

TOWN OF NORTH SMITHFIELD
EMERGENCY MANAGEMENT

**Domestic Cat & Dog
Sheltering Plan**



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September 2013

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Introduction

There are numerous challenges developing shelters for both human and animal which can only be solved by creative ideas and innovative programs. This plan has been developed for the operation of a cat and dog friendly shelter for the Town of North Smithfield. It is an adaptation created through investigating industry standards for animal shelters, other county's pet shelter programs as well as ongoing experience.

This plan outlines the shelter operation associated with pet friendly. Not all shelters can be pet friendly.

Assumptions

- North Smithfield Animal Control Officer, Scott Goodwin and/ or appointed replacement will direct and control all activities related to animal protection and control during an emergency.
- Support agencies include:
 1. Rhode Island Animal Response Teams
 2. Rhode Island Animal Control Association member agencies
 3. Rhode Island Agricultural Response Team
 4. Emergency Animal Rescue Service (EARS)
 5. Veterinary Medical Assistance Teams (VMAT)
 6. Humane Society of Rhode Island
 7. Northern Rhode Island County Cooperative Extension Service
 8. Town vendor for trash collection
- Any emergency resulting in evacuation of residents to a shelter will result in companion animal issues.
- The protection of companion animals is the responsibility of their owner.

Purpose

To control, and support the humane care and treatment of companion animals during an emergency situation.

Concept of operations

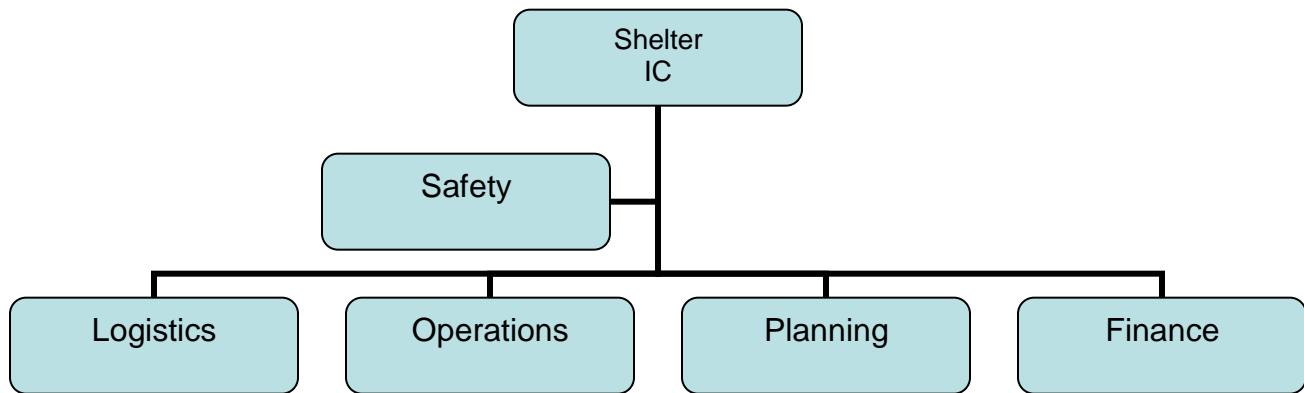
The sheltering and protection of animals is the responsibility of their owner. The North Smithfield Animal Control Department is the lead agency for situation assessment and determination of resource needs. As needed, the town will support the protection of animals affected by an emergency to include rescue, sheltering, control, feeding and preventative immunization of animals left homeless, lost or strayed as a result of an emergency.

Request for animal protection assistance and resources will be routed through the North Smithfield Emergency Operation Center. Shelters have been established in(in other areas of rhode island) as an effort to assist evacuated residents with their companion cat or dog.

National Incident Management System

Flow Chart

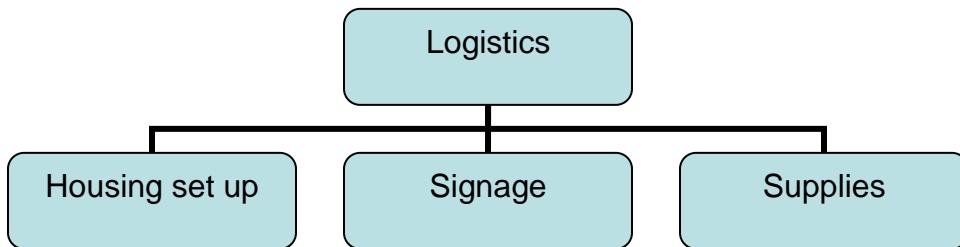
Command



RESPONSIBILITY FOR OVERALL OPERATIONS.

1. Submission of ICS 214 on a scheduled frequency to EOC, ESF 17.

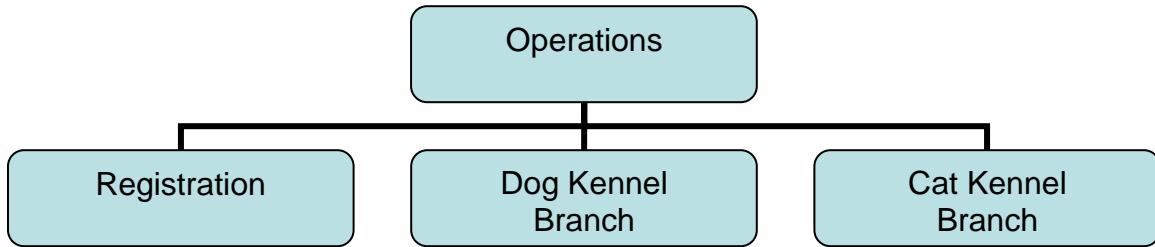
Logistics



RESPONSIBILITY FOR OVERALL LOGISTICAL SUPPORT OF CAT AND DOG FRIENDLY SHELTER COMPONENT

1. Set up signage and registration location at designated shelter.
2. Request additional security from law enforcement, if needed.
3. Evaluate building facilities and report conditions.
4. Inventory supplies and report on needs and surplus.
5. Set up fans, trash cans, and other necessity supplies.
6. Stage additional support supplies including disinfectant, refrigerators, first aid, generators, lighting, etc....

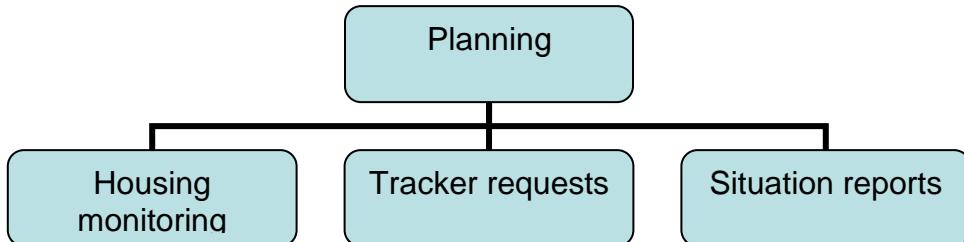
Operations



RESPONSIBLE FOR THE OPERATION OF REGISTRATION AND KENNELS

1. Register evacuees and their cat / dog using associated forms.
2. Take picture of animal with owner.
3. Make photocopy of owners driver's license or resident ID card for file.
4. Distribute animal collar, owner wrist band and associated stickers (as necessary).
5. Direct owner to appropriate kennel area.

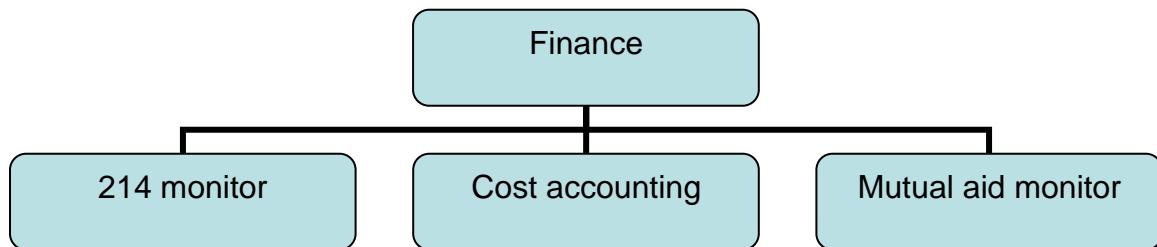
Planning



RESPONSIBLE FOR DEVELOPING INCIDENT ACTION PLANS

1. Work with operations and logistics to develop Incident Action Plans for next operational period.
2. Assist the Incident Commander with developing Tracker request to the EOC, ESF 17 desk.

Finance



RESPONSIBLE FOR MONITORING COSTS AND MUTUAL AID RESPONSE

1. Monitor tracker requests for cost implications.
2. Monitor volunteer hours.
3. Maintain cost accounting for supplies and other materials procured before, during and after the event.
4. Monitor damages for storm related, evacuee related and cat/dog/owner related.
5. Submit financial summary to Incident Commander on scheduled frequency.

SET UP

- A. Building – to use prior to use of facility, check:
 1. Water and power;
 2. Adequate lighting;
 3. Ingress and egress through all doors;
 4. Readily available fire extinguishers (tagged within the last 12 months);
 5. Functionality of restrooms.
- B. Registration area:
 - Located near a strategic entry point for segregating “people” shelter from “pet” shelter;
 - Triage – this is where animals and their owners register;
Picture will be take with animal and owner;
 - Owner is wrist banded to signify authorization into pet area;
Only one (1) wrist band per family.
- C. Pet housing locations:
 1. Locker rooms;
Boys locker area – Dogs;
Girls locker area – Cats;
 2. Animals in heat will be isolated from the general population of animals.
 3. Focus on keeping animals facing away from each other.
 4. Monitor for aggressiveness and relocate as necessary.
- D. Volunteer registration desk:
 1. Registration for volunteers willing to assist and support agencies and organizations with various tasks
Volunteers must be qualified by education and or experience in the duties they are being requested for.
- E. Cleaning operations:
 1. Surface areas will be disinfected and sanitized with a solution suitable for antibacterial / antiviral situations.
 2. Chlorox clean up wipes for hands of all involved or other appropriate hand sanitizer.
 3. Trash cans to handle animal waste with liner of at least 3mil thick or greater.

4. Disposable cleaning cloths (or high grade paper towels) for clean up activities.

EQUIPMENT & SUPPLIES

There are a number of supplies and materials necessary to support a pet friendly shelter. The following lists of equipment and supplies are outlined by locations.

REGISTRATION AREA

1. Radio's (walkie-talkie) FRS or 800mhz
2. Cell phone
3. Digital/battery charger/PC cables or camera and film
4. Pens, markers, pads
5. Note pads
6. 4 x 6 cards
7. Duct tape
8. Table and chairs
9. Signage
10. Avery labels, plain white
11. Avery labels assorted colors preprinted (intact male, intact female, in heat, geriatric, people aggressive, animal aggressive)
12. Color wrist bands for registered owners and staff
13. Portable fans for kennel areas
14. Refrigerators for can foods
15. Flea spray
16. Control sticks
17. Sharpie markers
18. Microchip scanner
19. Easel stands for signage
20. Storage containers/folders
21. Lighting (flash lights/lanterns)
22. Laptop or Desktop Computer
23. Color printer, extra ink cartridge, paper
24. Pet Shelter Forms (surrender, lost pet, found pet, etc.)
25. Portable generator(EMA portable connected to pigtail supplied)
26. Tab bands
27. 3-hole punch
28. Handouts (shelter rules, instructions for caring for pet, phone numbers, contact persons, etc.
29. Pet first aid book

DOG SHELTER ROOM

1. Muzzles various sizes
2. Carriers of various sizes
3. Bedding for animals
4. Dog toys
5. Can openers
6. Spray bottles
7. Hand disinfectant
8. Paper towels
9. Heavy duty plastic bags
10. Mops, buckets, brooms, brushes, sponges
11. Disinfectant and soaps for cleaning
12. Aerosol deodorant spray
13. Table and chair
14. Human first aid kit
15. Animal first aid kit
16. Leashes, collars and harnesses
17. Quality rope
18. Signage
19. Water
20. Assorted foods
21. Disposable food and water bowls
22. Blankets and towels
23. Plastic sheeting
24. Flea spray
25. Latex exam gloves
26. Trash cans and trash bags
27. Lighting
28. Large storage containers
29. Soothing music and tape or CD player
30. Portable Generator
31. Control sticks
32. Umbrella/rain gear/boots
33. Surgical masks

CAT SHELTER ROOM

1. Heavy gauntlets / cat gloves(welder gloves are acceptable as an alternative)
2. Carriers of various sizes
3. Bedding for animals
4. Cat toys
5. Can openers
6. Spray bottles
7. Hand disinfectant
8. Paper towels
9. Heavy duty plastic bags
10. Mops, buckets, brooms, brushes, sponges
11. Disinfectant and soaps for cleaning
12. Aerosol deodorant spray
13. Table and chair
14. Human first aid kit
15. Animal first aid kit
16. Leashes, collars and harnesses
17. Quality rope
18. Litter and pans
19. Signage
20. Water
21. Assorted foods
22. Blankets and towels
23. Cat litter and disposable pans
24. Disposable food and water bowls
25. Plastic sheeting
26. Flea spray
27. Latex exam gloves
28. Trash cans and trash bags
29. Lighting
30. Large storage containers
31. Soothing music and tape or CD player
32. Portable generator
33. Cat tongs or control stick

QUALIFIED PET FRIENDLY SHELTERS

Tier No.	Shelter Name	Area	No.	Address	Pet Friendly Shelter	LAT	LONG

Shelter openings may vary with each emergency. Stay tuned to local media for a listing of which shelters will be opened for an event. Do not go to the shelter until local officials announce through the media that the shelter is open. Shelter openings will differ by size and intensity of a disaster.

The Town of North Smithfield phases in shelter openings when an emergency threatens our community. We use a geographically, tiered approach in order to effectively and efficiently manage disaster resources, and to keep pace with the public safety demand. As tier #1 opens, tier #2 is placed on stand-by. The following tiers are opened as each tier begins to reach capacity. As shelters open or reach capacity the most current information will be made available to the news media.

PET OWNER RULES

Below outlines the basic responsibilities of residents caring for their animal. Please review and be prepared to take your part.

1. You must report to the designated registration location with your cat or dog prior to the impact of the storm.
2. You must have identification with you and on your cat or dog and animal cage at all times (see attached pet care outline).
3. You must provide appropriate air craft type animal kennel for your pet.
4. You must provide written proof of current Rabies and distemper vaccinations.
5. There are designated "living areas" for residents and designated "living areas" for cats and dogs. Residents may NOT bring their cat or dog to the "residents living areas".
6. Owners agree to feed, water, sanitize and exercise their cat or dog on a scheduled frequency of no less than twice daily.
7. Owners will not permit other shelter occupants to handle or approach their animal(s). Cage doors will be latched and secured with wire or rope or as deemed necessary .
8. Owner shall permit their animal(s) to be examined to determine if medical or stress conditions are present and require attention. Owner also agrees to the administration of medication to alleviate any symptoms.
9. Owner agrees that if their animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc...) the pet(s) may be removed to a more isolated location.
10. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s).
11. Owner acknowledge that any decision concerning the care and welfare of their animal(s) and the shelter population as a whole are within the sole discretion of the North Smithfield Animal Control Officer or designee – whose decisions are final.
12. After the emergency event, any pet found abandoned or without owner in the shelter, will result in the animal being relocated to the North Smithfield Animal Control Department with final disposition left to the discretion of the North Smithfield Animal Control Officer, Scott Goodwin or his designee..

LETTER TO OWNER REGARDING PET CARE

The Town of North Smithfield recognizes that in many instances, pets are considered part of the family. The town has developed a modest plan to support residents with their domestic cat and dog.

Should you have an exotic pet or require care / sheltering for a pet, the veterinarian centers in Providence County have networked themselves together to support needs. We recommend you contact your primary veterinarian who can work with you on options before the event.

Only dogs and cats are permitted in the County Pet Friendly Shelter

No other type or species of animal (snakes, birds, pigs, etc.) are permitted in the shelter.

Note – No veterinarian services are available at the shelter.

Cat and dog sheltering in designated pet friendly shelters must have:

- Written proof of vaccinations from your veterinarian during the past 12 months;
- Proper ID collar and up to date rabies tag;
- Proper ID on all belongings;
- Carrier or cage of sufficient size for the animal to stand, stretch and turn around;
- Leash;
- Ample food supply;
- Ample water supply;
- Water/food bowls;
- Any necessary medication(s);
- Newspapers, plastic disposable gloves and trash bags for handling waste;
- Favorite toy;
- Cages will have the owner's name and address, pet name and other pertinent information labeled clearly and securely on the cage.
- Water, food and medicines are the owner responsibility;

Other Important numbers:

- Animal Services of Providence County.
- Humane Society Shelter
- Your veterinarian office:

PHONE NUMBER

PHONE NUMBER

ANIMAL SHELTERING

Dogs:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, and water;
- Dogs shall be walked at least twice a day for 20-minute intervals;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pets Name;
 - Owner contact information (cell phone, pager, shelter sleeping location, etc...)
- Potable water shall be available at all times;
- Water container should be rust proof, cleaned daily and mounted so the animal can not tip it over or urinate in it;
- Self feeders if used should be mounted so dogs can not urinate or defecate in them;
- Bedding of blankets or towels must be used and in sufficient quantity readily available should soiling occur;
- Owner to supply newspapers, plastic disposable gloves and trash bags for owner to handling waste;
- Medicines and food should be in sufficient quantity to support your animal.

Cats:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, water and litter;
- Cat kennels shall be serviced (cleaned) at least twice a day;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pets name;
 - Owner's contact information (cell phone, pager, shelter sleeping location, etc...)
- Cat litter and pan must be provided in each cage;
- Water and dry food should be available at all times;
- Bedding of blankets or towels must be used and sufficient quantity readily available should soiling occur;
- Medicines and food should be in sufficient quantity to support your animal.

Definitions

Companion animal: Licensed domestic dog or cat

Domestic pet: Licensed dog or cat

Exotic animal: bird, reptile, hamster, ferret, snake, spiders, etc...

Approved crate or kennel: Hardened carrier similar to air flight requirements

Shelter Admission / Discharge for Animal

Owner's Full Name: _____

Owner's Full Address: _____

Owner's home telephone number: _____

Owner's Cell phone number: _____

Out of area relative name and phone number: _____

Description of Animal:

Dog **Cat**

Male Intact Neutered
 Female Intact Spayed In heat

Breed: _____ Color: _____ Age: _____

Distinctive Markings: _____

Micro Chip Yes No Number: _____

Primary Veterinarian _____
Address & Number _____

Signature of Owner

Date

BELOW TO BE COMPLETED BY SHELTER REGISTRATION RECEPTIONIST

Arrival Date: _____ Time: _____

Yes No **Proof of**

- Written proof of vaccinations during the past 12 months;
- Proper ID collar and up to date rabies tag; Tag # _____
- Proper ID on all belongings;
- Carrier or cage of sufficient size for the animal to stand, stretch and turn around;
- Leash;
- Ample food supply;
- Water/food bowls;
- Any necessary medication(s); Types: _____;
- Newspapers, plastic disposable gloves and trash bags for handling waste;
- Cages has the owner's name and address, pet name and other pertinent information labeled clearly and securely on the cage.

Owners' driver's license # or resident ID #: _____

Pet sheltering location: _____

Owner sheltering location: _____

Departure Date

Time

Owner's signature

PET OWNER SHELTERING AGREEMENT

I, _____ the owner of _____ understand that emergencies exist and that limited arrangements have been made to allow myself, family and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier except at scheduled times. During scheduled relief time, my pet will be properly confined with leash, harness and muzzle (if necessary). Scheduled times will be strictly adhered to.
2. I agree to properly feed, water and care for my pet as instructed by the North Smithfield Animal Control Officer or designee.
3. I agree to properly sanitize the area used by my pet, including proper waste disposal and disinfecting.
4. I certify that my pet is current on rabies and all other vaccinations recommended.
5. I will not permit other shelter occupants to handle or approach my pet either while it is in its carrier or during exercise time.
6. I will maintain proper identification on my pet and its carrier at all times.
7. I permit my pet to be examined by animal shelter personnel.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet from the shelter. I further understand that if my pet becomes unruly, aggressive, show signs of contagious disease, is infested with parasites or begins to show signs of stress-related conditions, my pet may be removed to a remote location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the North Smithfield Animal Control Officer or its' designee, whose decisions are final.
9. I certify that my pet has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the care and sheltering of my animal(s).

Pet owners signature

Pet owners printed name

Date

Daily Check in / out Animal Log

Page _____ of _____

Shelter location _____ **Date** _____