

FINDING, STAFFING AND OPERATING A CO-LOCATED COMPANION ANIMAL SHELTER

LOCATING A SHELTER

The best time to establish a suitable shelter is **before a disaster strikes**. This will involve coordination with a number of other organizations: the American Red Cross, Social Services, Emergency Management, School Board, Animal Control and Public Health, as appropriate for each county.

First, contact the County Health Department and the entity that will be operating the shelter. In most counties the Red Cross handles sheltering, although in some counties it is done by Social Services. Emergency shelters for people are usually located in schools, so determine the appropriate person to contact in the school system (for example, in Onslow County, NC the contact is the County School- Community Relations Director). You will also need to coordinate your efforts through the Emergency Operations Center (EOC), since CART operates under its auspices in compliance with the Incident Command System (ICS).

Once you have determined the right decision-makers, ask for a meeting to present the idea of a co-located shelter. If the answer is “no”, explain that such sheltering has already been done successfully and suggest that they contact SART for references.

IMPORTANT POINTS TO REMEMBER DURING YOUR PRESENTATION

- A co-located pet shelter is designed for dogs, cats and caged birds only.
- Demonstrate that you have procedures, rules, necessary forms and adequate staff for the shelter. Bring copies and volunteer lists with you.
- Assure your audience that the sheltered animals will not cause commotion for the human shelter residents or damage the school.
- Stress that you will only accept animals belonging to people seeking shelter themselves, and the shelter will be limited to dogs, cats and caged birds. No strays or “found” animals will be admitted. Pet owners are expected to provide crates/ cages for their animals as well as food, bowls, etc.
- Make it clear that you do not expect any assistance from the Red Cross, Social Services, the school or Animal Control to run the shelter and that you will have trained volunteers to do so. Animal Control may help but you cannot expect their staff to run your shelter—they have other responsibilities during an emergency.
- Explain that pet owners will be expected to take care of their own pets (unless they are physically unable, in which case the volunteers will do so) and that this is actually beneficial to the human shelter residents as a stress reliever.
- Emphasize that many pet owners will not leave their homes if they cannot take their pets with them, thus this shelter will bring more value to the overall rescue effort.

Once the co-located shelter concept is approved, the school representative will probably determine which facility is most suitable (and which has a cooperative principal). The school used in Onslow County had long interior corridors radiating off a central hallway, with double doors to the hallway and, at the far end, to the outside. There were setback alcoves which were very suitable for the placement of cages. Remember that you will not be able to use any school equipment other than the actual floor space. The classrooms will be locked.

After the school representative has recommended a facility, members of the Committee should arrange to meet at the school with the school representative, the school principal, the Health Department representative, a member of the Red Cross or Social Services and a representative from the EOC. You can then demonstrate how you plan to house the animals, how to bring them into the building, where you will take them out for relief purposes as long as the weather permits, and most important, how you plan to control access to the pet shelter from the human shelter. Make it clear that at no time will any pet be permitted in the human shelter areas.

PUBLICIZE THE SHELTER

Once a site has been selected, you must publicize it and educate the public about preparing to protect their animals in a disaster. One effective way is talking to newspaper or TV stations and asking them to feature the shelter and emergency guidelines for animals. For example, Onslow County, NC knew that most newspapers in the coastal areas prepare a "Hurricane Preparedness" flier early in the summer, which includes information about how to get ready for an emergency. It was an ideal place to publicize the availability of a co-located pet shelter.

Another good way to reach pet owners is to distribute informational fliers at veterinary offices, pet groomers and pet retail stores.

When an emergency occurs, you should publicize local pet-friendly hotels/ motels and boarding kennels, as well as announce (preferably on radio or television) the opening of the co-located pet shelter. Channel all your press release information through your County Public Information Officer (or equivalent), who can then pass it to media sources via special Emergency Notification Systems and Procedures. This will get the shelter coverage on television, radio and newspapers. Any requests for media interviews must be directed to the EOC for approval before any statements are made.

RECRUITING VOLUNTEERS

Volunteers will be the backbone of your shelter staff. It is a good idea to have more volunteers on your contact list that you will need, because they may not all be available during a particular emergency. Many volunteers also work for other emergency services and may not be released from their primary duty.

Encourage your volunteers to take the ICS/HazMat training provided by SART to qualify as a SART Level One Responder. Not only is this training helpful, but those volunteers who have completed it will be covered under the State's liability/worker's compensation policies while they are deployed in an emergency. It is the CART Committee Chair's responsibility to notify the SART Executive Director of the names and social security numbers of those volunteers being deployed who are trained Level One Responders so that they can be added to the State's insurance policies. Training also provides an understanding of the ICS system under which all emergency services, including CART, operate.

On your list of volunteers, enlist a vet or vet tech to help with planning. During the emergency, a vet tech at the shelter is helpful; it is unlikely that a veterinarian will be needed as animals brought to such shelters are usually well cared-for pets.

Develop a contact list of volunteers with telephone numbers, e-mail addresses, street addresses and cell phone numbers. Determine who will make the first call to activate your Committee. In Onslow County, NC, the Committee functions under Animal Control,

and the activating call is made by an Animal Control Officer. This may vary in other counties.

That activating call should be made to the Chair of the Committee, who will then call the volunteers to determine their availability and schedule them to cover the shelter. Ideally it would be helpful to ask volunteers to serve specific shifts, but this approach only works to a certain extent in emergencies such as hurricanes. The first shift should arrive at the shelter as soon as it opens in order to set up and handle intake. Volunteers should be relieved after eight hours, but depending on the nature of the emergency, that may not be possible.

When the EOC declares the emergency over and the shelter is officially closed, everyone must leave promptly. If you have volunteers who live close enough, you may want to call some of them in to help with clean up and thus relieve those who have been there throughout.

CART volunteers will need identity badges to enable them to be on the roads if necessary after the roads have been closed to the public. Identity badges are also essential to keep track of who is showing up to work at the shelter. You will need to work out an arrangement with whichever authority your Small Animal Committee reports to in your county to develop a practical way of issuing these badges and ensuring their safe return once the emergency is over. It is a good idea to have all the volunteers who will be working at the shelter pick up their badges as soon as the Committee is activated, even though they may not be coming in to work until a later time. This enables them to get to the shelter when they are expected, even if there is a curfew in place; furthermore the issuing office may not stay open for long after the emergency has been declared and crews have been activated. Once the EOC has declared the roads closed to police and emergency services, no volunteers may drive.

SUPPLIES

SART will provide support and supplies to CARTs before, during and after an emergency in close coordination with the County Emergency Management officials and in accordance with ICS procedures. However, CARTs should prepare for self-sufficient operation for at least 72 hours before SART can provide assistance. Once an emergency has been declared, all requests for supplies or other aid must be channeled through the EOC.

You will need to have some supplies on hand (a list of shelter needs is enclosed with the sample forms). For instance, pet owners are required to provide their own crates, but some will show up without them. People may also bring crates that are too small for confining an animal for as many hours as may be necessary during the emergency, therefore you will need to lend them a larger crate. So it's important to have crates on hand, particularly larger crates. A list of resources is included at the end of this section.

Pet owners are required to furnish vaccination records and in the Onslow County, NC shelter experience, almost all did so. In the event an owner did not have records, the vet-tech was asked to examine the pet and if it appeared healthy, it was accepted. If an animal had come in that was clearly sick, Animal Control would remove it to the Animal Control Shelter, where it would be boarded for the usual fee. However a co-located companion animal shelter will draw those pet owners who are responsible and care about their animals and consequently the animals are likely to be well cared for and healthy.

Each CART should create a Standard Operating Procedures (SOP) guide for shelter operation. The SOP should include:

- Telephone tree to activate volunteers
- Facility checks before and after the operation of the shelter
- Logging in and out of animals
- Records of volunteers
- Shelter rules
- Visitation of animals by owners
- General management of volunteers
- Post-emergency cleaning of premises
- Release of liability of CART and the county by volunteers
- Obtaining identification badges so volunteers may use the roads after they are closed to the general public

(Sample forms for volunteer registration, animal intake and release, shelter rules and volunteer management are included at the end of each section.)

To simplify the intake and discharge procedures, it is helpful to set up two or more tables, each staffed with at least two volunteers. Make sure you have plenty of forms. Keep a 3-ring binder (be sure to pre-punch forms) or an expandable file with alphabetical dividers at each table so the forms may be filed alphabetically by owner's name. This facilitates the departure process because once the shelter is closed, people want to leave quickly!

Identify each animal and cage/crate with a label using permanent marker. Show the animal's and owner's name. If the crate is loaned, be sure to label it with its owner's name (a volunteer, Animal Control, etc.). When all the animals have left, you need to know to whom the crates belong.

Towels are an important item in the shelter operation. Animals will be stressed, particularly the first day, and covering their crates with a towel or old sheet has a very calming effect. Water should always be available to pets, however if it appears they will be confined in their crates for a long time, owners should be discouraged from feeding them. This sounds harsh, but very few animals will eat under emergency shelter conditions.

Once the animals are discharged, the premises must be thoroughly cleaned by CART volunteers. Cleaning supplies may be supplied by the school custodian, who will most likely be on the premises throughout the emergency. In Hurricane Isabel the school opened the next day so a thorough clean-up is essential, particularly if you hope to operate a shelter in that school again.

If your CART can acquire a small trailer in which to keep spare cages, a collapsible indoor exercise pen for dogs to relieve themselves during inclement weather, tarps, towels, paperwork, binders, etc., you can store everything you need for your shelter on hand in one place. The trailer can be deployed to the school and serve as a staging area as soon as the emergency is declared.

If you can arrange it with the site, it is a good idea to schedule a drill (outside regular hours). Use this opportunity to practice setting up the intake tables and forms, decide on the placement of crates and supplies, and run the volunteers through the actual intake and exit procedure. This is a great preparation and confidence-builder. The CART volunteers should be encouraged to make suggestions for improvements/changes following the exercise. These should be included in the post-exercise report written by the

Committee Chair. Be sure to ask volunteers to have a "go bag" prepared before an emergency, which should include a sleeping bag and pillow. Cots are very scarce at Red Cross shelters and are mostly reserved for the elderly shelter residents.

A CART representative should write to thank volunteers who participate in any exercises, as well as those who participate in an actual emergency.

MASTER LIST OF FORMS FOR CART ANIMAL SHELTER OPERATION

VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY (to be signed in duplicate: 1 copy for Animal Control and 1 copy for CART volunteer)

STANDARD OPERATING PROCEDURES FOR SHELTER OPERATION

PRE-OCCUPANCY INSPECTION/WALK-THROUGH (to be completed by site representative and CART representative prior to opening emergency pet shelter) with RELEASE OF FACILITY on reverse (to be signed by CART representative and School representative when emergency is over.)

EMERGENCY PET SHELTER STAFF CHECK-IN (to sign volunteers in and out)

RULES FOR THE OPERATION OF THE ANIMAL SHELTER (give copy to pet owner at registration)

REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT

ANIMAL INTAKE FORM describing pet(s) to be signed by Owner when arriving at shelter with SIGN OUT, RELEASE AND DISCHARGE FORM on reverse (to be signed by Owner and CART volunteer upon discharge of pet to Owner when emergency is declared over.)

The attached SOP was written for Onslow County, NC but it can be adapted to suit the needs of any county. If you need further advice please do not hesitate to contact SART.

_____ **COUNTY ANIMAL RESPONSE TEAM**

STANDARD OPERATING GUIDELINES FOR SHELTER OPERATION

1. Volunteers who are prepared to work with CART must sign a VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY form in order to assist in a disaster. These forms are available at _____ County Animal Control.
2. In an emergency volunteers will be contacted by telephone and advised as to when they will be needed at the shelter. Volunteers should make sure that their own homes are secure before responding. A volunteer whose mind is on things at home will not be helpful at the emergency site.
3. Once contacted, volunteers should go directly to _____ County Animal Control to pick up their identification badges. No badge will be issued to a volunteer who has not signed the VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY form. Identification badges must be returned to _____ County Animal Control once the emergency is over and the volunteer has been relieved of duty. Volunteers should pick up their badges immediately after being notified that the shelter has been activated, even though they may have been asked to come to cover a later shift. This will save time when the volunteer's shift does start and will permit the volunteer to be on the road once a curfew is in place.
4. When the volunteer has been notified to be at the shelter for the start of his/her shift, the volunteer should proceed directly to _____ (site). This is the Red Cross shelter with a pet-shelter designated area. Only dogs, cats and caged birds **ACCOMPANIED BY THEIR OWNERS** will be accepted at this shelter. No other animals (no strays) will be accepted and no exotic pets (iguanas, snakes, etc.) will be accepted.
5. All CART volunteers must log in with the Red Cross staff at the main school entrance prior to starting a shift. The Red Cross is responsible for all persons in the shelter. At the end of a shift volunteers must log out with the Red Cross prior to leaving the building.
6. Volunteers will be logged in and out of the CART shelter using the Emergency Pet Shelter Staff Check-In form.
7. Duties at the shelter will be assigned to volunteers by the Chairman of the Small Animal Sub-Committee of CART, or in his/her absence or unavailability, then by the Vice Chairman. Duties will be assigned according to volunteers' particular skills and abilities.
8. The premises to be used for the pet shelter must be examined by the Chair of the Committee or in his/her absence or unavailability, by the Vice-Chair, in the presence of a school representative and any pre-existing conditions noted and signed off by both parties on the Pre-Occupancy Inspection/Walk-Through form.

9. Anyone bringing an animal to the shelter must first register with the Red Cross in the school foyer and then bring the animal around the left side of the building to the door marked “_____ CART ANIMAL SHELTER”. This is the second outside entrance. Red Cross personnel will “tag” shelter residents as they check in; no pet may be accepted from any person who does not present proof of having registered with the Red Cross as a shelter resident.

10. Tables will be set up for animal intake and registration inside the door, which is at the end of the corridor designated for the pet shelter. Every animal and its cage will be tagged with a tab-band collar indicating animal's name and owner's name. Details of pet's name, breed/description, age, vaccination history if available, and owner's name, address and telephone number will be entered in the registration log. The volunteer should also make a note of all equipment the owner is bringing in with the pet (cage, leash, bowl, food, etc.) and any CART or Animal Control equipment loaned to the owner.

11. The owner must sign the **REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT**. This is a signed agreement between the owner (on behalf of the family, if applicable) and the shelter staff, stating that the owner will abide by the shelter rules. **NO ANIMALS CAN BE ACCEPTED WITHOUT THE OWNERS'S COMPLETION OF THIS FORM AND ACKNOWLEDGEMENT OF RECEIPT OF SHELTER RULES** (a copy of the rules must be furnished to each pet owner).

12. Animals will be housed first in the four 18' x 4' setbacks, with dogs as close to the exterior door end of the corridor as possible. This may help lower the noise level affecting the human shelter occupants in the adjacent corridors. Only when these alcoves are full shall crates be placed in the main hallway, which is only 10' wide.

13. Any pets arriving without appropriate vaccination records will be housed in a separate alcove. If a veterinarian is present he/she will be asked to examine the animal. If it appears healthy it can be accepted; if it does not appear healthy then Animal Control will be asked to remove it to the County Animal Shelter. If no veterinarian or vet-tech is present, then CART volunteers will use best judgment as to whether to accept the animal.

14. The responsibility of caring for the pet rests with the owner, however access must be restricted due to the lack of space in the shelter. The rules provided to the owner state that one family member (over the age of sixteen years) may visit the pet for twenty (20) minutes every three hours to feed, water, walk and clean up after the pet. Clean up materials will be provided.

15. No person under the age of sixteen will be permitted in the animal shelter at any time.

16. A volunteer will be stationed at the door opening into the main school hallway to provide control of visitors from the human shelter into the CART animal shelter (frequency of visits and age of visitor). [Application of this provision will depend upon the number of animals being sheltered.]

17. No pet, whether handled by its owner or a shelter volunteer, shall be out of its cage without a leash. This also applies to cats.

18. Each cage will have a clipboard attached to it and owners are urged to note on the board the time the pet was fed and walked. This is to make sure that no animal is overlooked because its owner is unable to care for it. [Application of this provision will depend upon the number of animals being sheltered.]
19. Owners are requested to notify shelter volunteers if an animal appears sick, is coughing or has diarrhea.
20. In the event an animal does exhibit symptoms of illness, that animal will be isolated from the others as far as space permits.
21. Shelter volunteers shall wear disposable rubber gloves AT ALL TIMES when handling animals and shall change gloves after caring for one animal and before handling the next. This is to prevent the spread of disease, particularly ringworm.
22. Owners and volunteers shall not permit any contact between one animal and another. Shelter volunteers must enforce this in order to prevent fights and the spread of disease.
23. When the emergency is over and animals are reunited with their owners, volunteers should check to make sure the right pet is leaving with the proper owner. The registration log must be noted with the date and time the animal was released and what equipment the owner took with him (cage, bowls, etc.) This must match the intake inventory.
24. Once the shelter has been emptied volunteers will make an inventory of all supplies that remain and keep a record of the disposal of those supplies. (Some items such as cages may have been on loan and need to be returned; other items such as food can be returned if unopened, otherwise passed on to the County Animal Shelter).
25. Once the shelter has been emptied, CART volunteers are responsible for cleaning up and washing the floor.
26. Once the shelter has been emptied and cleaned, the Chair of the Committee (or a delegate) shall make a careful check of the facility in the presence of a school representative and both shall sign the Release of Facility form, noting any damage.
27. Identification badges must be returned to Animal Control once the emergency is over and logged back into inventory by Animal Control.
28. The Chair of the Committee will be responsible for returning loaned items (or may delegate this responsibility). The Chair will be responsible for writing to thank all donors of emergency items as well as the volunteers.
29. When the shelter is closed and the operation of the pet shelter concluded, the Chair must so notify EOC.
30. Note: All donated items including emergency supplies of pet food must be channeled through the Chair of the Committee or, in his/her absence or unavailability, through the Vice-Chair.

31. Once the emergency has been declared, all requests for supplies or other assistance must be directed through the EOC.

32. Requests for media interviews must be directed to the EOC for approval before any statements are made.

_____ COUNTY ANIMAL RESPONSE TEAM

VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY

I, _____, residing at _____
_____, HEREBY ACKNOWLEDGE that I have voluntarily applied
to assist the _____ **COUNTY ANIMAL RESPONSE TEAM ("CART")** in the disaster situation
described as follows:

I AM AWARE THAT WORKING IN THE SAID DISASTER SITUATION MAY BE HAZARDOUS AND I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH. I FURTHER AGREE TO ADHERE TO THE RULES OF OPERATION ESTABLISHED BY THE _____ COUNTY ANIMAL RESPONSE TEAM.

Please initial: _____

AS LAWFUL CONSIDERATION for being permitted by CART to assist in the said disaster and receive, as it may be, disaster relief training and instruction, free meals, transportation, lodging or other like considerations, I hereby agree that I, my heirs, distributees, guardians, legal representatives and/or assigns will not make a claim against, sue, attach the property of or prosecute CART for any injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent or contractor of _____ COUNTY or its affiliates, as a result of my assisting in the said disaster. In addition, I hereby release and discharge _____ COUNTY and its affiliate organizations from all actions, claims or demands that I, my heirs, distributees, guardians, legal representatives or assigns may have for injury or damage resulting from my assistance in the said disaster.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ONSLOW COUNTY ANIMAL RESPONSE TEAM ("CART") AND THAT I SIGN IT OF MY OWN FREE WILL.

Signature

Witness's signature

Date

SIGN IN DUPLICATE: ONE COPY TO VOLUNTEER & ONE COPY TO ANIMAL CONTROL

_____ COUNTY ANIMAL RESPONSE TEAM

PRE-OCCUPANCY INSPECTION/WALK-THROUGH

INSTRUCTIONS: The _____ County Animal Response Team ("CART") representative and the individual representing _____ ("the Facility") are to walk through all areas of the Facility which are designated for use by CART as an emergency pet shelter and note the condition of those areas, indicating any pre-existing damage or problems, i.e. scuffed, scratched or stained floors or walls, scratched or damaged doors, damaged or non-functioning water fountains, broken windows, damaged or non-functioning lights, and general condition of any furniture. Briefly list any such pre-existing conditions below:

Facility Representative

CART representative

Date

Date

_____ COUNTY ANIMAL RESPONSE TEAM

RELEASE OF FACILITY

This is to certify that the premises at _____ (site)
in _____ (city/ state), controlled, owned or operated by the
_____ (owner) and used temporarily by the
_____ County Animal Response Team ("CART") as an emergency pet shelter
facility from _____ to _____ is hereby returned by CART
(date) (date)
to _____ (owner) in a satisfactory condition, less the
following deficiencies:

Signature of Owner/Operator

Signature of CART representative

Date

Date

_____ COUNTY ANIMAL RESPONSE TEAM

REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT

I, _____, understand that an emergency exists and that special arrangements have been made to allow my family and pets to remaining together in this 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 members accompanying me and my pet(s). I also acknowledge receipt of a copy of the **Rules for the Operation of the Animal Shelter** and agree to abide by them.

RULES

1. My pet will remain in its approved carrier except at scheduled times. During scheduled relief time, my pet (whether cat or dog) will be properly controlled 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 a CART volunteer.
3. I agree to properly sanitize the areas used by my pet, including proper waste disposal and disinfecting as instructed by a CART volunteer.
4. I certify that my pet is current on rabies and all other recommended vaccinations. I agree to assume the cost of any shots or veterinary care which may be given at the shelter because my pet lacks proof of vaccination.
5. I will not permit my animal to have any contact whatsoever with any other animal while out of its carrier, nor will I permit any other shelter occupants to handle or approach my pet either while in its carrier or during exercise times. I will make sure that the carrier door is latched and secured with a wire or rope tie.
6. My pet and its carrier will be tab-banded for identification by a CART volunteer upon registration. I agree not to remove these identification bands until after discharge from the shelter.
7. I will permit my pet to be examined by qualified shelter personnel to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet to another location. I further understand that if my pet becomes unruly or aggressive, shows signs of contagious disease, is infested by parasites (fleas, ticks, lice, etc.), or begins showing signs of stress-related conditions, it may be moved to a more appropriate location. I understand that any decision concerning the care and welfare of my pet(s) and the shelter population as a whole are within the sole discretion of CART, whose decisions are final.

I certify that my pet has no prior 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).

I understand that if I leave the shelter when the emergency is declared to be over, and I do not take my pet(s) with me, then it/they will be transferred to the Onslow County Animal Shelter and be held there for a maximum of five (5) days for disposition. The fee

_____ COUNTY ANIMAL RESPONSE TEAM

ANIMAL INTAKE FORM

Owner's name _____

Name and age (if a minor) of family members accompanying Owner:

Date and time of arrival at shelter: _____

Pet's Name	Dog/Cat	M/F	Breed	Color	Age

Are any of your animals on medication? _____

This is not a full service shelter. Can you physically take care of your pet while you are here? YES [] NO []

If NO, what kind of assistance will you need? _____

Animal(s) logged in by CART volunteer: _____

VOLUNTEER SIGNATURE TIME DATE

SIGNATURE OF OWNER

TIME

DATE

_____ COUNTY ANIMAL RESPONSE TEAM

RULES FOR OPERATION OF THE ANIMAL SHELTER

PETS SHALL BE CONFINED TO THEIR CAGES AT ALL TIMES UNLESS BEING WALKED ON A LEASH BY THE OWNER OR BY AN ANIMAL SHELTER VOLUNTEER.

NO PET, INCLUDING CATS, SHALL AT ANY TIME BE OUT OF ITS CAGE WITHOUT A LEASH.

IN THE INTEREST OF PUBLIC SAFETY NO CHILD UNDER THE AGE OF SIXTEEN (16) YEARS MAY VISIT THE ANIMAL SHELTER AT ANY TIME.

ONLY ONE (1) ADULT FAMILY MEMBER AT A TIME MAY VISIT THEIR PET(S) AND FOR NO MORE THAN TWENTY (20) MINUTES EVERY THREE (3) HOURS TO AVOID CONGESTION IN THE SHELTER. SPACE IS VERY LIMITED.

OWNERS ARE RESPONSIBLE FOR FEEDING, WATERING, WALKING AND CLEANING UP AFTER THEIR PET(S). CLEAN UP MATERIALS WILL BE PROVIDED.

VERY IMPORTANT! PLEASE ALERT ANIMAL SHELTER VOLUNTEERS IF YOUR PET APPEARS TO BE SICK, IS COUGHING OR HAS DIARRHEA.

WHEN WALKING YOUR PET PLEASE MAKE SURE IT DOES NOT HAVE ANY CONTACT WITH ANY OTHER ANIMAL TO AVOID THE RISK OF FIGHTS AND THE SPREAD OF DISEASE.

ALL RED CROSS SHELTER SAFETY RULES ALSO APPLY IN THE ANIMAL SHELTER - NO SMOKING, NO FIREARMS AND NO ALCOHOL.

Your cooperation in following these rules will help to make this Pet-Friendly Shelter work in the future.

_____ COUNTY ANIMAL RESPONSE TEAM

EMERGENCY PET SHELTER STAFF CHECK-IN

Location: _____

DATE	NAME	METHOD OF TRANSPORTATION	TIME IN	TIME OUT

_____ COUNTY ANIMAL RESPONSE TEAM

SIGN OUT, RELEASE AND DISCHARGE FORM

Name of Owner: _____

Pet(s) being discharged to Owner:

PET'S NAME	DOG/CAT	BREED	COLOR

Items belonging to Owner being removed from the shelter: _____

Items loaned to Owner for care of pet(s) returned to CART: _____

Animal(s) are released to Owner: _____

DATE

TIME

I hereby certify that I have received my animal(s) back from the CART animal shelter and release CART from any responsibility for the animal(s).

SIGNATURE OF OWNER

DATE

TIME

SIGNATURE OF CART VOLUNTEER

DATE

TIME

_____ COUNTY ANIMAL RESPONSE TEAM

ITEMS REQUIRED FOR OPERATION OF A CO-LOCATED ANIMAL SHELTER

ADMINISTRATIVE SUPPLIES

- Clipboards for cages
- Volunteer registration forms
- Volunteer ID badges
- Animal intake registration forms
- Tab band collars for animal identification
- Registration log book
- Sign for CART shelter door
- Pens for clipboards
- Table and chairs at intake area
- Spare leashes in intake area

CLEANING/ANIMAL CARE/MAINTENANCE SUPPLIES

- Disposable rubber gloves
- Bucket
- Mop and broom
- Pooper scoopers
- Plastic lined trash containers
- Plastic bags
- Paper towels
- Quaternary disinfectant
- Bleach/cleaning fluid
- Towels (to cover cages)
- Litter boxes
- Litter scoops
- Cat litter (newspaper will do)
- Cages/crates
- Spoons/measuring cups to scoop food
- Dog food (canned and dry)
- Cat food (canned and dry)
- Water
- First Aid Kit (for volunteers and pets)
 - BandAids
 - Gauze pads and rolls
 - Self adhesive elastic wrap
 - Antibiotic cream
 - Rubbing alcohol

MATERIALS FOR CONSTRUCTION OF CAGES (IF NEEDED)

- Wire
- Wire ties or clips
- Wire cutters
- Pallets to keep cages off floor
- 2 x 4's to make cages secure

(Thank you letter to volunteers)

_____ **COUNTY BOARD OF COMMISSIONERS**
(Address)
(City, State Zip)

Date:

Dear _____:

On behalf of the _____ County Board of Commissioners I want to thank you very much for your help in managing the emergency pet shelter at _____ (site) during the recent _____ (emergency).

It is not easy to leave your own home to come and assist others during an emergency and your willingness to do so demonstrates a great sense of commitment to your community, which we very much appreciate.

Yours sincerely,

(name)
(title)

SHOPPING LISTS FOR PETS

For information on shopping lists and other emergency preparedness tips for dogs, cats, birds and other animals, visit <http://www.sartusa.org/shop.asp#dogs>.

LIVESTOCK FEEDING SCHEDULES

For emergency feeding schedules for livestock, see <http://www.sartusa.org/shop.asp#food>.

ACCOMMODATIONS

Farm Animals |

<http://www.sartusa.org/livestock.asp>

Zoo Animals | <http://www.sartusa.org/livestock.asp>.

Wildlife and Laboratory Animals | <http://www.sartusa.org/lab.asp>

RESOURCES

For Farmers | <http://www.sartusa.org/farmers.asp>.

For Pet Owners | <http://www.sartusa.org/petowners.asp>.

For more information about the Sheltering Section, see <http://www.sartusa.org/shelter.asp>.

