonia products, such as Mint Quat (8 oz. per gallon water). These both kill Parvo and many other infectious agents. These products should be used on clean surfaces, and they must be allowed to sit for a 10 minute contact time.

J. Animal Decontamination

If it is necessary to perform decontamination baths on any animals, we will use a Chlorhexadene gluconate solution such as Nolvasan. This needs to also have a contact time of 10 minutes on the animal.

K. Animal Examination

Every animal that is received will be given a routine, general examination as soon as possible after receipt: this should include aging, sexing, and checking for any injuries or signs of illness. Ears are routinely cleaned and nails trimmed if possible. The assessment is documented and routine vaccinations and de-worming will be administered if available. (See vaccination/medical care protocol). Any animals that have signs of illness or injury are assessed by a veterinary technician, and referred for a veterinary exam if available. Some animals may be frightened or fractious upon receipt and may need to be allowed some time to adjust before the examination and routine treatment is attempted again.

L. Animal Treatments

Coordinate animal medical service needed for animal shelter and confinement areas. Refer to Routine Treatment and Vaccination Guideline on page 51. Any veterinary care that animals may require will be given at the level we are able to provide, based upon the situation. Our goal will always be to provide a minimum of palliative care so animals are stabilized, comfortable, and not suffering. Euthanasia decisions will be determined according to the situation with a veterinarian's input as much as possible. There will no elective surgeries or other procedures that are not considered necessary immediately.

M. Animal Intake Types

1. Stray
All stray (free-roaming) animals would be held a minimum of 5 days prior to disposition (unless seriously ill or injured; euthanasia for these animals that are not able to be kept comfortable must be directed by a veterinarian). If a stray has some identification, such as a tag or microchip, we will attempt to locate & notify the owners as soon as possible.
2. Owner-Surrender

Animals that are surrendered to one of our shelters by owners/guardians/caretakers and are permanently relinquished to the agency will be subject to immediate disposition. If an animal seems particularly frightened or fractious, and space and conditions permit, it may be given another day or so to allow time to adjust before a disposition is determined.

3. Rescue

These holding periods vary based upon the circumstances of the case and the directions given the Shelter by our Rescues Team. If an animal is picked up running loose, it will be subject to the minimum five days when possible. When animals have been taken from a residence, with or without the owner present, we will attempt to hold 10 days.

4. Temporary Emergency Shelter

When animals are given to the shelter on an emergency basis because the owner needs help with temporary housing/care, these animals will be tracked with an agreement signed by the owner indicating how long the animal will be housed. The owner must agree to keep in contact with the shelter and to return for the animal before a stated date, which is determined based upon the individual disaster and the shelter population. These animals may at times be transferred/exported to other facilities (where the afore-mentioned agreement must be honored) or sent into Foster Care when possible/available.

5. Quarantine

If a dog or cat has bitten someone, or a cat has scratched someone, regardless of whether the animal has proof of rabies vaccination, the animal must be held in Quarantine for 10 days. Upon the 11th day, the animal's health will be reviewed and cleared by a veterinarian when possible. In a Disaster situation, the Shelter will set up a special Quarantine area to hold and monitor these animals when possible. Other alternative courses of action will be determined by a veterinarian and the shelter director. Our preference would be to transfer these animals to an appropriate shelter or animal control facility for confinement outside the disaster area.

N. Animal Isolation

If an animal is considered to have a contagious disease (either zoonotic or to other animals) an isolation area will be set up to hold these whenever possible. Periods of isolation and type of treatment will be determined by a veterinarian when available. Other alternative courses of action will be determined by a veterinarian and the shelter director.

O. Animal Disposition

Coordinate disposition for unclaimed animals and shelter overflow. All animals taken into the Disaster Shelter must be placed properly according to these standards. Anyone attempting to remove an animal without authorization must leave the shelter area and may be handed over to authorities.

1. Holding Periods

Our standard is to follow the State's minimum 5-day Holding Periods as much as possible. The ability to follow these guidelines (and to possibly extend holding times) will be reassessed regularly as space availability changes. Some considerations may need to be made for exporting animals to other holding areas, facilities, agencies, Rescue Groups, and Fosters when possible.

2. Adoption

As a Disaster Shelter, our focus is on emergency and temporary animal care and housing. Should circumstances allow, adoption will be considered

Adoption polices will be based on HSM's standard adoption policies but taking into account the possibility of limited availability of spay/neuter facilities.

3. Transfer/Export

The option of sending animals to other agencies, facilities, and Rescue Groups, both in and out of state, will be pursued whenever available and needed. If this is done during a holding period, the receiving facility or group will be required to honor the balance of the established holding period prior to disposition, according to their policy.

4. Foster Care

This will also be pursued whenever possible as an option for animals, both for space and other reasons. These may both be in and out of state foster families. Foster care guidelines will be based on HSM's standard Foster Care guidelines. The policy requiring the animal be returned to HSM for disposition will be enforced.

5. Return to Owners

Animals will be returned to their owners (RTO) as soon as possible, pending some proof of ownership from the individual/family. This may be in the form of purchase receipts, adoption agreements, registrations, microchip records, veterinary records/receipts, boarding records/receipts, grooming records/receipts, photographs, even utility bills or other records to either establish ownership of the animal(s) or at least residence at the location where the animal was found/removed. As much leniency as possible will be given depending upon the disaster and its circumstances, because sometimes an adequate description may be all that is available. However, we will always strive to guard against individuals who attempt to claim an animal that does not/did not belong to them. Each situation will be handled and considered individually, with more difficult determinations ruled on by the shelter director. Records of vaccinations and treatments done while in the temporary shelter will be provided to owners.

P. Feral and Dangerous Animal Policy

In accordance with safety concerns, any feral or vicious animal of unknown origin will attempt to be held 24 hours when possible in order to allow it to acclimate itself to its new surroundings, thereby avoiding euthanasia of an animal that is merely stressed from new surroundings and is not truly feral or vicious. However, this may not be possible due to safety and space considerations. Caging may not be adequate to hold these animals without risk to other animals and/or people. Two signatures, one of which must be the shelter director, are required to authorize euthanasia.

Q. Animal Euthanasia

Euthanasia is a term that means "good death" and is the act by which animals are put to death peacefully and without pain. Individuals that are involved with this process with the Humane Society are the most conscientious, responsible and qualified of all our personnel. Our preferred method is injection, and our technicians are all certified through the American Humane Association. In disaster response, euthanasia is most often to end suffering of ill or injured animals that are beyond recovery, feral, or those that pose a significant threat to the health or safety of handlers or other animals. The most humane form of euthanasia (of those approved by the 2007 or later AVMA Panel on Euthanasia) available will be used.

1. Euthanasia for Behavior

Euthanasia of household pets/service animals, after the holding period expires, for behavior reasons must be approved by two animal/health

specialists. Behavior reasons include behavior observed, behavior history (reports from the owner of previous bites, serious snapping, scratching by cats, growling, threatening, or hurting other animals), breed (Presa Canario, Fila Brasileiro for example or other extreme power breeds, when transfer to a suitable rescue group is not available) and feral animals. Two signatures will be required, including that of the Shelter Director.

2. **Euthanasia for Medical**

Euthanasia of household pets/service animals, after the holding period expires, for medical reasons should be approved by a veterinarian whenever possible. When a veterinarian is not available and the animal is deemed to be suffering unduly, the shelter director and another shelter staff member may authorize. Medical reasons include aged animals. (Any wildlife received, whether sick, injured, or simply unable due to circumstances to be released, relocated, or sent to a wildlife rescue or rehabilitation group, may be marked for euthanasia by a shelter staff person only, subject to Conservation Department directives.)

VIII. Supply Acquisition and Distribution

Coordinate with Donations Management to provide water, food and shelter and other physical needs to animals; and store and distribute animal food and medical supplies to the requesting jurisdiction. Coordinate storage and distribution of animal food, water and medical supplies with the lead agency. In the event of a disaster essential supplies must be stationed near the impacted area to provide food, water, medical supplies and other physical needs to animals.

A. Documentation

Supply acquisition and distribution must be documented in accordance with FEMA requirements to include all supplies purchased or used for response.

B. Storage

Storage sites must be near the impacted area. Consideration must be given to dock delivery access, security, safety, vector control and weather protection.

C. Animal Feed

Animal feed for various species must be collected and stored until needed. HSM will transfer feed on hand to the impacted area then contact their suppliers for additional feed donations. A public appeal for donations will be issued based on the scope of the disaster. Feed is needed for but not limited to dogs, cats, rabbits, small rodents, birds, snakes, lizards, horses, cows, llamas, pigs and others as needed. Feed must include dry and canned dog and cat food, alfalfa pellets, small bird seed, exotic bird seed, raw fruit and vegetables and grass hay.

D. Water

Fresh drinkable water is needed for sheltered animals, animals under their owners care and those that may be temporarily cared for in place. Potable water is also necessary for shelter cleaning, animal decontamination baths and cleaning field units.

E. Medical Supplies

Medical supplies are needed to provide preventative and essential needs medical care for animals impacted by the disaster. Refer to the medical supply list in the appendix.

F. Supplies Requested from SEMA to Accomplish Our Mission

SEMA to coordinate essential supplies and utility requests from HSM to sustain animal rescue and sheltering operation. When responding to severe and/or large disaster areas it may become necessary to request access to essential emergency

supplies from SEMA and/or FEMA. Such supplies will be utilized solely for the support of active staff and volunteers to provide the disaster response outlined in this document. Supplies may include but not be limited to: Fuel for rescue vehicles and generators, electricity, water, ice and waste water disposal to power the temporary animal shelter and volunteer camp, sleeping tents and other personnel support amenities such as shower and laundry.

IX. Coordinate Volunteer Services

The success of our mission is largely dependent on bringing a number of skilled and passionate individuals to share our mission and who will work tirelessly in often harsh conditions for an extended period of time. Disaster Volunteers could be called upon to help conduct rescue, sheltering and clerical duties involved in the disaster response. Volunteer activities must be documented in accordance with FEMA requirements to include hours worked; vehicle type and hours used and supplies purchased or used for response.

A. Requirements:

When possible all prospective volunteers are required to attend a 1 ½ hour long orientation prior to beginning their volunteer service.

1. Be at least 18 years of age.
2. Report to the Disaster Volunteer Coordinator.
3. Complete the Humane Society of Missouri Volunteer Agreement.
4. Complete the Humane Society of Missouri- Assumption of Risk, Release and Indemnification Agreement.
5. Complete the Humane Society of Missouri-Volunteer Application
6. Adhere to HSM's mission and policies at all times.

B. Disaster Rescue Volunteer

Description: Assist professional disaster personnel in rescuing animals due to disasters.

1. Responsibilities: Provide support for rescue personnel. Can include clerical support.
2. Report To: On-site disaster personnel
3. Location: Varies
4. Hours Available: When disaster strikes!
5. Dress Code: Dependent upon disaster situation
6. Minimum Time Required: None. Just a commitment to volunteer.
7. Training Required: Attend required training sessions.
8. Attend follow-up education/training sessions, as needed
9. Qualifications: Minimum of 18 years of age. Provide your own transportation to & from disaster site. Quick actions, quick thinking & the ability to take care of yourself along with others. This will be an extremely stressful situation that should be taken very seriously.
10. Other: This opportunity would require you to be available when needed. It is of the utmost importance & required that Humane Society of Missouri's volunteers follow our guidelines and policies.

C. Disaster Shelter Volunteer

Description: Care for sheltered animals; sanitize animal cages and dishes.

Responsibilities:

1. Maintain clean cages/surroundings following Shelter cleaning Guidelines.
2. Water & feed the animals as directed
3. Assist owners looking for lost pets in the Shelter
4. Communicate "red flags" to Shelter staff/supervisors
5. Walk dogs, clean up droppings

6. Adhere to Shelter mission and policies at all times
7. Treat animals humanely and pet owners, staff and volunteers with compassion.
8. Report to: Volunteer Coordinator & lead personnel
9. Location: Headquarters Macklind, Westport location in Maryland Heights or as assigned.
10. Hours Available: As assigned
11. Dress Code: T-shirt - \$10 must be purchased. No shorts, no open shoes, shoes must have rubber soles
12. Minimum Time Requirement: Minimum of 8 hours per week.
13. Training Required: Humane Society of Missouri (HSM) Volunteer Orientation
14. Adoption Center Training - 2-hour training session. Work with mentor for minimum of 4 hours. Attend follow-up educational/training sessions as needed
15. Qualifications: Minimum of 18 years of age. Ability & desire to learn about animal breeds & behavior & to recognize/respond to body language of animals
16. Willingness and ability to work under harsh conditions in a time of crises to ensure that as many household pets/service animals survive the disaster as possible.
17. Ability to repeatedly bend, lift, walk and stoop.

X. Deactivation of the Animal Disaster Shelter

Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes. The shelter director will scale back the operations of the shelter and necessary personnel as the need diminishes.

- A. The decision to consolidate or close the animal shelter or confinement area will come from the Director of the EOC. This decision should be based on the recommendations of the Shelter Director.
- B. The Shelter Director is responsible for making the decision to operate the shelter at a reduced level based on the number of animals under its care. He/she should have the approval of the Director EOC.
- C. Any animals still under the care of the Animal Disaster Shelter at the time of deactivation and still within the holding period will be transferred to an appropriate animal facility that has agreed to honor the balance of the holding period.
- D. Animals that have been permanently surrendered by their owners or custodians may be transferred to an appropriate animal facility for possible adoption or euthanized at the discretion of the Disaster Animal Shelter.
- E. Any animal not claimed within the established holding period from the opening of the first Animal Disaster Shelter will be considered abandoned and will be made available for transfer or may be euthanized at the discretion of the Animal Disaster Shelter.
- F. Unclaimed animals where the owner's identity is known will be held for a minimum of 10 days prior to final disposition unless serious health or behavior considerations take precedence. This will hold true even if the Animal Disaster Shelter is closed prior to the end of the established holding period. The receiving facility will be obligated to maintain the animals for the balance of the holding period if not expired at the time of transfer prior to making final disposition of the animals. Every attempt will be made to reunite animals with their owners.

- G. Donated resources will be distributed to local agencies and/or the affected community when possible.
- H. Complete all documentation including animal rescue statistics, expenses, and volunteer and equipment hours and submit to Disaster Coordinator.

XI. Appendices

- A. HSM Points of Contact
- B. SEMA ADPAC Points of Contact
- C. Animal Welfare POC's
- D. ICS – Job Descriptions
- E. HSM Equipment and Resources
- F. HSM Routine Treatment & Vaccination
- G. Supply List
- H. Individual Rescue Gear Recommendations
- I. Memos of Understanding
- J. Forms
- K. Pets Act

Appendix A
Humane Society of Missouri
Key Points of Contact

Headquarters 24 hour Emergency Phone
314-647-4400
800-383-9835
www.hsmo.org

Debbie Hill, Vice President Operations
Office 314-951-1512
Cell 314-313-9695
Email d.hill@hsmo.org

Mike Perkins, Asst. Director Animal Cruelty Task Force
Office 314-951-1518
Cell 314-805-7252
Email m.perkins@hsmo.org

Chris Portman, Lead Animal Cruelty Task Force Coordinator
Office 314-951-1514
Cell 314-805-7264
Email c.horton@hsmo.org

Pam Whitcraft, Shelter Manager
Office 314-951-1564
Cell 314-805-7212
Email p.whitcraft@hsmo.org

Kathy Warnick
Office 314-951-1555
Email k.warnick@hsmo.org

Appendix B
SEMA Animals in Disaster
Planning Action Committee (ADPAC)
Points of Contact

Name: Candace Adams
Organization: SEMA
Address: 149 Park Central Square #538, Springfield MO 65805
Work phone: (417) 895-6336
Other phone: (417) 818-7285 (cell)
Fax: (417) 895-6356
E-mail: cadams@mail.mo.gov

Name: Steve Cheavens
Organization: SEMA
Address: P.O. Box 116, Jefferson City, MO 65201
Work phone: (573) 526-9127
Other phone:
Fax:
E-mail: stephen.cheavens@sema.dps.mo.gov

Name: Eric Evans
Organization: University of Missouri -- Extension
Address: 240 Heinkel Bldg, Columbia, MO 65211
Work phone: (573) 884-8984
Other phone:
Fax: (573) 882-0678
E-mail: evanses@missouri.edu

Name: Melissa Friel
Organization: Capital Area Chapter American Red Cross
Address: 431 E. McCarty, Jefferson City, MO 65101
Work phone: (573) 635-1132
Other phone:
Fax: (573) 635-8621
E-mail: mnfarc@redcross-capitalarea.org

Name: Dante Gliniecki
Organization: SEMA
Address: P.O. Box 116, Jefferson City, MO 65201
Work phone: (573) 526-9132
Other phone:
Fax:
E-mail: dante.gliniecki@sema.dps.mo.gov

Name: Debbie Hill
Organization: Humane Society of Missouri
Address: 1201 Macklind Ave., St. Louis, MO 63110
Work phone: (314) 951-1512
Other phone: (314) 313-9695 (cell)
Fax: (314) 802-5715
E-mail: D.hill@hsmo.org

Name: Sara Jones, MA
Organization: SEMA
Address: P O Box 116, Jefferson City, MO 65201
Work phone: (573) 526-9247
Other phone: (cell)
Fax: (573) 634-7966
E-mail: Sara.Jones@sema.dps.mo.gov

Name: Larry Ketelhut
Organization: Red Cross
Address: 431 East McCarty Street, Jefferson City, MO 65101
Work phone: (573) 635-1132 Toll Free 866-815-2738
Other phone: (cell)
Fax: (573) 635-8621
E-mail: llkarc@redcross-capitalarea.org

Name: Mike Perkins
Organization: Humane Society of Missouri
Address: 1201 Macklind Ave., St. Louis, MO 63110
Work phone: (314) 951-1518
Other phone: (314) 805-7252
Fax: (314) 802-5715
E-mail: m.perkins@hsmo.org

Name: Marcus Monroe
Organization: MO Dept. Social Services, Mass Care Lead
Address:
Work phone: (573) 751-4619
Other phone: (573) 301-4410 (cell)
Fax:
E-mail: Marcus.a.monroe@dss.mo.gov

Name: Ray Wadley
Organization: MO. Dept. of Agriculture
Address: 1616 Missouri Blvd., Jefferson City, MO 65102
Work phone: (573) 751-2539
Other phone:
Fax:
E-mail: ray.wadley@mda.mo.gov

Name: Howard Pue
Organization: MO Dept. of Health and Senior Services
Address:
Work Phone: 573-751-6114
Other Phone:
Fax:
E-mail: Howard.Pue@dhss.mo.gov

Name: Richard Antweiler
Organization: Mo Vet Med Association
Address: 573-836-8612
Work Phone:
Other Phone:
Fax:
E-mail: rantweler@mvma.us

Name: William A. Wolff
Organization: Mo Vet Med Association
Address:
Work Phone: 573-465-7003
Other Phone:
Fax:
E-mail: wolffw@mchsi.com

Name: Brenda Humphrey
Organization: Missouri Equine Council
Address:
Work Phone: 636-583-5141
Other Phone:
Fax:
E-mail: humphreyb@missouri.edu

Name: Randy Scrivner
Organization: SEMA
Address:
Work Phone: 573-526-9141
Other Phone:
Fax:
E-mail: randy.scrivner@sema.dps.mo.gov

Appendix C
Animal Welfare Emergency Contacts
Missouri and Illinois Metro Area
State and National Contacts

St. Louis City

Clinics/Hosp

Humane Society of Missouri

1201 Macklind Avenue
Saint Louis, MO 63110
314-647-8800

Shelters

Animal Regulations Center of St. Louis

Pamela Walker, Interim Health Director
2120 Gasconade
St. Louis, MO 63118
314-353-8538

Humane Society of Missouri

1201 Macklind Avenue
Saint Louis, MO 63110
314-647-8800

St. Louis Herpetological Society

Steve Brown 636-942-3131 cell (not for public use) 314-954-6014
Sak3brown@aol.com

St. Louis Zoological Park

William Boever, DVM/Director
1 Government Drive
St. Louis, MO 63110
314-781-0900 ext. 486
Assistant ext. 221

St. Louis County

Clinics/Hospitals

AEC

9937 Big Bend Blvd.
Kirkwood, MO 63122
314-822-7600

AEC

12501 Natural Bridge Road
Bridgeton, MO 63044
314-739-1500

Affton VC

Kenneth H. Cohn DVM
8100 Gravois
Affton, MO 63123
314-352-8600

Animal Emergency and Referral Ctr.

24 hour emergency service
16050 Manchester
Ellisville, MO 63011
636-386-6100

Bal Couer AH

500 N. New Ballas
Ladue, MO 63124
314-432-1150

Rock Road AH

9418 St. Charles Rock Road
Overland, MO 63114
314-429-6666

Webster Groves AH

8028 Big Bend
Webster Groves, MO 63119
314-968-4310

Shelters**Animal Protective Association of Missouri**

Steve Kaufmann, Executive Director
1705 South Hanley Road
St. Louis, MO 63144
314-645-4610

Humane Society of Missouri (Branch Facility)

2400 Drilling Service Drive
Maryland Heights, MO 63043
314-647-8800

Animal Control/Regulations

Bridgeton Police Department

(AC)

11955 Natural Bridge
Bridgeton, MO 63044
314-739-7557

Crestwood Animal Control

Suzie Sutton, AC Ofc.
9245 Whitecliff Park Lane
Crestwood, MO 63126
314-729-4868

Florissant Health Department

(AC)

1 St. Ferdinand Park Drive
Florissant, MO 63031
314-839-7654

Municipal Animal Control

Don Kloda
4600 Oakridge Blvd.
St. Louis, MO 63121
314-385-8000

St. John Animal Control

8944 St. Charles Rock Road
St. John, MO 63114
314-427-8700

St. Louis County Animal Control (NORTH)

Lori Rezzardi, Shelter Supervisor
4100 Seven Hills Drive
Florissant, MO 63033
314-831-6500

St. Louis County Animal Control (SOUTH)

Eleanor Gaddy, Supervisor
77 Hunter Road
Ladue, MO 63124
314-726-6655

University City Animal Control

6801 Delmar Blvd.
University City, MO 63130
314-862-6767 ext. 380

Tactical Animal Rescue Contacts

Missouri Emergency Response Service

Roger Vincent, President 314-973-4921
vnbigbear@aol.com

Eureka Search and Rescue

Eureka Fire Protection District
Richard Judd, Coordinator
636-938-5505

St Charles County

Clinics/Hosp

Animal Emergency Clinic

334 Fort Zumwalt Square
O'Fallon, MO 63366
636-240-5496

Mid-Rivers Equine

2756 Hwy Z
Wentzville, MO 63385
636-332-5373
800-828-4517

Shelters

Heartland Humane Society of Missouri

(Rescue/foster home network)
Karen, Deines, President
PO Box 692
St. Peters, MO 63376
636-922-0569

St. Charles Humane Society

Executive Director
Kim Carr, Shelter Mgr.
1099 Pralle Ln.
St. Charles, MO 63303
636-949-9918

Animal Control/Regulations

O'Fallon AC

2004 Heather
O'Fallon, MO 63366
636-240-3200

St. Charles AC, City of

Jan Guthrie
2335 W. Randolph
St. Charles, MO 63301
636-949-3395

St. Charles County AC, Humane Services

(Shelter/AC)
Theresa Williams, Director
Scott Green, Chief AC Officer
4850 Mid-Rivers Mall Drive
St. Peters, MO 63376
636-949-7387

St. Peters Animal Control

One St. Peters Centre Blvd.
St. Peters, MO 63376
636-278-1046

Jefferson County

Clinics/Hospitals

AEC

7095 Metropolitan Blvd., Suite H
Barnhart, MO 63012

Shelters

Jefferson County Humane Society
Jean Woolery, Director
P.O. Box 475
Fenton, MO 63026
636-677-1453

Animal Control/Regulations

City of Arnold Animal Control
Mike maness
2912 Arnold Tenbrook Road
Arnold, MO 63010
636-282-2387

City of Festus Animal Control

711 West Main
Festus, MO 63028
636-937-4694

Jefferson County Division of Animal Control

Jim Wilcox, Manager
7105 Shelter Road
Antonio, MO 63052
636-797-5577
636-797-5574

City of Pevely Animal Shelter

Bonnie Amsden, AC Ofc
P.O. Box 358
Pevely, MO 63070
636-475-4452

Franklin County

Shelters

Franklin County Humane Society

Shannon Grus, Executive Director
1222 W. Main
Union, MO 63084
636-583-4300

Longmeadow Rescue Ranch, Humane Society of Missouri

Amanda Mullen, Ranch Director
480 Joseph
Union, MO 63084

Animal Control/Regulations

City of Pacific

300 Hoven
Pacific, MO 63069
636-271-0500 x 296
636-257-2424 (emergency number)

City of St. Clair

Pam Benson, Animal Control Officer
#1 Paul Parks Drive
St. Clair, MO 63077
636-629-1319

City of Sullivan

Mike Manwarren, Animal Control Officer
106 Progress Drive
Sullivan, MO 63080
573-468-8001

City of Washington

Greg Garrett, Animal Control Officer
415 Jefferson
Washington, MO 63090
636-390-1050

Clinton County, Illinois

Shelters

Centralia Humane Society

P.O. Box 124
Centralia, IL 62801
618-533-7647

Animal Control/Regulations

Jefferson County, Illinois

Clinics/Hosp

Shelters

Animal Control/Regulations

Jefferson County Animal Shelter
107 E. Perkins Avenue
Mount Vernon, IL 62864
618-244-8024

Jersey County, Illinois

Clinics/Hosp

Shelters

Animal Control/Regulations

Jerseyville City Pound Pet Placement Program
Maple Summit Road
Jerseyville, IL 62052
618-498-5604
Madison County, Illinois

Clinics/Hosp

Animal Emergency Center
2005 Main Street
Collinsville, IL 62234
618-346-1843

Shelters

Alton Area Animal Aid Association Humane Society
501 E. Delmar Avenue
Godfrey, IL 62035
618-462-3721

Association for the Protection of Animals
5000 Old Alton
Granite City, IL 62040
618-931-7030

Granite City Humane Society
2000 Edison
Granite City, IL 62040
618-452-6233

Humane Society of Collinsville
298 Simpson Road
Collinsville, IL 62234
618-334-0109

Humane Care and Protection Society
319 D Big Arch Road
Godfrey, IL 62035

Metro East Humane Society
8495 State Road, Rte 143
Edwardsville, IL 62025
618-656-4405

Animal Control/Regulations

Highland Animal Shelter

510 W. Monroe Street
Highland, IL 62249
618-654-6067
St. Clair County, Illinois

Clinics/Hosp

Shelters

Belleville Area Humane Society

1301 S. 11th Street
Belleville, IL 62226
618-235-3712

St. Clair County Animal Services

1250 S. 11th Street
Belleville, IL 62226
618-235-0585

State Agencies

SEMA Disaster Hotline 1-888-377-2100

www.SEMA.dps.mo.gov

Missouri Department of Agriculture

Animal Health- ACFA Division

Matt Rold, Program Coordinator

573-751-2540 or 573-751-4358

573-999-2031 cell

Matt.rolld@mda.mo.gov

MDA Inspectors

Missouri State Leasing Coordinator

Richard Parks

573-526-6772

573-526-4138 fax

Richard.Parks@oa.mo.gov

Missouri State Parks, DNR

Fred Hicks

National Animal Welfare Contacts

Society of Animal Welfare Administrators (SAWA) www.sawanetwork.com
Disaster Hotline 1-888-337-0156

Humane Society of United States (HSUS)

Diane Weber (IL) 630-357-7015 fax 630-357-5725 dwebber@hsus.org
Scott Wilson (IA) 240-447-8958 swilson@hsus.org
Katherine McGowan (St Louis) 314-961-7559 kmcgowan@hsus.org

Code 3 Associates – (CO)

303-772-7724
Jim Boller, Executive Director, jboller@code3associates.org
Nan Stuart, Director of Training cell 303-587-9781 home 303-652-2552
nstuart@code3associates.org
www.code3associates.org

United Animal Nation (UAN) – Emergency Animal Rescue Service (EARS)

Emergency Animal Sheltering – 916-429-2457
916-216-3677
573-210-7402
www.UAN.org

PetSmart Disaster Supply Truck

350 animals or larger
Laurel Ley 904-571-6135

Appendix D

Incident Command Job Descriptions

In the event of a disaster the following positions will be filled by HSMO staff or their designee. A three person line of succession will be maintained and updated to assure that qualified personnel are available.

The Command Staff's primary responsibility is that of overall incident management. This begins with the Incident Commander.

Incident Commander

Line of Succession

1. VP Operations
2. ACT Director
3. Chief Investigator-Statewide

Position Description:

The IC initial responsibilities include:

Duties and Responsibilities

- Assessing the situation or reviewing current briefings.
- Establishing the need for Rescue and Shelter.
- Establishing immediate priorities.
- Ensuring adequate safety measures.
- Authorizing release of information to the media.
- Building partnerships with key officials and agencies.
- Maintain a log of all incoming messages and requests
- Act on and complete all requests
- Coordinate with other EOC ESF's to accomplish mission
- Coordinate all requests for animal rescue and care through the Field Operations and Shelter Operations Director
- Provide Animal Disaster Shelter with disaster updates, status of EOC, and all paperwork, maps, supplies, and personnel
- Provide EOC Director with a daily written report detailing all activities performed including recommendations for improvement

The IC sets the incident objectives and develops strategies to meet those objectives. In doing this, the IC works closely with the four General Staff Section Chiefs.

The Command Staff can be expanded to assist with three important functions—ensuring safety, disseminating public information, and maintaining relationships with cooperating agencies.

Incident Commander

Animal Services Representative

The Incident Commander will act as the Animal Services Representative (ASR) or appoint a designee and will be an Emergency Support Function (ESF) of the EOC. He/she will deal with all incoming EOC messages concerning animal rescue and care. He/she will coordinate with Field Operations and the Shelter

Director and the EOC Director when necessary. He/she will relay all information and requests from the Operation Director's to the EOC Director.

Public Information Officer

Line of Succession

1. Communications Director
2. Special Events Director
3. PR Consultant

Position Description:

The Public Information Officer (PIO) is responsible for developing and releasing information about the incident to the media. He or she oversees the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. One of the main responsibilities of the PIO in a disaster is to alert and instruct the public of what measures are being taken to protect animals, where animals are being housed and what type of donations are needed.

Liaison Officer

Line of Succession

1. HSMO President
2. Asst to the President
3. Development Director

Position Description:

As HSMO resources are overwhelmed, more and more agencies become involved with incident response and recovery. The Liaison Officer is the point of contact for any cooperating and assisting agency representatives who are not part of the HSMO Disaster Response Team. The Liaison Officer also gathers information from these agencies about the status and limitations of the resources they can contribute to recovery efforts.

Safety Officer

Line of Succession

1. HR Director
2. HR Generalist
3. TBD

Position Description:

The Safety Officer is responsible for and assigned to develop measures for employee safety. In a disaster recovery environment, the Safety Officer assesses and ensures safety conditions for employees at the Emergency Shelter and for those who may be working in the field.

Operations Section Chief

This will be divided into two sections, a field Operations Chief and a Shelter Operations Section Chief. Both will be required to report and provide updates to the Incident Commander on a daily basis.

Field Operations Section Chief

Position Description:

Field Operations Chief shall be a Humane Society of Missouri staff member. He/she will be responsible for the overall rescue operations. All rescue personnel will be under the supervision of the Field Operations Director or his/her designee. All facilities, equipment, supplies and animals will be under the direct control of the Field Operations Director.

Line of Succession

1. ACT Director
2. Chief Investigator-Statewide
3. Chief Investigator-St Louis

Duties and Responsibilities

- Maintain a smooth operation of the Animal Rescue Operations
- Appoint all Functional Coordinators
- Coordinate veterinary relief efforts
- Hold briefings to coordinate all sections as required
- Ensure coordinators are following through with their duties
- Provide a budget and request all funds from the EOC Director
- Adjust personnel as needed to accomplish rescue mission
- Coordinate all rescue efforts with EOC Director, local animal services, and animal welfare groups
- Maintain contact with EOC through the Animal Services Representative
- Supply updates, requests for supplies and personnel through the Animal Services Representative
- Provide EOC Director (through the Animal Services Representative) with a daily written report detailing all activities performed, including recommendations for improvement
- Coordinate with local animal services and animal welfare groups for rescue personnel and equipment.

Land Rescue Operations Coordinator

Duties and Responsibilities

- Develop a action plan for land rescue
- Assign personnel to key positions including Safety officer, Supply Coordinator, Animal Care/ID Coordinator, and Vet Emergency Animal Care Coordinator
- Coordinate smooth operation of land rescue. Ensure personnel are managing assigned task
- Make requests for more supplies or personnel through the Animal Services Representative
- Ensure all record keeping is being maintained
- Do not get involved with rescue operations. You must maintain the operation of the entire shelter

- Hold a briefing to distribute information to all rescue personnel and volunteers

Water Rescue Operations Coordinator

Duties and Responsibilities

- Develop a action plan for water rescue
- Assign personnel to key positions including Safety officer, Supply Coordinator, Animal Care/ID Coordinator, and Vet Emergency Animal Care Coordinator
- Coordinate smooth operation of water rescue. Ensure personnel are managing assigned task
- Make requests for more supplies or personnel through the Animal Services Representative
- Ensure all record keeping is being maintained
- Hold a briefing to distribute information to all rescue personnel and volunteers

Livestock Rescue Operations Coordinator

Duties and Responsibilities

- Develop a action plan for livestock rescue
- Assign personnel to key positions including Safety officer, Supply Coordinator, Animal Care/ID Coordinator, and Vet Emergency Animal Care Coordinator
- Coordinate smooth operation of Livestock rescue. Ensure personnel are managing assigned task
- Make requests for more supplies or personnel through the Animal Services Representative
- Ensure all record keeping is being maintained
- Hold a briefing to distribute information to all rescue personnel and volunteers
- Assign a volunteer to the position of Volunteer & Sign In

Animal Transport Coordinator

Duties and Responsibilities

- Develop a action plan for animal transport
- Assign personnel to key positions including Safety officer, Supply Coordinator, large animal and small animal transport teams. Coordinate smooth operation of Livestock rescue.
- Ensure personnel are managing assigned task
- Make requests for more supplies or personnel through the Animal Services Representative
- Ensure all record keeping is being maintained

Veterinary Emergency Medical Coordinator

The Field Operations Director will coordinate with the Veterinarian assigned as the Emergency Animal Care Coordinator. He/she will provide all emergency care to sick and injured animals in the field. He/she will maintain enough medical personnel to accomplish this task.

Veterinary Emergency Medical Coordinator

Duties and Responsibilities

- Provide emergency care to injured animals
- Maintain adequate medical supplies, and medical personnel to perform the mission
- Identify and track injured animals when they are transferred to other facilities
- Provide proper handling of medical waste and controlled drugs as related to veterinary relief efforts
- Provide food, water, shelter, and care as needed for injured animals
- Assist Animal Care/Identification Coordinator with his/her duties as available
- Maintain all animal records
- Maintain log of daily actions
- Provide continued care for injured animals
- Coordinate with Shelter Director to dispose of deceased animals
- Coordinate with Shelter Director and Health Department to control disease transmission
- Provide all shelter animals with vaccinations to prevent the spread of disease and illness
- Coordinate care of special animals (exotic, wild) with Shelter Director
- Provide medical personnel for SAR Teams
- Maintain accountability of all animals and all medical personnel
- Provide the Shelter Director with a daily written report detailing all activities performed including recommendations for improvement

Supply Coordinator

The Shelter Director will appoint the Supply Coordinator. He/she will be responsible for maintaining all needed supplies to run the shelter, including but not limited to food, water, feed, equipment, clerical supplies, and fuel. He/she will maintain all receipts and records of supplies for shelter.

Duties and Responsibilities

- Coordinate with the Shelter Director to choose a reception and distribution site
- Search for and secure a centrally located building that can be used as a supply dept for related activities. Building must be secured and have limited access
- Coordinate with the Shelter Director to pick up needed supplies
- Provide a list of supplies on hand and supplies needed to the Shelter Director
- Maintain proper storage of all supplies received and distributed
- Distribute all supplies as needed to Coordinators
- Maintain log of all supplies received and distributed
- Maintain log and give receipts for all donated supplies. Keep copy of all receipts.
- Provide daily distribution of supplies
- Provide water and food for animals and relief personnel
- Provide the Shelter Director with a daily written report detailing all activities performed, including recommendations for improvement

Shelter Operations Section Chief

Line of Succession

1. Shelter Director
2. Shelter Manager
3. Shelter Manager

Position Description:

Shelter Operations Chief shall be a Humane Society of Missouri staff member. He/she will be responsible for the overall shelter operations. All shelter personnel will be under the supervision of the Shelter Director or his/her designee. All facilities, equipment, supplies and animals will be under the direct control of the Shelter Director.

Duties and Responsibilities

- Maintain a smooth operation of the Animal Disaster Shelter
- Appoint all Functional Coordinators
- Coordinate veterinary relief efforts
- Hold briefings to coordinate all sections as required
- Ensure coordinators are following through with their duties
- Provide a budget and request all funds from the EOC Director
- Adjust personnel as needed to accomplish relief mission
- Coordinate all relief efforts with EOC Director, local animal services, and animal welfare groups
- Maintain contact with EOC through the Animal Services Representative
- Supply updates, requests for supplies and personnel through the Animal Services Representative
- Provide EOC Director (through the Animal Services Representative) with a daily written report detailing all activities performed, including recommendations for improvement Attach Shelter Functional Coordinator daily reports
- Coordinate with local animal services and animal welfare groups for fostering animals and adopting abandoned animals.

The Shelter Operations Chief will appoint personnel to fill the following roles

Shelter Manager

Duties and Responsibilities

- Set up shelter areas
- Assign personnel to key positions including Supply Coordinator, Animal Care/ID Coordinator, and Vet Emergency Animal Care Coordinator
- Coordinate smooth operation of shelter. Ensure personnel are manning assigned stations
- Make requests for more supplies or personnel through the EOC – Animal Services Representative
- Ensure all record keeping is being maintained
- Do not get involved with animal care or ID. You must maintain the operation of the entire shelter
- Hold a briefing to distribute information to all shelter volunteers
- Assign a volunteer to the position of Volunteer & Sign In

Animal Care/Identification Coordinator

The Shelter Director will appoint the Animal Care/Identification Coordinator. He/she will be responsible for receiving all animals into the Animal Disaster Shelter, creating all paperwork, providing two pictures of each animal for identification, caring for animals' needs (i.e. food, water, shelter, medical attention, grooming, and exercise), and maintaining a daily care routing.

Duties and Responsibilities

- Provide daily maintenance care for all animals, (food, water, shelter, grooming, exercise)
- Check-in all animals received at Animal Disaster Shelter, maintaining written records of each animal with photos for ID
- Move all injured animals directly to Emergency Animal Care Coordinator for immediate attention
- Coordinate with Shelter Director to establish an Animal Intake site
- Assist Shelter Director with cleanup
- Maintain daily records of care animals received (food, water, exercise, grooming, etc.)
- Maintain a log of daily activities
- Maintain all receipts
- Maintain all animal records
- Copy of animal records must follow each animal while original remains in shelter file
- Provide Shelter Director with a daily written report detailing all activities performed including recommendations for improvement.
- Assign personnel to the positions of Lost Animal/Reclaim Volunteer and Animal Intake Volunteer, and Kennel Volunteers
- Confirm the above positions are following their assigned duties.
- Assist the Shelter Director with the set-up of the Animal Intake area and the Lost Animal Reclaim area.
- Confirm that all animals are being cared for properly
- Confirm that all paperwork is being completed
- Confirm that all animals have proper ID and records attached

Veterinary Emergency Medical Coordinator

The Shelter Director will coordinate with the Veterinarian assigned as the Emergency Animal Care Coordinator. He/she will provide all emergency care to sick and injured animals. He/she will maintain enough medical personnel to accomplish this task.

Duties and Responsibilities

- Provide emergency care to all injured animals
- Maintain adequate medical facilities, medical supplies, and medical personnel to perform the mission
- Identify and track injured animals when they are transferred to other facilities
- Provide proper handling of medical waste and controlled drugs as related to veterinary relief efforts

- Provide food, water, shelter, and care as needed for injured animals
- Assist Animal Care/Identification Coordinator with his/her duties as available
- Maintain all animal records
- Maintain log of daily actions
- Provide continued care for injured animals
- Coordinate with Shelter Director to dispose of deceased animals
- Coordinate with Shelter Director and Health Department to control disease transmission
- Provide all shelter animals with vaccinations to prevent the spread of disease and illness
- Coordinate care of special animals (exotic, wild) with Shelter Director
- Provide medical personnel for SAR Teams
- Maintain accountability of all animals and all medical personnel
- Provide the Shelter Director with a daily written report detailing all activities performed including recommendations for improvement

Supply Coordinator

The Shelter Director will appoint the Supply Coordinator. He/she will be responsible for maintaining all needed supplies to run the shelter, including but not limited to food, water, feed, equipment, clerical supplies, and fuel. He/she will maintain all receipts and records of supplies for shelter.

Duties and Responsibilities

- Coordinate with the Shelter Director to choose a reception and distribution site
- Search for and secure a centrally located building that can be used as a supply dept for related activities. Building must be secured and have limited access
- Coordinate with the Shelter Director to pick up needed supplies
- Provide a list of supplies on hand and supplies needed to the Shelter Director
- Maintain proper storage of all supplies received and distributed
- Distribute all supplies as needed to Coordinators
- Maintain log of all supplies received and distributed
- Maintain log and give receipts for all donated supplies. Keep copy of all receipts.
- Provide daily distribution of supplies
- Provide water and food for animals and relief personnel
- Provide the Shelter Director with a daily written report detailing all activities performed, including recommendations for improvement

Communications/Record Keeping Coordinator

The Shelter Director will appoint the Communications/Record Keeping Coordinator. He/she will be responsible for maintaining communications between the Field Operations Director, Shelter Director and the EOC; and between the SAR Teams. He/she will be responsible for maintaining a copy of all documents and records pertaining to the operation. These may include Coordinator reports, Shelter Director Reports, accounts receivable, requests, budget, personnel medical forms and emergency contacts, and animal records. He/she will also be the liaison to PIO.

Duties and Responsibilities

- Responsible for communications between the Shelter Director and Coordinators (i.e. memos)
- Provide and be accountable for telephones, radios, couriers, machines, computers, beepers, cellular phones, printers, typewriters, to all sections as needed.
- Provide operators for all equipment
- Prepare news updates for PIO
- Provide daily updates of key personnel phone list
- Prepare information sheet for the Animal Services Representative
- Provide list of needs from other sections to give to Shelter Director
- Provide photos and video of relief efforts for documentation
- Maintain a file of all documents created in the shelter
- Maintain a message log
- Collect, record, and maintain a log of all donated funds and turn over to the Shelter Director. All non-monetary donations may be used as needed at the shelter or transferred elsewhere as needed.
- Provide the Shelter Director with a daily written report detailing all activities performed, including recommendations for improvement.

Volunteer Coordinator

- Sign in and out all volunteers on sign in board
- Have all volunteers fill out the Shelter Personnel Medical & Emergency Form
- Place an ID armband on all volunteers with “Fairfax County Animal Disaster Shelter” on band
- Have each volunteer fill out a bola tag and wear it at all times. County ID or drivers license should also be in bola tag
- Take a Polaroid picture of each volunteer and attach it to the bottom right corner of the Shelter Medical & Emergency Form
- File all Shelter Personnel Medical & Emergency Forms in book labeled Shelter Personnel

Lost Animal/Reclaim Volunteer

- Have citizen fill out Lost Animal Form
- Ask citizen for a picture of animal if available
- Compare Lost Animal Form to Stray Animal Book at the Animal Intake area. DO NOT allow citizens past your table.
- Advise the Shelter Director of animal match so he/she may release animal to citizen
- Take photo of citizen and ask for ID if animal is being released to them

Animal Intake Volunteer

- Complete Animal Intake Form
- Take two (2) Polaroid pictures of animal
- Label pictures with animal intake number, date of arrival, and sex
- Staple picture to Animal Intake Form in lower right corner
- Place other picture in book: “Pictures of Unclaimed Animals”
- Write the animal intake number on the ID band and place on animals neck

- Leave existing collars on animals
- Label cage with animal intake number, date of arrival, and sex
- If animal has been admitted and is on any medication, send animal to veterinarian for check-up
- Locate a Kennel Volunteer to place animal in a cage

Kennel Volunteers

- Set up kennel sections by animal type. Designate separate areas for stray and quarantine animals
- Assist Supply Coordinator with set up of animal food and supply storage and distribution areas and help maintain. Report to Supply Coordinator any needs
- Assist Supply Coordinator with set up of animal cage cleaning area and maintenance
- Move animals from animal intake area to kennels. (Protective gloves should be worn.)
- Care for animals (i.e. food, water, clean, groom, exercise)
- Take injured animals to vet table
- Report any changes of animal status to Shelter Director and Vet

1. Communications/Record Keeping Coordinator

- a) Assist the Shelter Director with set up of communications
- b) Prepare regular news updates for PIO
- c) Provide the Animal Services Representative in EOC with needed information
- d) Provide photographs and video documentation of shelter operations for documentation purposes
- e) Maintain all shelter files and make sure each volunteer is maintaining proper paperwork
- f) Collect and record all donated funds
- g) Provide the Shelter Director with daily report

Planning Sections Chief

Line of Succession

1. Communications Director
2. Special Events Director
3. Communications Asst

Position Description:

The Planning Section is responsible for a wide range of written documents. To include but not limited to the Situation Report and the Incident Action Plan.

Logistics Section Chief

Line of Succession

1. Maintenance Supervisor
2. Purchasing Manager
3. Purchasing Asst

Position Description:

Logistics is primarily responsible for providing internal support for field operations and shelter services. He/she will be responsible for maintaining all needed supplies to operate animal rescue efforts and run the shelter, including but not limited to food, water, feed, equipment, clerical supplies, and fuel. He/she will maintain all receipts and records of supplies for shelter.

Finance/ Administration Section Chief**Line of Succession**

1. CFO
2. Staff Accountant
3. Staff bookkeeper

Position Description:

Finance/Administration is responsible for financial management, analysis, cost projections, and tracking of all costs related to the incident.

Appendix E

Humane Society of Missouri

Animal Disaster Response Resources

August 2011

The Humane Society of Missouri (HSM) is the largest Humane Society in Missouri and is recognized as one of the premier humane agencies in the country. In the event of a disaster the Humane Society of Missouri Animal Rescue Team responds to assist local, state or federal authorities with evacuation, search and rescue, medical treatment and housing of the animals in the affected area. The Humane Society of Missouri provides valuable assistance at no cost to local agencies or tax payers. HSM receives no federal state or local tax support or United Way funding. We rely on the generosity of individuals {foundations and corporation's} to support our mission. HSM is accustomed to partnering with other animal welfare agencies and organizations and social service agencies to enhance rescue response and recovery.

The Humane Society of Missouri has been designated by SEMA as the lead volunteer Animal Response agency in Missouri. Our Animal Disaster team members are experienced in disaster response tactics including land and water rescue. Recently, we have deployed animal search and rescue and emergency shelter teams to Joplin, Stockton, Caruthersville, and St. Louis, Missouri as well as to the Gulf Coast of Mississippi, New Orleans, LA., and Texas for Hurricane's Katrina, Rita, Ike and Gustav. Our team stands ready for rapid deployment in Missouri or nationwide wherever animals are in need of rescue or emergency shelter due to disaster.

Personnel

- 12 member Animal Rescue Team consists of highly trained first responders and is a fully self contained Rapid Response rescue unit. Our team has 5 to 30 years of experience in small, large and exotic animal handling and technical land/water rescue. Our rescue team is trained in NIMS, Incident Command System and Tactical Animal Rescue.
- 200 staff members-900 volunteer base.
- HSM is networked with the leading animal welfare agencies across the country that could be called in to assist in large scale disasters at our request.

Veterinary Services

- 3 AAHA certified Veterinary Medical Centers with 20 Veterinarians on staff.
- Licensed Veterinary Technicians

Animal Facilities

- 600 capacity animal shelter in St. Louis, Mo.
- 300 capacity animal shelter in Maryland Height, Mo.
- 120 capacity animal shelter in Chesterfield, MO
- 300 capacity large animal Rescue Ranch in Union, Mo.
- Facilities to care for dogs, cats, birds, pocket pets, reptiles, horses, cattle, goats, poultry, and other farm animals.

Vehicles and Animal Transportation

- **26 ft Animal Transport Unit and Vehicle**
This unit is climate controlled and designed for small animal transport with the capability to house up to 100 animals. The unit is fully self contained and has 51 stainless steel cages with additional space to put vari-kennels. This unit has been deployed in disaster zones in Missouri and most recently in Mississippi, New Orleans, LA. and Texas. The unit has served as a primary transport vehicle and a temporary shelter.
- **Animal Transport Vans**
2 Sprinter climate-controlled vans with Mavron animal transport compartments
5 climate controlled cargo vans with Mavron animal transport compartments

- **4-wheel drive trucks**
7 4-wheel drive trucks with strobe light system
- **Cargo Vans**
2 cargo vans
- **ATV – 4 wheel drive with 2500lb winch**

- **Boats**
2 Jon boats with motors.
- **Horse trailers**
5 stock trailers including one with rescue glide, winch and large animal lift sling.
- **Portable Lyon panel 60' corral**
- **20 ft. and 14 ft. Disaster Trailers**
Equipped with portable generator, animal capture and rescue equipment.

Equipment

- Tactical mechanical advantage rope rescue system
- Flood light system, rope, shovels, axe, picks, tools, chain saws, generator, portable fencing, hard hats, safety vest, life jackets, dog and cat traps and capture equipment.
- 2 150-gallon fuel tanks and 10 5-gallon fuel containers
- 8 425-gallon truck bed water tanks
- 500 crates {cat and dog} and the ability to obtain as many as needed.
- 20 control sticks and extension poles.
- Throw nets, fishing nets and collapsible cat nets.
- Stretchers
- Nylon and cotton rope and rescue rope system
- Waders
- Dry suits
- Two 32 ft Extension ladders
- Evac-sacks {nylon mesh bags}
- Large Animal lift system and rescue sled for downed livestock.
- Bolt cutters, pry bar and sledge hammer.
- Video and digital cameras.
- Digital and cellular phones/ direct connect.
- Internal Radio system
- Bull horn
- Rechargeable mag lights

H:\Rescue\Animal Rescue Equipment list Aug 2011.doc

Appendix F

Humane Society of Missouri

Routine Vaccination/Treatment Schedule

Dogs and Puppies (all incoming)

- DHPP Start with puppies @ 8 wks. Give total of 3; each 2 wks. apart
 Puppies/dogs 4 mos. & over Give total of 2; each 2 wks. apart

- Bordetella Start with puppies @ 8 wks. Give IN; booster adults only w/SQ
 (Same for adults)

- Strongid Start with puppies @ 3 wks. 1cc per 10 lbs.; every 2 wks; 4-5 (hooks &
 rounds) doses for puppies Treat adults monthly

- Frontline For Cats & Dogs (@ 3 wks.*) 1 topical dose every 30 days
 (Treats fleas, ticks, & lice)

- Ivermectin For Cats and Dogs (@3 wks.*) SQ or orally, give monthly
 (Treats mites and heartworms)

Cats and Kittens (all incoming)

- FVRCP Start with kittens @ 8 wks. Give total of 3; each 2 wks. apart
 Kittens/cats 4 mos. & over Give total of 2; each 2 wks. apart

- Strongid Start with kittens @ 3 wks. 1cc per 10 lbs; every 2 wks; 4-5
 doses
 (Same for adults—treats hooks and rounds)

- Ivermectin For Cats and Dogs (@3 wks.*) Drops placed in ears; repeat in 2
 (Treats mites and heartworms) wks.

- Advantage For Cats (@ 3 wks.*) 1 topical dose every 30 days

Miscellaneous

- Panacur Only for Dogs (any age) .25cc per lb.; 1 dose each day, 3 days
(Treats whips, hooks, rounds)

- Drontal For Cats & Dogs (any age) Follow label directions
(Treats tapes, whips, hooks, and rounds)

- Rabies For Cats & Dogs @ 3-4 mos. 1 injection yearly
(only administered by veterinarian)

Disease Outbreaks

- Bordetella Give exposed dogs/puppies another booster of Bordetella vaccine
SQ if animal not vaccinated within the previous 2 weeks.

Note:

All treatments/vaccinations are open to individual variation as directed by a staff veterinarian.

*Indicates age is not in accordance with label, but due to specialized shelter environment, may be directed to give at younger age by staff veterinarian.

Appendix G

100 Animal Temporary Shelter Supply List

Animal Care/Cleaning

Blankets/towels	25
Bleach	2
Box fans	4
Cage scrapers	3
Cat carriers	25
Cat collars	50
Cat food can	24 cans
Cat food dry	5 bags
Direct Stop spray	2
Dog collars	50
Dog food can	24 cans
Dog food dry	10 bags
Duct tape	3
Food/water bowls	200
Gauze sponges	2 sleeves
Latex gloves	3
Leashes	30
Litter pans	25
Litter scooper	4
Litter	3 bags
Muzzles	1 set
Newspaper	
Paper towels	16
Plastic poop bags	50
Rubber gloves	4
Saline eye wash	2 bottles
Scrub brushes	2
Sponges	10
Spray bottles	4
Tags id type	100
Trash bags	3 boxes
Water cans	4

Office Supplies

Animal intake forms	100
Binders	1
Clipboards	4
Copier	1
Copy paper	2 reams
Intake log	1
Kennel cards	100
Lost/Found reports	50
Markers	4
Medical cards	100
Name Tags	25
Notepads	4
Pens	20
Rubberbands	1 box
Scissors	1
Sheet protectors-clear	200
Stapler/staples	1
Tape	3 rolls
Treatment Cards	50
Ziplock bags	2 boxes

Other suggested items:

Camera-to take pictures of unclaimed animals for web for found posters

Simple bandage material

Dawn dishwashing liquid-to remove oil from animal's coat

Tick/flea preventative/treatment

500 Animal Shelter Veterinary Medical Supplies

4 X 4 sponges	24 packs
Buckeye or Rocal	10 gallons

Bandage material	4 cases rolled cotton; 4 boxes each 2 inch, 4 inch rolls guaze
Catheters	250 (150-20 gauge; 50-22 guage; 50-25 gauge)
Clippers	4 units with 20 (#40) blades
Cotton tipped swabs	20 packages (100 each)
Crash cart	2 (to include 1 ambu bag, 1 bottle each epinephrine, Dopram, atropine)
E-collar 7"	20 ea
E-collar 10"	20 ea
E-collar 12.5"	20 ea
E-collar 15"	20 ea.
E-collar 20"	20 ea
E-collar 25"	20 ea
E-collar 30"	20 ea
Exam gloves	4 boxes each small, medium, large
Heartworm Snap test	400
FeLV/FIV Snap test	50
Fluids	4 cases each LRS, NaCl; 2 cases LRS/5% Dextrose
Dextrose 50%	1 case
Frontline	8 boxes (to include 2 boxes each feline; small, medium, large canine)
Germicidal for cold packs	4 gallons (isopropyl alcohol)
Hydrogen peroxide	2 gallons
Injectables	10 bottles Amoxicillin 12 bottles Pen G 250 ml 10 bottles Dexamethasone 3 bottles Chlorpromazine 2 bottles Ketofen 10 bottles lidocaine
Istrument trays	4 (each will include scissors, hemostats, needle holders, scalpel handles)
Iodine	5 gallons
IV lines	500
Ivermectin	3 bottles
Oral medications	10 bottles amoxicillin 250 mg 10 bottles cephalixin 250 mg 8 bottles metronidazole 500 mg 3 bottles doxycycline 100 mg 5 bottles prednisone 20 mg 2 bottles Rimadyl 25 mg 4 bottles Rimadyl 50 mg 2 bottles Rimadyl 75 mg 5 large bottles Panalog 5 large bottles Strongid-T 24 tubes Nutrical
Microchip scanners	6
Microchips	500
Needles	4 boxes 21 gauge
Surgical needles	2 packs 12 ea. Size 14 with a 3/8 curve cutting needle
Nolvasan	5 gallons
Scapel blades	1 box each #10, #15
Shampoos	10 bottles Miconazole

Spoon splints	12 each small, medium, large
Quick splints package of 4	2 each small, medium, large
Staple gun	15 preloaded
Surgery gloves	1 box each size 7 ½, 8, 8 ½
Surgery packs	4 spay packs
Syringes	4 boxes 3 cc (each contain 100 syringes)
Syringes/21 guage needles	10 boxes 3 cc, 3 boxes 6 cc (each contain 100 syringes)
Syringes 1cc/25G needles	12 boxes
Tape	2 boxes each 1 inch, 2 inch
Endotracheal tubes	3 each # 4, #5, #6, #7, # 8, #9, # 10
Tongue depressers	2 boxes (100 each)
Triple antibiotic eye ointment	10 boxes
Vaccines	250 doses FVRCP 400 doses DHPP 400 doses Bordatella 500 doses Rabies 1 year
Suture material	3 cassettes Monodox 3-0, 2 cassettes Monodox 2-0. 1 cassette cat gut
Vet wrap	4 boxes 2 inch, 4 boxes 4 inch.
Ketaset	25 vials
Valium	25 vials
Morphine	5 bottles
Fatal Plus	25 bottles

Additional equipment and supplies:

Otoscope	2
Ophthalmoscope	2
Pulse Oximeter	2
Anesthesia machine	2 (with isofluorane agent and oxygen tank)

Appendix H

SUGGESTED RESCUE GEAR FOR HSM RESPONDERS

1. Appropriate seasonal clothing/uniforms for SAR work in the field, (long pants, long sleeved and/or short sleeved shirts, heavy socks and properly fitted boots). No tennis shoes, sandals, flip flops etc. except for off-duty wear.
2. Gloves (bite/welding and work type).
3. Properly fitted climbing/water helmet.
4. Properly fitted PFD with rescue hookup.
5. High visibility vest.
6. Goggles **and** safety glasses.
7. Wetsuit and/or drysuit. (Drysuit is preferable as most water rescue situations will mandate drysuit conditions over wetsuit.)
8. Minimum 100' of approved NFPA or Cordage Institute rope.
9. Flashlight w/extra batteries.
10. Surgical/dust masks and N95 respirator.
11. Rain Gear.
12. Ball cap/hat for sun protection.
13. Personal catch pole(s), nets, etc.
14. Cell Phone w/extra battery/remote charger.
15. Personal First Aid kit.
16. GPS device in vehicle
17. 4-wheel drive vehicle

For those who would respond to wild land fire rescue situations:

18. Wild land fire Nomex gear (NFPA Approved)
19. Wild land fire pack w/NFPA listed contents. (list of contents to follow)
20. Fire Shelter
21. Approved fire boots (all leather) (It is recommended that boots and socks be broken-in prior to the first fire incident call. It is not the place to develop blisters. Advice from a fire grunt!)
22. Leather gloves
23. Safety helmet.
24. Fire goggles.
25. NWCG Incident Response Pocket Guide

It is understood that not every responder will have access to or be able to afford the entire list of gear at once. Each responder should look at acquiring most of the items on this list over time if responding to animal disasters is a long-term objective.

(All equipment taken from FEMA Typed Resource Definitions and NFPA Standards)

Appendix I

Memos of Understanding

Appendix J

- Forms

Shelter

Controlled Substance Inventory Log-Other
Controlled Substance Log-Other
Daily Animal Care Log
Emergency Animal Shelter Information Sheet
Emergency Intake Log
Emergency Pet Shelter Application
Emergency Shelter Animal Card
Fatal Plus Inventory Log
Fatal Plus Usage Log
Ketaset Inventory Log
Lost/Found Report
Medical Card
Pre-Mix Usage Log
RTO + Sick/Injured
Satellite Shelter MOU

Rescue

Deceased Animal Log
Disaster Rescue Request
Disaster Response Field Intake
Disaster Response Notice
Feed in Place Log
Mutual Aid Agreement
Rescue Daily Log

Personnel

Time Edit Sheet
Volunteer Application and Liability Waiver
Volunteer Timesheet

Agency Emergency Pet Shelter

Daily Animal Care Log for _____ **Animal ID** _____ **Name** _____

Date	Time	Cleaned	Fed	Watered	Walked	Observations				By
						Eating	Drinking	Urinated	BM	

Disaster Animal Shelter
Other Controlled Substance Inventory Log
 _____ **(Drug)**

Received in Shelter	Dispensed Pre-Mix	Returned Empty
----------------------------	--------------------------	-----------------------

Bottle#	Lot#	Exp. Date	Date	By		Date	By	To		Date	By	To

Disaster Shelter Controlled Substance Usage Log-Other

(Drug)
Bottle# _____ Balance _____ cc's
Date Bottle Received ____/____/_____
By _____ Page ____ of ____

Date	Animal ID #	Species	Weight	Waste	Dose	Balance	By

Waste Total Dose Total Combined Total

Carry over Balance _____

Emergency Animal Shelter Information Sheet

The _____ agency is pleased that we can provide temporary shelter to your pet(s) during this emergency.

Because this is an emergency, we hope you will understand that this is not a usual boarding situation. We will keep your pet safe and provide food, water and sanitation.

During this emergency we would appreciate your help with the feeding and care of your pet(s). We know that this may not be possible and do understand the difficult situation we all are facing. Please know that we will provide the best care possible for your pet(s) under these difficult circumstances.

Of course, the best place for your pet is at home with you. As soon as you are able to provide a safe situation for your pet with you or a friend or relative, we would appreciate you picking up your pet(s).

The _____ agency is providing this emergency shelter service free of charge to pets and owners. We would appreciate any donation you could make toward helping us accommodate more people and their pets.

Please bring this sheet with you when you pick up your pet to help us return your pet to you quickly. If you need to contact us please call _____ and refer to your pet's animal id number when making inquiries.

Thank you.

Animal ID# _____

Animal ID# _____

Animal ID# _____

Animal ID# _____

EMERGENCY INTAKE LOG

Animal ID#	Date Intake	Species	Breed	Color	Sex	Age	Condition	Source Type	Source ID	Outcome Type	Date	Outcome ID	Comments

Species: Bird, Cat, Dog, Livestock, Other, Wildlife
 Source Type: Confiscate, Disposal Request, Euthanasia Request, Owner Surrender, Stray, Transfer
 Outcome Type: Adoption, Died, Disposal, Euthanized, Foster, Missing, Relocate, Return To Owner, Transfer
 Condition: Aged, Aggressive, Injured, Normal Sick, Unknown

Date _____ P# _____
 1. A# _____ Microchip# _____ Tag# _____
 2. A# _____ Microchip# _____ Tag# _____

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

Name: _____ Breed: _____ Age: _____
 Sex: _____ Color(s): _____ Markings: _____
 Medical Condition: _____ Medication: _____
 Vaccinations current: _____ History of aggression: _____ Housebroken: _____ Declawed: _____

Name: _____ Breed: _____ Age: _____
 Sex: _____ Color(s): _____ Markings: _____
 Medical Condition: _____ Medication: _____
 Vaccinations current: _____ History of aggression: _____ Housebroken: _____ Declawed: _____

Owner Name: _____ Last 4 digit ID# _____
 Address: _____ City/Zip: _____
 Place of Employment: _____ Work Phone: _____
 Contact numbers: _____
 Emergency Contact (non-evacuee) _____ Phone _____

I hereby request the emergency sheltering of the animal(s) listed above which are being evacuated because of a pending or occurring disaster or emergency situation. The _____ (Agency) will shelter my animal(s) from ____-____-____ to no later than ____-____-____. I understand that if I do not arrange for an extension of this time period, my animal(s) will be considered abandoned and the manner of disposition of my animal(s), including adoption or euthanasia, will be at the sole discretion of Agency. I hereby release the Agency from any and all liability regarding the care and sheltering of my animal(s) during and following this emergency. I acknowledge that if emergency conditions pose a threat to the safety of my animal(s), additional relocation may be necessary, and this release is intended to extend to such relocation.

I acknowledge that this is an EMERGENCY situation and it is my responsibility to see that my animal's (s') vaccinations are current. I understand that, although adequate shelter and care will be provided, no exact schedule of care can be offered or guaranteed. I understand as the owner (agent) of the animal(s) the Agency is requesting that I contribute to the feeding and daily care of my animal(s) if possible. I understand that, although reasonable care will be taken to prevent injury, disease, injury and/or the spread of disease, such situations can occur. I release the Agency of any responsibility for injury or illness that may arise from this temporary emergency sheltering. I further understand that if, in the opinion of shelter personnel, any medical treatment becomes necessary, the Agency will attempt to contact me. However, if contact cannot be made, I authorize the Agency to act as my agent and consult a veterinarian and make medical decisions for my animal(s) on my behalf, up to and including emergency care. I will be responsible for any veterinary expense which may be incurred in the treatment of my animal(s).

I understand that my signature below indicates that I have read, understand and agree to abide by the stipulations stated above to participate in the emergency animal shelter.

Owner: _____
 Signature Print

Witness: _____
 Signature Print

EMERGENCY SHELTER ANIMAL CARD

A# _____ Tag# _____ Name _____

P# _____ Dog Cat Other _____ Intake Total _____

Breed _____ Color _____ Sex _____

Intake Date _____ Reason _____

SPECIAL HANDLING REQUIRED

Medical Condition _____

Medication _____

Aggressive Behavior: No Yes _____

H:\Forms\DISASTER\Emergency Shelter Cage Card.doc

EMERGENCY SHELTER ANIMAL CARD

A# _____ Tag# _____ Name _____

P# _____ Dog Cat Other _____ Intake Total _____

Breed _____ Color _____ Sex _____

Intake Date _____ Reason _____

SPECIAL HANDLING REQUIRED

Medical Condition _____

Medication _____

Aggressive Behavior: No Yes _____

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**Pets in Disaster
Controlled Substance Inventory Log -Fatal Plus**

Received in Shelter	Dispensed	Returned Empty
----------------------------	------------------	-----------------------

Bottle#	Lot#	Exp. Date	Date	By	Date	By	To	Date	By	To

Disaster Shelter Controlled Substance Usage Log-FATAL PLUS

Bottle# _____ **Balance**_____cc's
Date Bottle Received ____/____/_____
By_____ **Page** ____ **of** ____

Date	Animal ID #	Species	Weight	Waste	Dose	Balance	By

Carry over Balance _____
 _____ Waste Total
_____ Dose Total
_____ Combined Total

**Disaster Animal Shelter
Controlled Substance Inventory Log-Ketaset**

Received in Shelter					Dispensed Pre-Mix			Returned Empty		
Bottle#	Lot#	Exp. Date	Date	By	Date	By	To	Date	By	To

Lost Found Pet Report

Date Lost/Found_____ **Date Reported**_____ **In Computer**_____

Animal Description:

Species_____ **Breed**_____ **Sex**_____ **Age**_____ **Name**_____

Color_____ **Markings-Scars etc.**_____

Collar type/color_____ **ID, chip, tag**_____

Where lost/found_____

Comments_____

Owner/Custodian:

Name_____ **Address**_____

City_____ **Zip**_____ **Email**_____

Phones_____

Comments_____

Lost Found Pet Report

Date Lost/Found_____ **Date Reported**_____ **In Computer**_____

Animal Description:

Species_____ **Breed**_____ **Sex**_____ **Age**_____ **Name**_____

Color_____ **Markings-Scars etc.**_____

Collar type/color_____ **ID, chip, tag**_____

Where lost/found_____

Comments_____

Owner/Custodian:

Name_____ **Address**_____

City_____ **Zip**_____ **Email**_____

Phones_____

Comments_____

Animal ID#

Retain this Log for Permanent Records

Special Diet or Comments:

Medication	Mg/MI	Dose	Directions	Diagnosis	DVM

Date	Medication Given By (Initials)			Date	Other Treatment	Initials
	AM	Noon	PM			

Green Log = Routine Medication Orange Log = Controlled Substance
Retain all Orange Logs for Permanent Records

DISASTER ANIMAL MEDICAL CARD

Intake Date _____ **Animal ID#** _____ **HSM Tag#** _____

Rescue Case# _____ **County** _____ **Inv.**
ID# _____

Breed _____ **Color** _____

Sex _____ **Age** _____ **Markings** _____

Pets Name _____ **Microchip#** _____

Other _____

Exam Results/Observations: Exam Date _____ **Exam By** _____

1) General Appearance <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	2) Integumentary <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	3) Musculoskeletal <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm
4) Respiratory <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	5) Digestive <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	6) Genitourinary <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm
7) Ears <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	8) Neural Systems <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	9) Lymph Nodes <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm
10) Eyes <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	11) Circulatory <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm	12) Mucous Membranes <input type="checkbox"/> Normal <input type="checkbox"/> Abnorm

T _____ **P** _____ **R** _____ **Wt** _____

Treatments:

	DATE	BY	DATE	BY	DATE	BY	COMMENTS
DHPP							
BORDETELLA							
FVRCP							
IVERMECTIN							
DEWORMED							
REVOLUTION							
FRONTLINE							
FELV TEST							
HW TEST							
FECAL							
OTHER							

Return to Owner

By signing below, _____ represents that he/she is the rightful owner/custodian of and acknowledges receipt from the _____ (Agency) of an animal (described below). In addition, I acknowledge that I am 18 years or older and agree to be bound by and to comply with the following terms and conditions:

Animal Description

Animal ID# _____ Breed _____

Color _____ Sex _____ Pet's Name _____

Special Instructions for Sick or Injured Animal Apply (if checked):

- Based upon information provided by the Agency, I understand this animal is in need of immediate veterinary care for an injury or illness.
- I acknowledge that as the owner or custodian of this animal, it is solely my responsibility to provide prompt veterinary care for this animal to address the current medical concern and to prevent further suffering.
- I acknowledge that I have represented to the Agency that it is my intention to seek prompt veterinary care for this animal from:
(**provider**) _____.
- I understand that failure to provide prompt veterinary care may be the basis on which charges of animal neglect or animal abuse, RSMO578, could be filed against me.

Signature Owner or Custodian

Date

HSM Representative

Date

H:\Forms\RTO+ Inj-Sick.doc

**Missouri Pets in Disaster
Memorandum of Understanding-Export/Transfer Agreement
Minimum Requirements for Satellite Sheltering of Animal Evacuees**

Mission Statement

In the event of a disaster the _____(Agency) is committed to help ensure that as many companion pets survive as possible. To achieve this goal we will assist with animal evacuation before and after a disaster, establish emergency animal shelters, provide transport, immediate care and rescue for companion animals affected by a disaster.

Agency priorities: 1. Animal survival; 2. Return pets to their owner; 3. Place unclaimed and relinquished pets with animal welfare agencies outside the disaster area for possible adoption.

- Satellite Shelter Agency (SSA) must agree to the holding period established for this event. If an owner comes forward during the holding period the pet must be returned to them. Animals in disaster must be held for possible owner reclaim until _____. Unclaimed animals after this date may be placed for adoption or disposition at the discretion of the SSA.
- SSA must be a 501 (c) (3) not for profit organization or government animal care/control agency.
- SSA must provide verifiable references.
- SSA must provide an approved mode of transport, to include climate control and adequate staffing to care for the animals during the transport.
- SSA agrees to make information about the transported pets' status available to the Agency.
- SSA must ensure that all animals are spayed or neutered prior to or at the time of adoption.
- SSA must ensure that the pets are posted on PetFinder.com through the holding period and assist with trying to find the original owner.

Satellite Shelter Agency

SSA Reference / Phone

Street Address

SSA Reference / Phone

City ST Zip

Transport Description

SSA Executive Director Name/Phone

Agency Authorizing Agent Print

Authorized Representative Print

Agency Authorizing Agent Signature

Authorized Representative Signature

Date

Email Address

Comment

Date

Comment

Disaster Response Volunteer Application And Liability Waiver

Name _____ Age (if under 18) _____

Address _____ City _____ Zip _____

Phone-Day (Area code included) _____ Evening _____ Other _____

Email _____ Emergency Contact Name-Number _____

Starting Date Available _____ Length of time available (1 week, month, open) _____

Available	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

	Skills	Professional?		Skills	Professional?
	Admin/Management	Yes No		Customer Service	Yes No
	Animal Handling	Yes No		Exotic/Wildlife Handling	Yes No
	Animal Rescue	Yes No		Farm Animal Handling	Yes No
	Animal Sheltering	Yes No		Horse Handling	Yes No
	Communications	Yes No		Veterinary Medicine	Yes No
	Computer	Yes No		Other	Yes No

Willing To Do

	Animal Care		Damage Assessment		Phones
	Animal Health Care		Data Entry		Shelter Clean-up
	Animal Rescue		Driving		Other
	Construction		Office Work		Other

Vaccination History Rabies Pre-Exposure-Date _____ Tetanus-Date _____ Hepatitis A-Date _____

Professional Affiliation with Animal Welfare or Animal Oriented Businesses _____

Do you have health limitations which impact your ability to volunteer? If yes, explain _____

Resources you can offer: Carriers, fans, cage/bedding materials, jon boat, warehouse, land for livestock. _____

Have you been convicted of a felony? If yes, explain _____

Interviewer _____ Date _____ Approved for Service? _____

_____ Agency (hereafter referred to as the “Agency”), agrees to accept the services of _____ (hereafter referred to as the “Volunteer”), and Volunteer agrees to serve as a volunteer for the Agency. Both parties herein agree to the following:

1. The Agency will provide necessary information, training, assistance, and supervisory aid to the Volunteer.
2. Volunteer is not an employee of the Agency, and agrees to provide services to the Agency as a volunteer without the payment of compensation, salary, or benefits of any kind.
3. Volunteer agrees to be bound by all policies & procedures of the Agency, and to carry out all duties promptly, reliably and in a professional manner.
4. Volunteer agrees to honor confidential information by not disclosing that information to any person, other than persons employed by the Agency or other volunteers, in the performance of his or her duties for the Agency.
5. Volunteer agrees to notify the Agency with appropriate notice of extended leave or resignation.
6. This Volunteer Agreement may be terminated by either party at any time upon notice to the other.
7. Volunteer understands that public relations are an important part of volunteering at the Agency. Volunteer therefore agrees to permit the Agency to take and use, as the Agency deems fit, any photographs, video or audio taken of him or her while acting in a volunteer capacity.
8. **Assumption of Risk, Release & Indemnification:** Volunteer recognizes and acknowledges that in performing volunteer services for the “Agency”, which may include the handling of animals, there is a risk of physical harm and damage to Volunteer’s person and property. Volunteer agrees to assume and accept all risks arising or resulting from, or which are claimed to arise or result from, acting as a volunteer for the Agency. Volunteer hereby, and for his/herself, heirs, personal representatives and agents, releases and forever discharges the Agency and all its officers, directors, employees, volunteers, agents and representatives, from all actions, suits debts, covenants, contracts, controversies, damages, claims and demands whatsoever, in law or in equity, whether present or occurring in the future, whether discovered or undiscovered, which Volunteer has against the Agency, ever had against the Agency, or will in the future have against the Agency, including those that may occur in the future due to the negligence or fault of the Agency, its officers, directors, employees, volunteers, agents or representatives. This assumption and release specifically cover personal injury and property damage claims (present, future, known or unknown) that Volunteer may have against the Agency and the others listed above. Volunteer further agrees to indemnify, hold harmless and defend the Agency, its officers, directors, employees, volunteers and agents for any and all expenses incurred by them either directly or indirectly, including a reasonable attorney’s fee, as a result of any damages arising from Volunteer being, and serving as, a volunteer for the Agency.

BOTH PARTIES ACKNOWLEDGE AND AGREE THAT THEY HAVE READ AND FULLY UNDERSTAND THE TERMS OF THE ABOVE AGREEMENT, AND THAT THEY HAVE HAD THE OPPORTUNITY TO ASK ANY QUESTIONS OF THE OTHER AND THAT ANY QUESTIONS ASKED WERE ANSWERED TO THEIR SATISFACTION.

Agreed to:

Volunteer Signature

Date

Agency Staff Representative

Date

Disaster Rescue Request

Date_____ Time_____ am/pm Rec'd by_____ Auth keyless entry?_____

Rescue address/location_____

Request: Stray Relocate to Emergency Shelter Feed/Water Only(once) Relinquish Pet(s)

Animal Description: Dog Cat Other_____ Confined?_____ Where?_____

Name_____ Breed_____ Sex____ Color_____ Med/Beh_____

Name_____ Breed_____ Sex____ Color_____ Med/Beh_____

Name_____ Breed_____ Sex____ Color_____ Med/Beh_____

Caller Name_____ Owner/Custodian?_____ Other_____

Owner Name (if diff)_____ Phone(s)_____

Address_____ City_____ State____ Zip_____

Comments_____

Disaster Response - Field Intake Form

Date _____ Time _____ am/pm Rec'd By _____ Dog Cat Other _____

Type intake: Own Sur Stray Rescue from property Keyless Entry? _____ Condition _____

Breed _____ Sex _____ Age _____ mos/yrs Color _____

Name _____ Collar/tag _____ Microchip# _____

Identifying marks _____ Reason/Remarks _____

Statement of Surrender

As owner, or as custodian acting in good faith, I give the above animal(s) irrevocably to the _____ agency for possible adoption or humane euthanasia at its discretion.

As a concerned citizen, acting in good faith, I hereby release to _____ agency, the above animal(s), which to the best of my knowledge is a stray.

I also certify that to the best of my knowledge the said animal has not bitten or scratched any person within the past 11 days. I also understand that this animal is not being accepted for treatment. Information is not available once the animal is released to _____ agency.

Printed Name _____ Signature _____ Last 4 DL/SS# _____

Address _____ City _____ Zip _____

Phone _____ Cell _____ Euthanasia Request _____

DISASTER RESPONSE

DATE:

(Print on bright orange peel and stick label. Designed to post property where animals are rescued.)

Mutual Aid Agreement

Date _____

Associate/ Organization

Dear _____

The _____ Agency values your organization as a resource and partner during the event of disaster. We are very proud of our association with you and look forward to many years of mutual benefit to both of our organizations through this agreement. Enclosed you will find a copy of a Mutual Aid Agreement between the _____ Agency and _____. This agreement will allow for a quick and effective response when a disaster strikes.

If you have any questions, or need anything, please feel free to contact me at your convenience.

Sincerely,

Mutual Aid Agreement

This agreement effective on the date executed below, is by and between _____ {hereinafter referred to as “Associate”}, and the _____ Agency a non profit corporation {hereinafter referred to as {Agency}}. This agreement is activated when a request is made by the Agency and accepted by the Associate. At no time shall either party be obligated to commit resources that are not available to them.

Purpose:

This statement defines an agreement between the Associate and the Agency in preparing for and responding to a disaster situation. It provides for a system of mutual cooperation in the rescue of animals, the assurance of their care, and the search for their owners.

Definition of a Disaster:

A disaster is an occurrence such as a tornado, storm, flood, earthquake, drought, blizzard, fire, explosion, transportation wreck, biological or chemical hazard, or other situation that displaces people or pets.

Authority:

The Agency has been designated by _____ to respond to animal issues in a disaster.

Recognition:

The Agency recognizes the Associate as a valuable resource and partner in the event of a disaster.

The Associate recognizes the Agency as the lead Voluntary Agency dealing with animal issues in _____.

Both organizations in their voluntary capacity recognize that federal, state, and local government responsibilities, in a time of disaster, remain the same as at other times, which is the protection of life, property, public health and welfare, and the maintenance and repair of public property. The occurrence of a disaster increases, but in general, does not change these responsibilities. The Agency supports and assists the work of governmental authorities in alleviating the distress caused by a disaster by helping the community deal with animal issues, but does not assume responsibility for governmental functions.

Method of Operation

In order that the Agency and the Associate may work together in cooperation in rendering services during disaster situations, the organizations have agreed as follows:

1. A close liaison will be maintained between both agencies.
2. Representatives of the Agency will coordinate with the Associate in responding to disasters.
3. Cooperation arrangements will be maintained for mutual planning and exchange of information and for liaison regarding the imminence of a disaster when possible.
4. The Agency will provide the Associate with available information regarding the effects of a disaster and progress of relief efforts. No personal data should be included in this transfer, unless the individual has given consent. The Associate can assist the Agency in rescue and shelter operations that its members are properly trained and equipped in.

5. Through the Agency, all efforts will be expended to reunite animals with their owners following a disaster.
6. Financial support for animal disaster relief will be sought through the Associate. The Agency will not assume any financial responsibilities for animal relief unless otherwise specified.
7. Any Volunteer, partner or Associate working with the Agency will maintain a professional demeanor, follow AGENCY policies and protocols, respect the authority of the local Law Enforcement and Emergency Management and will treat animals with compassion and in a humane manner at all times.
8. The Associate shall not be liable for any action or omission on the part of the Agency resulting in personal injury or property damage as a result of the Agency's activities.
9. The Agency shall not be liable for any action or omission on the part of the Associate resulting in personal injury or property damage as a result of the Associates activities.
10. "The Associate and the Agency maintain the right to terminate this Mutual Aid Agreement at any time upon notice to the other party. The Associate and the Agency have executed this agreement on the date set forth opposite their signatures which appear below."

Agency

Date

Associate

Date

Disaster Response Daily Log

Mileage End:	Starting Time:	Responder :
Mileage Start:	Ending Time:	Date:
Mileage Total:	Counties Visited:	

DATE REC'D	ARR. DEP	ADDRESS/LOCATION	COUNTY CITY	NATURE OF ACTIVITY

ANIMAL	#		#	PHONE CALLS	PERSON CALLED	CASE # OR COUNTY	PHONE NUMBER
HORSE		POULTRY					
PIG		RABBIT					
SHEEP		OTHER					
DOG		KENNEL					
CAT		STABLE					
CATTLE		OTHER					
GOAT							

RESPONSES: _____
 RESCUES: _____
 # OF ANIMALS RESCUED: _____

Current Pay Period Timesheet Edits – Overtime Notice **Name**

Date	In-beg shift	Out for Lunch	In from Lunch	Out-End Shift	Hours	Reason for Edit	Overtime Notice /Reason

Current Pay Period Timesheet Edits – Overtime Notice **Name**

Date	In-Beg Shift	Out for Lunch	In from Lunch	Out-End Shift	Hours	Reason for Edit	Overtime Notice /Reason

DISASTER VOLUNTEER TIMESHEET

Location _____ Date _____

Volunteer Name (Please Print)	ID #	Volunteer Duty (Shelter, clerical, phone, etc.)	Time In	Time Out	Total # Hours

Thank you for volunteering!

Appendix K

Pets Act

120 STAT. 1725 PUBLIC LAW 109–308—OCT. 6, 2006

Public Law 109–308

109th Congress

An Act

To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the “Pets Evacuation and Transportation Standards Act of 2006”.

SEC. 2. STANDARDS FOR STATE AND LOCAL EMERGENCY PREPAREDNESS OPERATIONAL PLANS.

Section 613 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196b) is amended—

- (1) by redesignating subsection (g) as subsection (h); and
- (2) by inserting after subsection (f) the following:

“(g) **STANDARDS FOR STATE AND LOCAL EMERGENCY PREPAREDNESS OPERATIONAL PLANS.**—In approving standards for State and local emergency preparedness operational plans pursuant to subsection (b)(3), the Director shall ensure that such plans take into account the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.”.

SEC. 3. EMERGENCY PREPAREDNESS MEASURES OF THE DIRECTOR.

Section 611 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196) is amended—

- (1) in subsection (e)—
 - (A) in paragraph (2), by striking “and” at the end;
 - (B) in paragraph (3), by striking the period and inserting “; and”; and
 - (C) by adding at the end the following:

“(4) plans that take into account the needs of individuals with pets and service animals prior to, during, and following a major disaster or emergency.”; and
- (2) in subsection (j)—
 - (A) by redesignating paragraphs (2) through (8) as paragraphs (3) through (9), respectively; and
 - (B) by inserting after paragraph (1) the following:

“(2) The Director may make financial contributions, on the basis of programs or projects approved by the Director, to the States and local authorities for animal emergency

Pets
Evacuation and
Transportation
Standards Act
of 2006.
42 USC 5121
note.
Oct. 6, 2006
[H.R. 3858]

120 STAT. 1726 PUBLIC LAW 109–308—OCT. 6, 2006

LEGISLATIVE HISTORY—H.R. 3858:

CONGRESSIONAL RECORD, Vol. 152 (2006):

May 22, considered and passed House.

Aug. 3, considered and passed Senate, amended.

Sept. 20, House concurred in Senate amendment.

Æ

preparedness purposes, including the procurement, construction, leasing, or renovating of emergency shelter facilities and materials that will accommodate people with pets and service animals.”

SEC. 4. PROVIDING ESSENTIAL ASSISTANCE TO INDIVIDUALS WITH HOUSEHOLD PETS AND SERVICE ANIMALS FOLLOWING A DISASTER.

Section 403(a)(3) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170b(a)(3)) is amended—

(1) in subparagraph (H), by striking “and” at the end;

(2) in subparagraph (I), by striking the period and inserting “; and”; and

(3) by adding at the end the following:

“(J) provision of rescue, care, shelter, and essential needs—

“(i) to individuals with household pets and service animals; and

“(ii) to such pets and animals.”.

Approved October 6, 2006.