

DESOTO COUNTY

PET FRIENDLY

DISASTER SHELTER

FORMS AND INFORMATION

PACKET



FORWARD

DeSoto County government leaders recognize the value of the family pet and the importance of the human animal bond. There have been many mandatory evacuations where residents have chosen not to evacuate and remain in their homes because they have been unable to successfully make arrangements to shelter their pets. This disregard for companion animal welfare during a disaster can have public health consequences. DeSoto County recognizes this need and has sought to assist in this matter by developing a pet evacuation shelter.

In developing a pet evacuation shelter, we must conceptualize three concepts. Alternative Arrangements, Limited Spacing and the need for Volunteers.

- (1) Alternative Arrangements – Due to the high demand volume of pet owners, we must consider alternative arrangements. Our most prudent line of operation would be to assist the pet owner in making arrangements to have their pet(s) relocated as soon as possible to safe areas outside the storm (disaster) area.
- (2) Prospect of limited spacing - Pet evacuation shelters will only accommodate dogs and cats and those listed under DAP 9523.19. Any building used must meet hurricane standards. Owners will be required to provide proof of vaccinations and or licenses, an appropriate sized cage or crate for each pet and the care and maintenance of their pet during their stay in the shelter.
- (3) Volunteers- are needed to help manage the in-take processing, monitoring, and owner assistance with the pets.

It is understandable that the obstacles are numerous; however with careful planning and preparation we will be able to handle most of the sheltering demands. The following plan provides a general guidance for establishment and management of a pet evacuation shelter.

PET EVACUATION SHELTER

Standard Operating Procedures

PURPOSE; This SOP sets forth the requirements for implementing, activating and operating a pet evacuation shelter in Desoto County.

SCOPE: This SOP will be implemented when there is a local state of emergency declared and a **mandatory** evacuation is called for in the county. It applies only to the pet shelter(s) managed by Desoto County and does not apply to any municipal run pet friendly or evacuation shelter(s). It does not apply to special needs or general public shelters that are **not** also designated as a pet friendly or evacuation shelter.

PROCEDURES

GENERAL: Desoto County has instituted plans for an emergency evacuation pet shelter located at;

Turner Agri-Civic Center
2250 Roan Rd
Arcadia, Fl. 34266

Additional animals may be able to find shelter at local hotel/motels as there are several in the area that have pet friendly rooms. It is advised to call ahead to ensure a room is still available as they will fill up fast. Please refer to the listing below.

This facility will be activated for **mandatory** evacuations only.

After check-in at the shelter, all animals are to be properly caged. Owners are not allowed to remain with the animals and are encouraged to settle their pet as quickly as possible and exit themselves to the human sheltering area in plenty of time to be safe.

Stay at the shelter is limited to a maximum of 72 hours after the storm has passed. This shelter is not intended as a long term stay facility and anyone who has sheltered their pet here must make arrangements for their pets to be returned home or to a safe site outside the disaster area once the all clear is given.

LOCAL HOTEL LISTING THAT ALLOW ANIMALS DURING EMERGENCIES OR DISASTERS

Hotel Name	Phone #	# of Rooms
1) Knights Inn	(863) 494-4884	all rooms
2) Holiday Inn Express	(863) 494-1900	5
3) Desoto Motel	(863) 494-2992	5

STAFFING: Animal Services staff and trained volunteer assistants will staff the shelter and the registration. This includes helping the pet owners to get their pet set up and settled in the shelter upon arrival.

LOGISTICS: Pet owners are expected to supply the following items for their pet.

1. A carrier or crate sufficient for the size of their pet. (Pet must be able to stand up in the carrier or crate and turn around without being cramped.)
2. Pet food and water sufficient for 72 hours. (If canned food is to be fed, you must supply a can opener.)
3. Food and water bowls for their pet.
4. Any medications needed and instructions.
5. A leash
6. A collar
7. You pet's vaccination records. **NO PET WILL BE ADMITTED WITHOUT PROPER VACCINATIONS.**
8. If you are sheltering a cat you must have a 10 pound bag of litter and a litter box and a litter scoop.
9. Any comfort items the pet may need such as, blankets, towels, flea spray, toys or grooming supplies. (Brush or comb)
10. A muzzle if needed

Animal Services will provide the following items.

1. A building to serve as a shelter.
2. I.D. which will be issued at admittance.
3. Staff to assist with the pet's care.
4. Plastic trash bags for clean up. (Please remember, there may be no water after the storm and it is advisable for the pet owner to bring extra water if at all possible to wash out the pet's carrier if need be.)
5. Disposal of waste.

6. Plastic sleeves for pet paperwork.
7. Communication for staff and to coordinate with other County Departments and Shelters.
8. Litter, litter boxes and scoops if needed
9. Virus-cide.
10. Kennel Deodorizer.
11. Trash cans.
12. Food and water bowls if needed
13. Paper towels.
14. Extra pet food if needed

TRANSPORTATION: Persons registering their pets for a place at the shelter will be responsible for transporting themselves and their pets to and from the shelter.

IN HOUSE OPERATIONAL GUIDELINES:

1. An animal relief area will be specified near the shelter and any owner who takes their pet out for relief or to walk **MUST** remain in the designated area.
2. Owners are responsible for cleaning up after their pet(s) along with feeding and exercising.
3. No animal may remain in the shelter more than 72 hours after the all clear has been issued.
4. Pet supplies and needs are the responsibility of the pet owner.
5. Unruly/difficult pets may be removed to a segregated area of the shelter and aggressive pets may be asked to leave. These pets will be muzzled for safety if necessary.
6. Staff will be at the entrance of the shelter to verify that citizens have the items required upon check-in, confirm registration forms and space, attach I.D. bands, assess if the pets display aggressiveness or illness and upon return visits to verify proper person to proper animal.
7. Severely ill or aggressive animals will be advised to seek shelter with a veterinary clinic as such animal will be outside the scope of the emergency shelter to handle in the midst of a crisis situation.
8. Pets without **A Dhppv (5 in 1) with rabies and bordatella** immunizations will not be allowed at the shelter

Diseases that can be transmitted from dogs and cats to humans

- Rabies
- Distemper
- Hepatitis
- Lepto
- Giardia
- Parainfluenza

All of the above can also be transmitted from pet to pet with the addition of parvo and bordatella.

A Dhppv (5 in 1) with rabies and bordatella will be sufficient to safeguard the citizens and pets utilizing the shelter

As time is of the essence, please make sure you are aware of the requirements and guidelines before coming to the pet evacuation shelter. Your safety and that of your pet could be compromised.

DISASTER PET SHELTER PROCEDURAL PALN

PURPOSE: To provide specific instructions on set-up, activation and management of the Pet disaster Shelter.

VOLUNTEERS: Volunteers will be utilized only with the approval of the Animal Services Manager or Supervisor. Volunteers will be utilized in the registration areas as well as the animal housing areas to assist staff and pet owners.

LIMITS: No more than four animals per household. No Exceptions!

PROCEDURES

RETURN VISITS AND ANIMAL CARE:

Owners are responsible for the cleaning of their pet's carrier or crate, the pet itself and exercise. Trash receptacles will be provided along with paper towels and trash bags. Disinfectant and deodorizer will also be available. Outside walk and exercise areas will be posted. Owners will be responsible for arranging for their pet to be transported back to their homes, or in the event of the destruction of the home, for the permanent kenneling of their pet outside the disaster area.

It is recommended that these arrangements have been made before coming to the shelter to prepare for a worst case scenario.

ANIMALS WILL ONLY BE ALLOWED TO REMAIN AT THE SHELTER FOR 72 HOURS AFTER THE ALL CLEAR HAS BEEN

There will be the possibility that animals who remain past the 72 hours will be transported to a safe area outside the disaster area as the shelter must now concentrate on the animals of the community who are now roaming or in need of assistance because of the disaster and are being picked up by animal control and brought into the kennels in an effort to locate their families or for the safety of these animals.

When pet owners leave the shelter with their pets, both staff and the owner must make sure they have the right pet and all items belonging to the pet. Owners will remove cages, crates, pets and all belongings from the rescue area with aid of volunteers and staff. Staff and volunteers will remove garbage and roll up any tarps or floor coverings that may have been used. Staff and volunteers will also disinfect the sheltering area and inspect the outside grounds for any animal waste and clean as needed.

EMERGENCY EVACUATION:

In the case of the shelter sustaining a direct hit or being severely damaged in the storm, for the safety of all pets in the shelter, relocation may be instituted. If this were to be the case, all pets in the shelter will be relocated to a safe area after the storm has passed. A staff member will be on hand at the shelter to let you know where your pet can be located. Depending on the number of animals being cared for and the amount of damage to the shelter, it may become a necessity to cooperate with neighboring counties to relocate animals to safe areas outside the county. This decision will be made by Animal Services Management after the damage is assessed. This will be a decision of last resort if fear for the safety of all pets concerned is brought into question. If this was to become needed, you will be given the location of your pet and if time and manpower allow, you could also remove your pet to a safe area yourself before relocation becomes necessary.

REGISTRATION AND AGREEMENT RULES

I _____ the owner of the pet(s) listed on this agreement, understand that an emergency exists and that special arrangements have been made to allow my pet(s) to be sheltered at this facility during the emergency and for no more than 72 hours after the emergency has passed. I understand and agree to abide by the pet care rules contained in this agreement and failure to do so may result in my pet being asked to leave.

1. I certify by proof of veterinary records that my pet(s) is/are current on all vaccinations. I understand that if my animal should bite or scratch while housed at the shelter that it will have to undergo quarantine for 10 days. State mandates will supersede any rules and Environmental Health will be notified.
2. I understand that no aggressive animals are allowed.
3. I understand that if my pet becomes unruly or aggressive or begins to show signs of stress related conditions, I may be asked to remove the pet to another location.
4. I understand that no animal will be accepted that show any signs of contagious disease (mange, etc.) or are infested with parasites (fleas, ticks, lice, etc.). I will permit Animal Services staff to examine my pet to determine this.
5. I agree to provide a crate or cage for my pet(s) to be contained in while staying at the shelter.
6. I agree to furnish any needed medications, blanket or mat, toys, food and water (3 days' supply) or any other comfort item(s) that my pet may require to make its stay as comfortable as possible.
7. My pet will remained contained in its crate or cage except for those times when I take the animal to be exercised or am cleaning the crate or cage.
8. I understand that my pet MUST be on a leash whenever outside its container.
9. I agree to properly feed, water, medicate, clean up after, and provide general care for my pet during its stay.

10. I agree that one designated person will care for my pet and be allowed in the shelter area if I am not able to get to the shelter.
11. I will maintain proper identification on myself and my pet at all times.
12. I will not permit any other person to handle or approach my pet.
13. I understand that this is a temporary shelter and must have made arrangements to have my animal moved to a permanent location within 72 hours. I understand that any animals that are not moved within the 72 hour time limit may be relocated to a safe area outside the disaster area by the County and it will be my responsibility to reclaim my animal at that location.
14. I understand that any decisions concerning the care and welfare of my pet and the shelter population as a whole are within the discretion of the Animal Services Official.
15. I understand and agree that if at any time I fail to follow the rules as set forth in this agreement, I may be asked to leave the facility.

Owner signature

Date

Witness signature

Date

REGISTRATION AND AGREEMENT

I, the animal owner signed below, request the emergency housing of my evacuated pet because of a pending or occurring disaster. I do hereby release the person(s) or entity receiving the animal from any and all liability regarding the care and housing of said animal during and for 72 hours after the emergency. I, as the animal's owner acknowledge that if emergency conditions pose a threat to the safety of the animal, additional relocation of the animal may be necessary, and this release is intended to extend to such location.

I further acknowledge that the risk of injury or death to the animal during an emergency cannot be eliminated and agree to be responsible for any or all veterinary expenses which may be incurred in the treatment of said animal. It is required that the owner or his/her agent take responsibility for the care, cleaning, feeding and maintenance of the animal. By signing below, I confirm that I have read, understand and agree with all points contained in this Pet Emergency Shelter Packet.

Owner name (print) _____

Owner signature _____ Date; _____

Address _____

Phone # _____ Alternate # _____

Alternate care giver (print) _____

Alternate care giver phone # _____

ANIMAL NAME	BREED	AGE	SPECIES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DO NOT WRITE BELOW THIS LINE **STAFF USE ONLY**

I.D. #(S) _____

STAFF SIGNATURE _____ DATE _____

ASSIGNED AREA _____ KENNEL # _____

CHECK ALL THAT APPLY

- Crate/Cage (required) _____
- Bedding (required) _____
- Food & water bowls (required) _____
- Leash (required) _____
- Collar (required) _____
- 3 Day supply of food & water (required) _____
- Vacc. Record(s) (required) _____
- Cat Litter (required if boarding feline(s)) _____
- Litter scoop (required if boarding feline(s)) _____
- Litter box (required if boarding feline(s)) _____
- Toys _____
- Meds. _____
- Can opener (required if supplying canned food) _____
- Muzzle _____

Please list any other items belonging to or accompanying animal(s).

COMMENTS

Skin Condition _____

Parasites noted _____

Open Sores _____

Aggressive tendencies _____

Any other important or useful information or relevant observations.

ATTACH PHOTO

(Original application & photo to be kept in file. Copies are to be given to pet owner)

ITEMS NEEDED AT EACH PET EVACUATION SHELTER STATION

STATION 1 – ENTRANCE AND REGISTRATION

- 1 to 2 easel type notification boards
- Pedestrian dividers
- 1 table and 2 chairs
- 1 power source
- 1 set up box containing the following;
 - 6 clip boards
 - 1 Box blue ink pens
 - 2 dry erase markers
 - 1 dry erase board
 - 1 sponge eraser
 - 3 rolls paper towels
 - 1 box paper clips
 - 1 stapler and 1 box staples
 - 1 camera
 - 1 copier and cartridges
 - 2 write out
 - Plastic pet ID tags and collars.

STATION 2 – WATER STATION

- 1 water hose
- 1 water spray nozzle
- 1 table
- Water bowls for both dogs and cats
- Dog and cat food (dry)

STATION 3 – CLEANING

- Cleaning station 1** (will be at kennel entrance)
 - 1 table
 - Litter boxes
 - Litter
 - Trash can
 - Trash bags
 - Paper towels
 - Spray bottles of disinfectant cleanser (2)
 - Spray bottles of deodorizer (2)
 - 6 bottles bleach

Cleaning Station 2 (front left corner of kennel area)

Trash can
Trash bags
Spray bottle of disinfectant cleanser (2)
Spray bottle of deodorizer (2)
Paper towel

Cleaning station 3 (rear right corner of kennel area)

Trash can
Trash bags
Spray bottle of disinfectant cleanser (2)
Spray bottle deodorizer
Paper towels.

KENNEL ENTRANCE

2 large step in basins
Large trash bag of cloth towels

KENNEL AREA

- Tarps and or visqueen enough to cover entire floor of the kennel area and if applicable $\frac{1}{4}$ up walls.
- Duct tape
- Plastic kennel pockets or envelopes for paperwork and attaching device.
- Screening enough to block the view of the entire kennel area from all other persons in the shelter.
- Center screening enough to block view of cats from dogs.
- Kennels for dogs both small and large.
- Small cages for cats.
- Small cages (if available) for pocket pets.

Since pocket pets are a special category, the family of such is responsible for items required by these types of pets.

As per FEMA Disaster Assistance Policy (DAP 9523.19) such pets are listed as; bird, rabbit, rodents (i.e. mice, rats, guinea pigs, hamsters, squirrels, prairie dogs, gerbils and chinchillas) and turtles. Household or pocket pets do not include reptiles, amphibians, fish, insect or arachnids.

PET EVACUATION SHELTER AREA SET UP AT THE TURNER CENTER

Front entrance will have division set up to provide 1 side for pet registration and entry and the other side for foot entry without pets. Easel type notification boards will be set up before the pet entrance side outlining requirements for kenneling of pets in the shelter.

Sign in table set up with clip boards, registration forms, pens, markers, dry erase board, sponge eraser, paper towels, paper clips, stapler, copier, paper and camera.

Table set up at water station with water bowls, dog & cat food and bowls for both.

Cleaning areas will have trash can on wheels, trash bags, paper towels, spray bottles of cleaning solution and deodorizer. Cleaning area at entrance will also have litter and litter boxes.

Cleaning areas: One at animal kennel area entrance
 Two at diagonal opposite ends within the kennel area.

Shoe rinse step in station: will be at the entrance of the kennel area, all persons entering and exiting the kennels MUST step into the container on towels coated with disinfectant. No person will be allowed into the kennel area without shoes.

At sign in, all pets will be issued an identification tag which must remain on the pet while in the shelter.

Dry erase board will state the animal ID. Number and name as well as the owner name, Photos will be taken of the owner and pet with the dry erase board.

All kennels have a plastic pocket attached and this photo must remain at the kennel the pet will be using during the stay.

Pets must use the same kennel for the duration of the stay.

Pet cleanliness and care is to be performed by the pet owner.

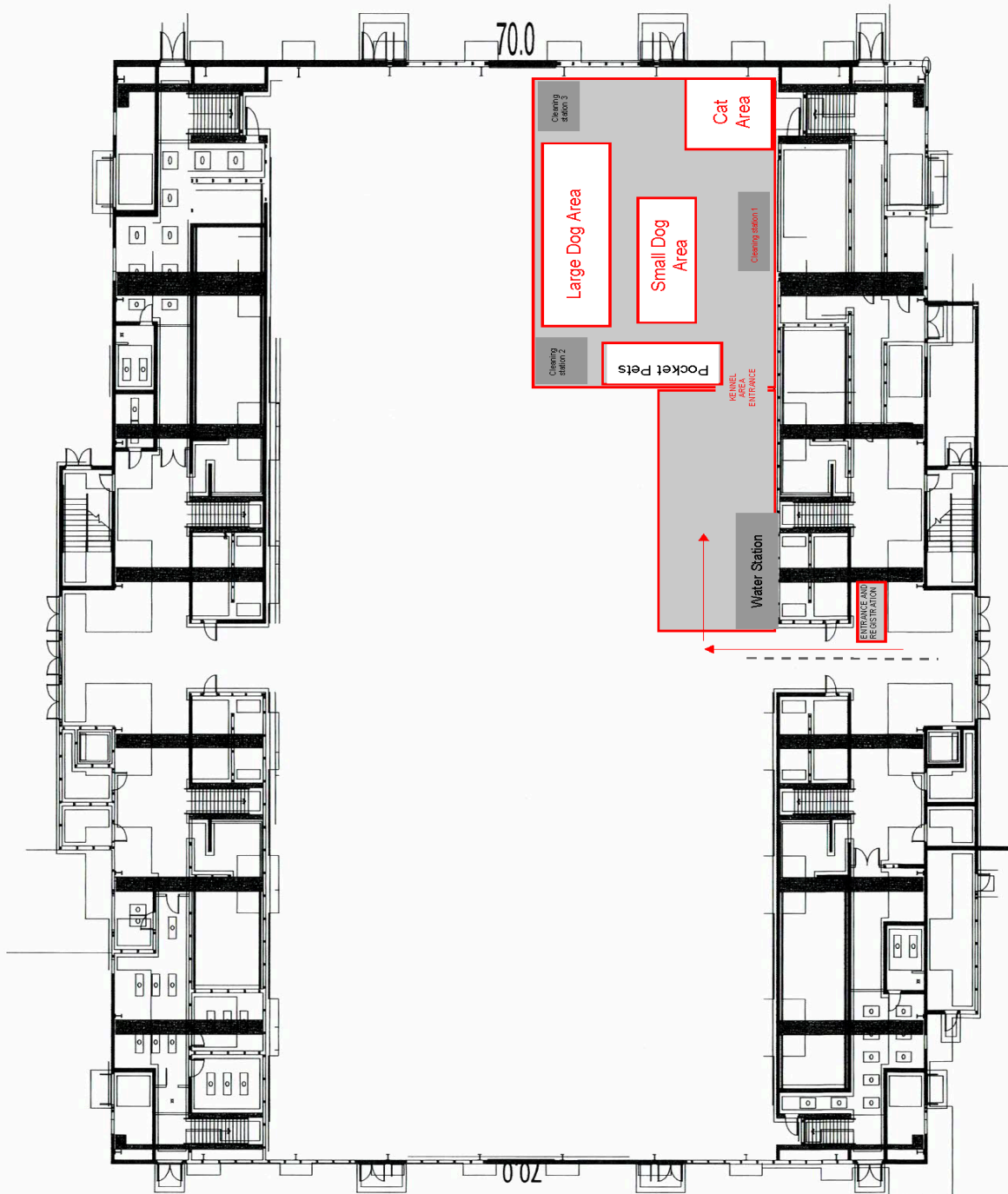
Pets must be on a leash whenever outside their assigned kennel.

If necessary, any confrontational pets or those showing aggression to other pets or persons must wear a muzzle while outside their assigned kennel.

The grassy area outside the front doors and to the left is the pet walking area.

Pets will not be allowed in the human population areas.

Pet owners cannot stay with their pets in the kennel area except for those times spent cleaning, feeding or providing care to the pet.



PET FRIENDLY SHELTER AREA LAYOUT

