

Forsyth County Department of Animal Control
Administrative Policy
Policy Statement – Disaster Plan – CART - PS 1-017

Forsyth County, North Carolina
Animal Response Plan
Standard Operating Procedures

County Animal Response Team (CART)

Forsyth County Animal Control
5570 Sturmer Park Circle
Winston-Salem, NC 27105
(336) 703-2480 – (336)703-2490

Forsyth County received recognition for this plan from the North Carolina State Animal Response Team, a program of the North Carolina Office of Emergency Management and the North Carolina Department of Agriculture with the 2001 CART Plan of the Year Award.

**FORSYTH COUNTY ANIMAL RESPONSE TEAM
STANDARD OPERATING PROCEDURES
(CART SOP)**

ANIMAL RESPONSE PLAN

I. PURPOSE

To define the role and responsibilities of the Forsyth County Animal Response Team (CART) and its members during an emergency in providing for the protection of animals from the effects of disasters through the provision of emergency services.

II. SCOPE

This plan is intended for use by the CART members to take immediate action in providing a means of care and control of animals to minimize suffering in the event of a large-scale emergency. The CART will protect domestic and nondomestic animals that are lost strayed, incapable of being cared for by their owners or are a danger to themselves or the public. Animals affected by any disaster will be fed, sheltered, provided with emergency veterinary care, and if possible, returned to their owner. If they cannot be returned to their owners, they will be disposed of in accordance with establish animal control procedures.

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of the North Carolina Wildlife Resource Commission personnel and licensed wildlife rehabilitators.

III. CONCEPT OF OPERATIONS

- A. This Standard Operating Procedure (SOP) is intended as a supplement to Annex L, "Animal Response" of the *Winston-Salem/Forsyth County Emergency Operations Plan for Multi-Hazards*.
- B. This SOP will provide the guidelines for CART to be used in planning for, responding to, and recovery from disasters involving animals.
- C. Animal Response operations will be conducted under the Incident Command System (ICS).
- D. Each support organization will contribute to the overall coordinated response but will retain full control over its own resources and personnel.
- E. Individual organizations/agencies are responsible for creating their own guidelines outlining how they will assist in the implementation of the overall plan.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (taken directly from Annex L of the EOP)

- A. Organization
 - 1. The Forsyth County Animal Response Team (CART) will coordinate animal response operations.

2. The Forsyth County Department of Animal Control will be the lead agency for the Forsyth CART.
3. The Forsyth County Department of Animal Control Director is responsible for developing a comprehensive animal disaster program to include Standard Operating Procedures.

B. Responsibilities

1. Animal Control Director
 - a. Recruit and assemble a Forsyth County Animal Response Team.
 - b. Maintain current notification/recall rosters for the CART, (Appendix 1).
 - c. Identify and survey animal shelter sites to be used in the event of emergency.
 - d. Secure cooperation of property owners for use of shelter space.
 - e. Develop procedures to activate and deactivate animal shelters and develop shelter SOPs.
 - f. Establish public information and education programs regarding animal response.
 - g. In conjunction with Emergency Management, provide for Animal Response Team training.
 - h. Assign a liaison individual to report to the EOC, upon activation, to assist in animal response operations.
 - i. Assist the EMD (Emergency Management Director) and other county or municipal agency representatives conducting emergency operations in establishing priorities for animal rescue efforts.
 - j. In conjunction with Emergency Management, and American Red Cross where appropriate, designate animal shelter sites during animal response operations.
 - k. Coordinate with the State Animal Response Team (SART), Health Department and other agencies to provide technical and logistical support during animal response operations.
2. Emergency Management Director
 - a. Provide suitable identification for CART members for access to the scene or affected area.
 - b. Ensure communication capability between EOC, and animal shelters.
 - c. Support public information and education programs regarding animal response.
 - d. In conjunction with the Animal Control Director, provide for Animal Response Team training.
 - e. Identify resources to support and assist with animal response activities.

3. American Red Cross (ARC) Liaison.
 - a. Ensure space is available in general population shelters for service animals that belong to people with disabilities.
 - b. Assist in training shelter managers and staff for animal shelters that will also have humans in residence.
 - c. Provide mass sheltering as outlined in Annex J, Shelter and Mass Care, for pre-designated "Pet Friendly" Shelters.

4. Superintendent, Winston-Salem/Forsyth County Schools

Agree to allow the use of pre-designated schools as "Pet Friendly" Shelters. Reference ANNEX J, APPENDIX 4-STATEMENT OF UNDERSTANDING BETWEEN ARC & WINSTON-SALEM/FORSYTH BOARD OF EDUCATION.)

5. County Health Director
 - a. Support public health services in animal shelters to include inspections, sanitation and environmental health concerns.
 - b. Coordinate the disposal of deceased animals that may impact the public health.
 - c. Provide services to control injuries, bites, and diseases related to the protection of animals.

6. Fire Services
 - a. Survey shelter sites for fire safety.
 - b. Advise about fire security during operations.

7. Law Enforcement

Provide security and law enforcement for shelters as necessary.

8. Amateur Radio Emergency Service

Provide primary communications between the EOC and shelters in the event that telephone lines become inoperable.

- C. Additional agencies and responsibilities not listed in the EOP.
 1. Forsyth County Veterinary Medical Association
 - a. Provide a Disaster Animal Relief Team (DART) to assist with animal rescue and care.
 - b. Assist in the establishment of Triage units for the care of injured animals.
 - c. Provide emergency medical equipment and supplies.
 - d. Provide additional shelter support.

2. Forsyth Humane Society and other animal protection organizations.
 - a. Provide a cadre of volunteers for animal related assistance and the care of animals in animal shelters
3. Forsyth County Cooperative Extension
 - a. Assist in coordinating a Disaster Animal Relief Team (DART) to assist with large animal rescue and care.
 - b. Assist with recruitment and coordination of the Cattleman's Association, Horse Owner Association and other livestock associations for the handling and care of livestock.
4. Winston-Salem Large Animal Rescue, Cattlemen's Association, Horse Owner Association and other livestock associations.
 - a. Provide a list of association members willing to participate Disaster Animal Relief Team (DART) to assist with animal rescue and care.
 - b. Maintain equipment and resources necessary to manage livestock in an emergency situation.
 - c. Provide or arrange transportation of livestock.
 - d. Assist in the establishment of housing for livestock and displaced large animals.
5. Wildlife Rehab, Inc. and licensed wildlife rehabilitators
 - a. Coordinate with the North Carolina Wildlife Resources Commission to provide care and shelter for injured and displaced wildlife.
 - b. Return wild, indigenous animals to their natural habitat
6. North Carolina Department of Agriculture
 - a. Responsible for coordinating the State Animal Response Team (SART) volunteers.
 - c. Responsible for assisting with animal damage assessment and mobilizing appropriate resources.
7. North Carolina Wildlife Resources Commission
 - a. Responsible for coordinating management of indigenous wild animals, exotic animals and animals that are usually kept in a controlled environment such as zoos, circuses, or carnivals.
 - b. Return wild, indigenous animals to their natural habitat.
8. North Carolina Zoological Park
 - a. Will provide guidance and assistance with large wild and exotic animals.

Additional Resources

1. North Carolina Veterinary Medical Association.
2. Private Boarding kennels, stables, dog clubs, horse clubs
3. Dixie Classic Fairgrounds
4. LJVM Coliseum
5. Veterinary Technician Association
6. WS Dog Training Club
7. Humane Society of the United States
8. American Humane Association
9. EARS

V. NOTIFICATION

- A. The Animal Response Plan will be activated in the event of a large-scale emergency or other significant disaster causing a major requirement for animal protection. When the plan is activated, the CART Standard Operating Procedures will immediately go into affect.
- B. The Animal Control Director will be notified by Emergency Management or 9-1-1 staff when the Animal Response Plan is activated. If the Emergency Operations Center (EOC) has been opened, a liaison from the Department of Animal Control will report to the EOC.
- C. The Department of Animal Control, based on the extent of the disaster, will use the CART Support Agency Roster to alert agencies and personnel as needed. When contacted, each member is responsible for calling those directly below them on the phone tree. The first and last contacts on the tree are the same person to ensure that the message goes full circle.
- D. Notification methods may include phone, cell phone, pager, fax transmission, e-mail, or if necessary, the use of television/radio announcements.

VI. COMMUNICATIONS

- A. Communication between CART, support agencies and volunteer personnel will occur primarily through phone, cell phone, pager, fax transmission, and e-mail messages.
- B. Amateur Radio Emergency Service (ARES) personnel will be used as a back up if other communication is impossible. Requests for ARES personnel will be made through the Department of Animal Control liaison in the EOC.
- C. American Red Cross/Pet Friendly Shelters will be staffed with an ARES radio operator.
- D. The use of hand held radios for field operations (Search & Rescue, Damage Assessment, etc.) will be coordinated through the Incident Commander on Scene or, if necessary, the EOC.

VII. PUBLIC INFORMATION

- A. During an emergency, public information will be carried out in accordance with Annex D, "Emergency Public Information" of the *Winston-Salem/Forsyth County Emergency Operations Plan for Multi-Hazards*.
- B. A CART spokesperson, appointed by the Animal Control Director, will be responsible for working with the Emergency Operations Center Public Information Officer to coordinate all media activities and press releases in association with CART activities.
- C. Public Information responsibilities may include:
 - 1. Delivering instructions to the public to prepare their pets for an impending emergency and instruction for minor medical responses (first aid) for injured pets.
 - 2. Notifying the public of appropriate animal or pet friendly shelters—locations, regulations, contact personnel, etc.
 - 3. Initiating a system to direct inquiries on lost pets to appropriate shelters.
 - 4. Other information appropriate to the emergency and recovery operations.

VIII. LOCATION

Whenever possible, the Forsyth County Animal Shelter will serve as the Operations Center. In a large-scale disaster, a temporary center will be determined.

IX. RESPONSE:

- A. Search and Rescue
 - 1. Domestic Pets:

Domestic animals that are loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Forsyth County Animal Control officials and designated CART members.
 - 2. Livestock:

Livestock loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Forsyth County Animal Control officials, Cooperative Extension Agents and certified representatives of the Large Animal Rescue.
 - 3. Wild Animals:

Wild Animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of N.C. Wildlife Resource Commission personnel in cooperation licensed wildlife rehabilitators.
 - 4. Stranded Animals:

In the event that animals cannot be rescued due to the emergency situation, food and medical assistance may be delivered to the animals by the appropriate agency when possible.

X. SHELTERS

The owners of pets or livestock, when notified of an emergency should take all reasonable steps to shelter and provide for animals under their control.

1. Evacuated Domestic Pets:

Domestic pets owned by evacuated citizens will be sheltered at private boarding kennels and veterinarian hospitals as close to the evacuation shelters as possible.

2. Pet Friendly Shelters:

There are designated Pet Friendly Shelters in Forsyth County. Each of these locations will house evacuated citizens in one area and their owned pets in separate but co-located facilities. Each of the Pet Friendly evacuation shelters will have a veterinarian volunteer on the premises to evaluate the pets of evacuated citizens. Pets with significant injuries or illnesses will be transported to an animal hospital designated for the medical treatment of animals.

3. Temporary pet shelters:

Upon the activation of evacuation shelters for citizens, a representative from the Forsyth County Animal Response Team will be contacted by the Animal Control Director and requested to initiate the opening of the National Guard Armory and/or other prearranged private boarding kennels and veterinarian hospitals as boarding facilities.

CART team members will be responsible for ensuring the transportation of the evacuated pets to either the shelter facility or hospital.

4. Evacuated Citizens with Special Needs:

Citizens with special needs (individuals with mental or physical handicaps who require evacuation assistance) may require assistance in evacuating their pets. If special needs individuals are unwilling or unable to make special arrangements for the sheltering of their pets, then the individuals and their pets will be transported to the closest available evacuation shelter. Upon arrival at the shelter, pets not trained specifically to assist the individual (e.g. Seeing Eye dogs) will be transported to a private boarding facility or other appropriate facility. In the event that the individual and the pet cannot be separated due to the individual's infirmity, the pet will be sheltered in the same facility in a separate room or area.

5. Stray/Lost Domestic Pets:

All stray/lost domestic pets recovered by Forsyth County Animal Control will be sheltered at the Forsyth County Animal Shelter or a designated temporary shelter. Any pets whose owners cannot care for their pets or domestic pets found by citizens will also be sheltered at these locations.

Private boarding kennels and veterinarian hospitals will serve as overflow shelters and will be requested to open through the Forsyth Veterinarian Medical Association contact person as necessary.

6. Evacuated and Stray/Lost Livestock:

Due to the size of most livestock and the inability to transport large numbers of farm animals, owners are expected to develop shelter and/or evacuation plans for their own animals.

Private farms located throughout the county may be used as shelter facilities for livestock. In the event of an emergency situation, Forsyth County Cooperative Extension will contact prearranged farms and request their assistance in the sheltering operation.
7. Incoming Animals:

All animals impounded during a disaster will become part of the shelter population with a shelter record generated for each one. All animals will be vaccinated before being placed in the kennels or transferred to another facility. If an animal is to be transferred to a location other than the *operations* center, a picture of it will be taken and maintained in a catalogue at the operations center. If a citizen sees a picture that looks like his animal, he may then go to the location where the animal is housed to determine if it is his.
8. Holding Periods
 - A. Stray Animal:

Stray animals picked-up during a disaster will be held for 14 days.
 - B. Owned:

If any owner brings his animal(s) to temporary shelter or pet for care, the animal will be held in 7 day increments with the expectation that the owner will contact CART with an update at the end of each 7 day period. The maximum period an animal will be held is six weeks. If an owner does not contact CART at the end of a 7-day period or if an animal has not been reclaimed after six weeks, a certified letter to reclaim the animal. If he fails to do so, the animal will become the property of the Forsyth County Animal Control Department.
9. Fees:

The first 14 days that an animal is housed with the department will be at no charge. The only fees that will apply will be for a rabies vaccination and license if needed. After 14 days, normal board charges will be in effect.
10. Wild animals:

Whenever possible, wild animals outside of their natural habitat that are endangering the public will be transported back to their natural habitat by an Animal Control representative, Wildlife Officer or licensed rehabilitators. If the animal cannot be transported back to its natural habitat due to the nature of the emergency or to injuries the animal may have sustained, the animals will either be transported to a veterinarian for medical treatment and/or euthanasia or to a licensed wildlife rehabilitator.

11. Incapacitation of Shelters:

In the event that established shelters are destroyed or incapable of functioning due to the nature of the emergency situation, private boarding kennels, veterinarian hospitals, stables, may be requested to open as boarding and/or medical facilities. In rare cases, during large-scale emergencies, animals may be moved outside Forsyth County for care and protection.

12. Staff:

Private boarding kennels and veterinarian hospitals will be responsible for the staffing of their own facilities and will be compensated by the citizens who use the facilities according to the established policies.

Temporary animal shelters and pet friendly shelters will be staffed with volunteer personnel from the Forsyth County Animal Response Team and with volunteer veterinarians and veterinarian assistants. These facilities will routinely update lists of available veterinarians and veterinarian assistant volunteers with the Forsyth Veterinarian Association.

13. Supplies/Services:

Prearranged domestic and nondomestic animal food companies, medical suppliers, water suppliers and cleaning product suppliers will be contacted and requested to begin the shipment of supplies to an established delivery point. The delivery point will serve as a storage center and a distribution center for the various shelters and hospitals.

If the need arises, resource agencies (e.g. kennel clubs) may be requested to donate cages and other various shelter supplies.

The Animal Control Department shall maintain a list of veterinarians and boarding facilities willing to provide medical care and housing.

The Department will maintain a current list of volunteers who are willing to provide assistance at the operations center or satellite housing facilities during a disaster.

The Department will maintain a list of licensed wildlife rehabilitators who are willing to provide care and housing for injured or orphaned wildlife.

The Department shall maintain a list of manufacturers, vendors, etc. to call upon during a disaster to request donations of food, vaccines or equipment. Each needed service/supply will have a chairman and an alternate as shown on the telephone tree.

The Department will also maintain a list of key personnel that may need to be contacted during a disaster.

XI. Medical

1. Field Hospitals or Triage Units:

The Forsyth Veterinary Medical Association will coordinate the resources for a medical facility for domestic animals that cannot be accommodated by the

various shelters due to the animals' injuries. Private veterinarian hospitals may serve as alternative medical facilities and medical shelters as space permits.

Injured Animals: If an animal has a life-threatening, painful, incurable or communicable disease, it may be euthanized immediately. Minor injuries will be treated, i.e. lacerations sutured, fractures splinted- and the animal made as comfortable as possible.

Wildlife: During periods of rabies epidemic, all raccoons, foxes, and skunks impounded will be euthanized. Other animals will be released or, if needed, will receive first aid and then be transferred to licensed rehabilitators.

2. Staff

Volunteers from the Forsyth County CART and from the Forsyth Veterinarian Association and others will assist in providing the medical care in these medical shelters. Depending on the extent of the emergency situation, volunteers or Veterinary Medical Assistance Teams from the State Animal Response Team may be requested to assist in the medical treatment of domestic and nondomestic animals.

XII. Bites/Disease Control

The Forsyth County Department of Environmental Health will make vaccinations available to rescue and shelter personnel and will insure that treatment of bites and injuries is available to affected persons.

XIII. Additional Aid/Outside Support

In the event that Forsyth County Animal Control and CART resources are unable to meet the need for search and rescue personnel, the Animal Control Director will request search and rescue assistance from the State Animal Response Team (SART), American Humane Association and/or the Humane Society of the United States and/or other available rescue groups.

SEARCH & RESCUE (SAR)

Search and Rescue teams will participate in coordinated, organized search and rescue operations to minimize animal suffering and death, and to insure the safety of first responders in the field.

A. Team Requirements

1. Search and rescue personnel are required to be qualified and have the appropriate equipment to assist in the type of animal rescue assigned as determined by CART SAR Team Leaders.
2. Specific requirements:
 - a. Proper vaccinations—rabies, tetanus, hepatitis A & B
 - b. Proper animal handling experience
 - c. Proper Hazmat training
 - d. Proper swift water training for flood situations
 - e. Proper equipment for field entry

B. SAR Procedures

- Animal SAR procedures will be activated by the animal control director or emergency management upon recommendations by the assessment teams.
- Rescued animals will be transported by animal control or SAR support staff to either a veterinary hospital, triage location, temporary shelter or other designated location.
- For the safety of SAR responders, **no** search and rescue efforts will be undertaken in the dark unless specifically approved by the Incident Commander.

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APPENDIX 1

Forsyth County Animal Control Emergency/Disaster Activation Roster

Primary Contacts

<i>Name & Title</i>	<i>Home Phone</i>	<i>Work Phone</i>	<i>Cell Phone</i>	<i>Pager</i>	<i>Fax</i>	<i>Email</i>
Tim Jennings, Director		703-2481			744-5289	jenninct@co.forsyth.nc.us
Lt. John Day, Patrol Sup.		703-2492			744-5289	dayjf@co.forsyth.nc.us
Matt Smith, Shelter Manager		703-2483			744-5289	smithjm@co.forsyth.nc.us
Cpl. Byron Brown		703-2490			744-5289	brownb2@co.forsyth.cc
Cpl. Randy McGee		703-2490			744-5289	mcgeerf@co.forsyth.nc.us
Cpl. Ricky Beeson		703-2490			744-5289	beesonrk@co.forsyth.nc.us

Based on assessment, the following will be activated by the Animal Control Director or designee as needed:

1. Authorized Search & Rescue Teams
2. Veterinary Response Teams
3. Animal sheltering facilities (kennels, vet hospitals)
4. Individual volunteer resources (roster)
5. Pet friendly shelters
6. Temporary shelters

Cart activation 5/06

APPENDIX 2

**Forsyth County Animal Response Team (CART)
Forsyth County Animal Control**

5570 Sturmer Park Circle, Winston-Salem, NC 27105
www.forsyth.cc/animalcontrol

Veterinary Disaster Animal Response Team (V-DART)

Veterinary services will be critical in providing animal relief in a disaster. If you are interested in participating on a Disaster Animal Response Team, please provide the following information.

Practice Name _____ Date _____

Owner or Contact Person _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email _____ Fax _____ Cell/Pager _____

Specialize in handling: Dogs • Cats • Exotics • Horses • Livestock • Other _____

In a disaster, would you be willing to work on an Animal Response Team? _____

Would doctors or staff in your practice be willing to work on an Animal Response Team? _____

If yes, please list names and contact numbers on the back.

Could your hospital be made available during a disaster for emergency medical care and/or temporary animal sheltering? _____
If yes, please indicate what facilities you could make available.

Animal	Kenel Capacity (indicate #)	Hospital Surgical Capacity
Dogs/cats under 20 pounds		
Dogs 21- 50 pounds		
Dogs larger than 50 pounds		
Small exotics/pocket pets		
Large animals/livestock		

Does your hospital have a backup power source? (Generator) _____ If yes, what? _____

Does your hospital have city/county water supply? _____ or do you have a well? _____

Do you own a 4-wheel drive vehicle that could be used in a disaster? _____ Type? _____

Have you received a pre-exposure rabies vaccine? Date of vaccination? _____ Date of last titer _____

What types of assistance are you interested in providing? Please check all those that may apply.

- Field hospital/Triage Unit
- Evaluate animals in temporary shelters
- Transportation
- Bilingual? What other language do you speak? _____ Fluently? _____
- Provide medical facilities
- Provide temporary shelter/boarding facilities
- Other _____

Thank you for helping animals. Mail or deliver this completed registration to Forsyth County Animal Control at the above address. You will be added to the V-DART Resource list.

List additional personnel on the back

V-DART Reg.

Name	
Position or Title	
Home Phone	
Work Phone	
Fax Number	
Email address	
Date of pre-exposure rabies vaccine	
Date of rabies titer	

Name	
Position or Title	
Home Phone	
Work Phone	
Fax Number	
Email address	
Date of pre-exposure rabies vaccine	
Date of rabies titer	

Name	
Position or Title	
Home Phone	
Work Phone	
Fax Number	
Email address	
Date of pre-exposure rabies vaccine	
Date of rabies titer	

Appendix 3

Veterinary Hospitals/Kennels

1. Animal Ark Veterinary Hospital, James St., Clemmons – 778-2738
2. Animal Hospital of Clemmons, Amp Dr, Clemmons – 766-2738
3. Boulevard Animal Hospital, Northwest Blvd, WS – 725-7524
4. Forsyth Veterinary Hospital, S. Stratford Rd, WS – 765-1225
5. Lewisville Animal Clinic, Shallowford Rd, Lewisville – 945-9919
6. King Veterinary Hospital, Kirby Rd, King – 983-9147
7. Midway Animal Clinic, Old US 52, WS – 764-5000
8. Mt. Tabor Animal Hospital, Robinhood Rd, WS – 765-3974
9. Northview Animal Hospital, N. Main St, King - 983-6958
10. Oldtown Veterinary Hospital, Reynolda Rd, WS – 924-4176
11. Rural Hall Animal Hospital, Rural Hall-Bethania Rd, RH – 969-2207
12. Salem Equine Clinic & Dixon Small Animal Clinic, S. Main St., WS – 788-7991
13. Southside Animal Hospital, S. Main St, WS – 784-0808
14. Triad Animal Hospital, N. Main St, K'ville – 993-6619
15. Winston Veterinary Hospital, Indiana Ave, WS – 767-2193

FORMS

Forsyth County Animal Response Team (CART)

Forsyth County Animal Control

5570 Sturmer Park Circle, Winston-Salem, NC 27105

www.forsyth.cc/animalcontrol

Disaster Volunteer Registration

The Forsyth County Department of Animal Control will provide animal response services in the event of a disaster. These services will cover many areas (i.e. hands-on animal care, field service, transportation, supplies, phone, etc.) and volunteers will be needed to assist. Those applying to provide hands-on animal care must be experienced in handling animals and willing to train with our animal control staff.

If you are interested in becoming a disaster volunteer, please provide the following information:

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email _____ Fax _____ Cell/Pager _____

Experienced in handling: Dogs • Cats • Small Exotics • Horses • Livestock •

Any other resource/experience that would be helpful? _____

Do you own a 4-wheel drive vehicle that could be used in a disaster? _____ Type? _____

Do you own a boat that could be used in a disaster situation? _____ Type _____

Do you have: Crates/Carriers? • Livestock trailer? • Camper/trailer? • Other equipment? _____

Have you received any of the following pre-exposure vaccinations?

Tetanus? _____ Date of last vaccination _____ Hepatitis B? _____ Date of last vaccination _____

Hepatitis A? _____ Date of last vaccination _____ Rabies? _____ Date of last vaccination _____

Number of pets at home now? _____ Description of each _____

In the event of a disaster, what is your personal disaster plan covering your home, family and pets?

What types of assistance are you interested in volunteering? Check all those that may apply.

- Hands-on animal care
- Field service
- Office, clerical
- Other, Please Describe _____
- Bilingual translator. What other language do you speak? _____ Fluently? _____
- Phone tree
- Transportation
- Equipment. Describe _____

Thank you for volunteering to help animals. Mail or deliver this completed application to Forsyth County Animal Control at the above address. You will be added to the *County Animal Response Team (CART)* Volunteer Resource list.

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Foster Home -Volunteer Registration

The Forsyth County Department of Animal Control will provide animal response services in the event of a disaster. These services will cover many areas (i.e. hands-on animal care, field service, transportation, supplies, phone, etc.) and volunteers will be needed to assist. Foster homes may be needed to care for displaced animals.

If you are interested in providing a foster home in the aftermath of a disaster, please provide the following information:

Name _____ Date _____

Address _____ NCDL _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email _____ Fax _____ Cell/Pager _____

Experienced in caring for: Dogs • Cats • Small Exotics • Horses • Livestock •

Any other resource/experience that would be helpful? _____

Do you have: Crates/Carriers? • Fenced pasture? • Barn ? • Outside dog kennels? •

Have you received any of the following pre-exposure vaccinations?

Tetanus? _____ Date of last vaccination _____ Hepatitis B? _____ Date of last vaccination _____

Hepatitis A? _____ Date of last vaccination _____ Rabies? _____ Date of last vaccination _____

Number of pets at home now? _____ Please provide the name, breed, sex and age of each of your animals. _____

Name and address of your veterinarian. _____

In the event of a disaster, what is your personal disaster plan covering your home, family and pets?

Thank you for volunteering to help animals. Mail or deliver this completed registration to Forsyth County Animal Control at the above address. We will contact you to discuss the requirements for foster care.

Forsyth County Department of Animal Control

5570 Sturmer Park Circle

Winston-Salem, NC 27105

(336)703-2490

County Animal Response Team

Animal Description:

Dog ____ Cat ____ Other _____ Male ____ Female ____ S/N? ____ Age _____
Breed _____ Color _____
Owner's veterinarian _____ Phone _____
Rabies vaccination date _____ Tag # _____ DHLPP date _____ Other _____
A0# _____ K# _____

Owner Information:

Owner _____ DL# _____ Date _____
Address _____ Contact phone # _____
City _____ State _____ Zip _____

- If any owner brings his animal(s) to temporary shelter or pet for care, the animal will be held in 7 day increments with the expectation that the owner will contact FCAC at the number above with an update at the end of each 7 day period.
- The maximum period an animal will be held is six weeks. If an owner does not contact CART at the end of a 7-day period or if an animal has not been reclaimed after six weeks, a certified letter to reclaim the animal. If he fails to do so, the animal will become the property of the Forsyth County Animal Control Department.
- The first 14 days that an animal is housed with the department will be at no charge. The only fees that will apply will be for a rabies vaccination and license if needed. After 14 days, normal board charges will be in effect.

Foster Care Date In _____ Foster Care Return to Owner Date _____
Owner Signature _____ Date _____
FCAC Signature _____ Date _____
Owner Signature on return of animal _____

Waiver of Claims

I _____, owner of the animal described above, having requested that this animal be placed in the C.A.R.T program, or transferred at my direction, do hereby waive any and all claim for damages against the County of Forsyth, the foster care provider, or any of their employees or volunteers, in connection with or arising as a result of my participation in the CART program. I expressly authorize the Safe Have program to provide housing and board for the animal described above for the time period specified above.

CART/Safehaven

APPENDIX 5

TEMPORARY PET SHELTER LOCATIONS

1. NC National Guard Armory

2000 Silas Creek Parkway
Winston-Salem

Contacts:

Name	Work Phone Number	Home Phone Number
LTC Roy Adams	761-5501	998-5522
SSG Seal	761-5522	434-2990
SFC Driver	761-5593	351-3024

-Drill Hall (5,400 square feet)

- concrete floors: will allow housing of domestic animals in crates & carriers
- hot running water
- truck back door access
- fans for air circulation
- Kitchen
- commercial refrigerator
- electric stove
- gas stove

-Restrooms & Showers

- 1 female facility with 10 toilets and 8 showers
- 1 male facility with 12 toilets and 10 showers

-Other space available

- classroom (approx. 25' x 45')
- room on second floor with outside access (25' x 45')
- several small offices and classrooms
- briefing/conference room on second floor (cable ready, blackboard and podium).
- space to the rear of the building to exercise dogs, if necessary, and to put up portable stock fencing for livestock (small numbers only).

2. Dixie Classic Fairgrounds

421 W. 27th St. 727-2236
Winston-Salem

Contacts:

Name	Work Phone No.	Cell Phone No.	Home Phone No.	Pager Number
David Sparks, Manager	748-3967, ext. 102	416-7173	924-9716	
Lynn Byrd	748-3967, ext. 101	413-4205	661-0112	779-4397
Della Stephens	748-3967, ext. 103	413-4204	661-0112	

APPENDIX 6

PET FRIENDLY SHELTER LOCATIONS

1. East Forsyth High School

2500 W. Mountain St.
Kernersville

- a. Use of old gym authorized for housing animals:
 - no air conditioning
 - limited electrical outlets
 - tile floor
- b. Girls locker room available for use:
 - toilets
 - showers
 - floor spigot
 - air conditioned office in locker area
- c. Boys locker room available for use:
 - toilets
 - showers
 - floor spigot
 - extra locker room space on one side; carpeted

No fenced area for animal exercise. Use of athletic fields has not been approved.
Additional restrooms directly outside of gym.

2. Glenn High School

1600 Union Cross Rd.
Kernersville

- a. Use of old gym authorized for housing animals.
 - air conditioned
 - tile floor
- b. Locker room #1 available for use:
 - toilets
 - showers
 - no sink
- c. Locker room #2 available for use:
 - toilets
 - showers (large area)
 - access to back parking lot, but not fenced in
- d. Coach's workroom available for use by staff:
 - large open shower area
 - carpeted
 - sinks and toilets

No fenced area for animal exercise. Use of athletic fields has not been approved.

3. **West Forsyth High School**
1735 Lewisville-Clemmons Rd.
Clemmons

- a. Use of old gym authorized for housing animals:
 - no air conditioning
 - ceiling fans
 - back exits to outside covered walkways
- b. Front locker room available for use:
 - short flight of stairs down
 - large shower area
 - floor spigot
- c. Back locker room available for use:
 - short flight of stairs down
 - access through weight room only
 - floor spigot

SHELTER OPERATION GUIDELINES

Forsyth County Animal Response Team (CART)
North Carolina State Animal Response Team (SART)

Setting Up a Temporary Animal Shelter

SART has developed guidelines to assist each County Animal Response Team (CART) with its disaster preparations with information on setting up a temporary animal shelter. Disaster response in North Carolina functions under the Incident Command System (ICS). This insures unity and chain of command, that a common terminology is used, that there are consistent organizational elements and position titles as well as personnel accountability and resource management. These guidelines have been developed with the ICS in mind. CART members are encouraged to participate in basic ICS training, available from their local North Carolina Office of Emergency Management.

Pre-planning – Identify Potential Shelter Facilities Before a Disaster Strikes

When a disaster strikes, all the animals in the community will be affected. As part of its pre-disaster planning, the CART should identify potential “pet friendly” shelters in the community. Plans should include shelter for both owned and stray dogs and cats as well as livestock, horses and exotics. Alternative animals such as birds, reptiles and owned wildlife may also be presented and should be planned for. Frequently, more than one site will be required to meet the needs of the community and the variety of species

The following are the types of temporary animal shelters and their functions that may be needed in a disaster:

1. A pet friendly shelter that houses citizens who have evacuated with their owned animals. Generally, a separate area in the shelter is designated to house animals and is staffed by volunteers.
2. A temporary shelter where owned animals can be relinquished and later reclaimed by their owners.
3. Stray animal shelter animal control, animal rescue teams, or the public can bring stray animals to be treated and housed and where the public can look for lost animals.
4. Large animal or livestock shelter.

Any of the above shelters may be co-located or you may need different facilities in different areas. Temporary shelter locations should be selected and identified in advance by the CART. Selection criteria should include location and proximity to major roadways, availability of large secure areas, running water, adequate number of toilets and showers, impervious flooring, air conditioning, Depending on the resources in a community, the following facilities can lend themselves to use as a temporary animal shelter:

Animal Shelter (animal control or humane society)
Boarding kennels
Fairgrounds
Armory
Empty commercial building (such as a supermarket)
Armory
Schools with 2 or more gymnasiums.

As the CART develops its list of potential temporary animal shelters, it is essential to work closely with the local North Carolina Office of Emergency Management to coordinate animal issues and to insure that the shelter receives assistance and equipment needed. Contact with the Red Cross and/or other organizations that shelter humans is also critical in pre-planning for a disaster. Each organization may have its own rules or regulations regarding animals that must be taken into consideration. For example, the Red Cross will not operate a shelter that houses animals, however, it has recently enacted a policy that allows animals to be co-located with a human shelter as long as there are separate entrances and animals are housed separate and apart from the human. Many communities have older schools with a second, new gymnasium. The Red Cross may operate a shelter at the school with humans housed in the new gym. A separate temporary animal shelter could be set up in the old gym.

When a disaster strikes, The Animal Control Director or Emergency Management director, in consultation with experienced staff and volunteers, chooses a site for the shelter and chooses locations for each functional area within the site. The shelter site should be clearly marked with signs at the site itself. Place signs with the address and phone number for the temporary shelter at key locations in the area, such as human shelters.

When Disaster Strikes – Setting up a Temporary Shelter

Within the Incident Command System (ICS) the CART falls under the “Operations Section” which is responsible for directing the tactical actions to meet incident objectives. Resources and supplies should be obtained in accordance with ICS procedures. The following are guidelines for setting a temporary animal shelter operation.

Establish a Command Post

The Incident Command Post (ICP) may be within the temporary shelter, or nearby. The ICP is where the shelter director and coordinators, in addition to any assigned volunteers, oversee and direct the daily operations of the temporary shelter. Members of the public and volunteers who are not assigned to work in this area are not allowed access to the Command Center.

Management of the facility and all operations involving animals will come under the ICP and will be operated accordingly.

Location: The ICP should ideally it should be located away from the general noise and confusion, have the ability to provide security and contain the equipment needed for communication and status reporting. A secure area toward the rear of the facility where access can easily be controlled and the public cannot visually observe the activity is preferred. This will prevent the public from gaining access, which could cause interruptions.

The following functions may exist within the temporary animal shelter/command post:

Communication Center

Communication equipment found in the Communication Center should include: phones, fax machines, computers with Internet and E-Mail access, and field radios. HAM radio operators would also set up their operation within or close to the Communication Center, too, if they were available to you.

In some disasters phone service may not be operating. In those cases, cellular phones (or, if available, satellite phones) should be used. Cellular service can quickly be over loaded during a disaster and is not always reliable.

Location: The Communication Center should be in an area away from the noise and the congestion of the facility, especially barking dogs. Electricity will be needed in this area.

Generator

A generator may be needed if the facility has no electricity. As part of its planning process, the CART should get on a priority list with emergency management to receive a generator. Preplan for adequate numbers of heavy duty, commercial extension cords.

Please note that generators are very dangerous. The CART should designate several key personnel who understand proper use and hookup to enable safe use of a generator.

Location: Generators can be very noisy. Place the generator as far away from the center of activity as possible. Outdoor-approved power cords may be used to run electricity to those areas of the facility that need it. Gasoline for the generator must be stored in a locked, secured structure far away from the shelter. No smoking signs must be put up within, and near, this area.

Public Information

Designate an Information Officer and a Staging Area for the media. It should be the first stopping point for everyone entering the facility. Direct disaster victims looking for owned animals and people who want to donate supplies or their time should all be directed to the PI area.

The Information Officer should have clear instructions about how to deal with the media. In all likelihood, you *need* the media to get word out about where you are located, what needs you have for supplies and volunteers, and what services you are offering. Ideally, have information sheets ready to hand out to both the public and the media. Both the public and the media appreciate having things in written form—esp. information about your facility, tips for pet owners in a disaster, and lists of other shelters, veterinary clinics, and hotels that accept pets.

Location: The Public Information area should be located at the entrance to the facility so that the public can easily access it. This area should function as a barrier keeping the public out of restricted areas of the facility (especially the Command Center and the areas where animals are being sheltered).

Volunteer Staging Area:

CART should establish volunteer job descriptions and develop training programs prior to a disaster. Any volunteer who will handle animals must be pre-vaccinated against rabies.

Designating a staging area for resources (volunteers and equipment) provides for greater accountability of available staff, a safe location for personnel and equipment, prevents “freelancing”, controls and assists with personnel check-in and allows for proper planning of resource use.

Volunteer personnel should begin by signing in, putting on a nametag, and reading the daily information board. The board will provide them with updated information, any procedural changes, and other announcements. Volunteers sign out in this same area as they complete their shift. (Use ICS Check-In Form 211 for personnel tracking)

People with no animal handling or disaster experience will volunteer to help. The CART must determine if and when to use walk-in volunteers. If you do, have a system for overseeing their work and a specific set of tasks that they can be assigned to (such as answering the phone or washing dishes). However, even for simple tasks, it is necessary that they be given enough instruction so that they can do their tasks well.

Establish specific volunteer work schedules that will work even if the phone system goes down. Each shift should be briefed and given their work assignment. Have assigned teams with assigned shifts so calls don't have to be made each time you need volunteers.

Location: The Volunteer Staging area should be near the entrance to the facility. The public should not have access to this area.

Human First Aid

A basic First Aid area should be set up within the facility. This area should be easily identified so that there is no confusion when someone needs basic medical care. Prior to opening the shelter, identify the closest emergency medical facility so those individuals with more serious injuries can get the professional help that they need.

Location: The Human First Aid area should be set up in the Volunteer Break area. Smaller first aid kits should be located in the Triage, Main Kennels, Public Information, and the Animal Intake and Reclaim areas. First aid kits always go into the field with rescue teams, too.

Personnel Break Area

This is where volunteers can eat and rest while they are at the facility,

Location: The Volunteer Break area should be in a quiet, clean part of the facility, where the public does not have access. A water source and electricity in this area are preferable. Access to refrigeration and running water is also preferred.

Volunteer Camps (Housing)

Temporary locations equipped and staffed to provide sleeping, food, water and sanitary services to volunteer personnel may be needed.

Location: The camp area should be set up away from the high activity areas of the facility. Tents may need to be put up, so designate an area where stakes can easily be secured in the ground. When the facility is within a building, designate a secure room or corner for volunteers to set up cots. The public should not have access to the Volunteer Housing area.

Rest Room Facilities

If rest room facilities are not available, or if existing facilities are not functional because the water is off, then portable bathrooms need to be brought in. It is also important, when using portable bathrooms that a schedule is set up for regular servicing of the bathrooms. Sanitary facilities should be coordinated through

Location: The rest rooms, if you are using portable ones, should be set up in an area of your facility where the public will not be able to use them and far enough away that they do not become an odor problem.

Resources

In all ICS applications, resources are described both by kind and type (what kind of resource and what is it capable of doing). Resources include personnel as well as equipment and should be requested based on need.

Animal Areas within a temporary shelter

Triage

Rescued animals must be assessed prior to being housed at a temporary shelter. Seriously injured animals may be treated in triage or referred for to another location. Vaccinations may be given. The quarantine area for sick and injured animals may be here, or combined with the holding area for bite cases (see “Quarantine” area notes). Any animals suspected of being sick must be kept separate from healthy animals. It is especially important to keep animals with contagious diseases separate from the rest of the population.

Initial records and a description of the animal should begin in triage area.

Location: It is also important to set up the Triage area in a part of the facility away from public view and to keep it as far away as possible from the highest areas of activity. This area should also have access to electricity and a water supply. It will need to be equipped with examination tables, cages and kennels, water access, and electricity.

Animal Intake and Reclaim

The identification process and related paperwork are completed on all animals coming into and leaving the facility. It is at this location that a master list of all animals in the shelter should be kept and maintained. A clean printout of the master list should be produced, if possible, at the end of each shift for the next shift’s use. Ideally, the records are computerized.

Personnel must be clear about where animals of each species and health status (inoculation status known versus not known, for example) should be taken and are being housed. However, as important as the paperwork is, volunteers in this area must never forget that paying close attention to each individual animal is imperative and that they must carefully look at each animal coming in and send animals needing immediate intervention to the Triage area. Personnel should use common sense as well as be trained to recognize signs of dehydration, effects of heat or cold, disease. (*note: develop written shelter operation procedures*)

Location: Animal Intake and Reclaim should be as close as possible to the Public Information area, as the majority of the people entering the facility will be directed to this area.

Foster Care

In most disasters it will be necessary to implement a foster care program. Foster care records and information should maintained from the shelter facility and the records must always be available. Foster care can help when (a) there is not enough shelter space for the animals that are being brought to the temporary shelter and (b) if the displaced animals will need a place to stay beyond the time the temporary shelter is going to be open. All the coordination of foster care applications and placement are taken care of in the Foster Care area.

Location: Foster Care should be located adjacent to the Animal Intake area because they share a lot of the same paperwork.

Lost Animal Registration

Anyone searching for a lost animal should be directed to the lost animal registration area first where a lost report and description should be taken. If the animal is not at the shelter, these pet owners should be given a list of other shelters and veterinary clinics in the area to visit or call.

Location: The Lost Animal Registration area should be set up next to the Animal Intake and Reclaim area.

Kennels/Animal Housing

Animals cannot be loose within a temporary animal shelter. The facility must utilize portable kennels, cages, crates or other available methods of restraint until they are reclaimed, placed in foster homes, or adopted. Separate areas must be designated for dogs, cats, and other animals.

If operating only one temporary animal shelter, owner surrendered animals should be housed apart from stray/injured animals. Depending on the size of the incident and the number of shelters in operation, owned animals may be housed at another temporary shelter.

Location: The animal housing area should be close to the Dog Walk areas and as far away as possible from where the public will be. This is to prevent them from viewing the animals and maybe attempting to claim an animal that is not theirs. Also, keeping the animals removed from the public will help reduce the amount of stress that the animals are subjected to.

Dog Walk Area

Dogs that are crated or kenneled must be walked regularly. A designated area for dog walking should be established in a secure area, out of the public view. Try to position this area so that the dogs are not walked in the same vicinity, or walked through the same doorway, as the public uses. Sanitation and clean up are essential in all dog walk areas so garbage cans and scoopers should be kept in this area.

Location: The dog walk area should be located near the kennels to enable the dogs to be quickly taken to the area to relieve themselves. It should be designated as a separate area by roping it off or making the area with tape. If the temporary shelter is located at a school, an athletic field is ideal for dog walking.

Quarantine

At least two separate quarantine areas will be needed for the following purposes. (1) Housing aggressive or potentially dangerous animals and (2) housing and observation of sick and injured animals (including pregnant females).

Only experienced dog handlers should ever walk or handle a dog that is aggressive. Aggressive dogs should be walked only at times when few or no other dogs are being walked. Note that during a disaster animals may be more likely to bite because they are afraid, hungry or confused. It is essential to handle all animals carefully and take steps to prevent a bite from occurring.

Location: The Quarantine area has to be set up in a secure part of the facility, where the public and volunteers, without appropriate training, do not have access. In some disasters it may be necessary to house these animals away from the facility, e.g., a boarding kennel, a veterinary office, or a neighboring animal shelter.

Animal Food Staging and Distribution Areas

Two staging areas for animal food may be needed. One area for food used in the temporary shelter and other area for donated food to be distributed in the community.

Location: The Animal Food Staging and Distribution areas must be in locations where the food will not get wet. If possible, set up the food areas in locations where trucks have easy access.

Animal Food Preparation

A designated area for food preparation and cleaning food utensils will be needed.

Location: The Animal Food Preparation area should be set up close to both the kennels and the Food Storage area and also be close to a water supply.

Animal Supply Staging Area and Distribution

Animal supplies and other resources including food dishes, litter boxes, cat litter, scoops, cages, toys, leashes, collars, muzzles, flea spray, shampoo, nail clippers, brushes, combs, newspaper, towels, and blankets must be stored so available as needed. These items will be used within the facility, but also may be given out to human disaster victims for their pets as needed. Storage and distribution areas may be located outside the temporary animal shelter.

Location: The Animal Supply Staging and Distribution area should be set up in two areas. One area will be for supplies needed to take care of the animals being housed at the facility. The other area should be set up close to the facility entrance, as these items will be given out to the public to replace what they have lost in the disaster and if heavy bags of food have to be carried just a short distance, it makes the job a lot easier.

Water Storage

A Water Storage area will be needed when normal water resources are not operating or the tap water is not suitable for drinking. The preferred way to store water is in 50 gallon barrels so that water can be pumped out of them into buckets and distributed as is needed.

Location: The Water Storage area should be in a central location within the facility and so that delivery trucks can easily access it. If the weather is hot and humid bacteria will grow in water that is stored in direct sunlight, making the water unsuitable for drinking. Store water in a cool, shaded area.

Animal Cage Cleaning – (develop written cleaning procedures)

A designated area, with running water, is needed to clean kennels, crates and cages each day as well as litter boxes. Litter boxes should not be washed in the food preparation area.

Location: The Animal Cage Cleaning area needs to be set up near a water source and not somewhere that the run off will cause other parts of the facility to flood.

Grooming

When possible, a bathing/grooming area may be needed. This area can be co-located with the triage area as animals may need to go from triage to an area for clean up.

Location: The Dog Bath area needs to be near a water source and electricity. If the weather is cold, this area should be enclosed to protect the animals being bathed from the cold. It is also important to set this area up in a location so that run off will not cause other parts of the facility to flood.

Dead Animal Storage

Dead animals must be properly stored until picked up. If a freezer is not available, animal carcasses must be tied securely in several thicknesses of plastic bags and kept at a distance so as to not pose a health risk or odor problem. Fly spray should be sprayed often.

Location: The Dead Animal Storage area should be in an area of your facility away from people and healthy animals.

Garbage

Have a dumpster brought to the site if possible. Garbage should be bagged and stored in a designated area that is a distance from the kennel/housing areas.

Location: The Garbage area should be in a remote corner of the facility where the smell does not become a problem.

Rescue Equipment Staging Area

Location: The Rescue Equipment Storage area should be in a secure section of the facility where the public does not have access.

Rescue Staging Areas

Animal Rescue Task Forces and Strike Teams should report to and assemble at a designated staging area. Additional staging areas for special vehicles and/or equipment may be needed. Human first aid equipment should be available in this area.

Location: The Rescue Staging area should be near the area where the rescue equipment is stored. It should be an area with access to a telephone. If possible, set it up out of view of the public and where there is less activity.

Parking

Designate an area where volunteers and visitors to the facility can park. Spaces closest to the facility should be saved for the public. Be careful not to inconvenience residents and/or adjacent businesses.

LOCATION: The Parking area should be as close as possible to where the public will be entering the facility. It may be necessary, if parking is limited, to locate an off-site parking area, and provide shuttle service back and forth between it and the facility.

Processing Incoming Animals During a Disaster

Keeping a record of each animal that comes in is one of the most important things that you will do during a disaster. The person in charge of Animal Intake is the Animal Intake Coordinator. The coordinator and volunteers assigned to this area complete paperwork, photograph the animals, and put identification on each animal when it comes in.

There are three classifications of animals that arrive during a disaster; stray animals, owned animals and dead animals. Specific procedures should be followed to document intake of each. Intake guidelines include the following:

Stray Animal Intake

1. Take the animal to the Animal Intake area.
2. Secure the animal in a cage or on a leash.
3. Scan the animal for a microchip and look for any tattoos.
4. Complete the *Animal Intake* form and the *Horse Identification* form if you are taking in a horse.
5. Complete identification process:
 - Take (2) Polaroid pictures of the animal
 - Put identifying sticker on Polaroid pictures - attach (1) picture to the lower right corner of the Animal Intake form and place photo number (2) in the Stray Animal binder under the category animal it is and the sex - and file the Animal Intake form in the Stray Animal binder
 - Fill out the Jiffy Tag.
 - Fill out the insert for the neckband.
 - Put the Jiffy Tag on the neckband and secure it around the animal's neck.
6. If there is a chance the animal might bite, put a *Caution - Could Bite* sign on the cage. Or, if it is an animal being held for observation following a bite, put a *Caution - Quarantined Animal* sign on the cage.
7. Fill out a cage tag and have a shelter volunteer take the animal to the assigned cage or area where it will be housed, unless the animal needs to be seen by a veterinarian, then it would go to the triage area

Owned Animal Intake:

1. Take animal to Animal Intake area.
2. Secure the animal in a cage or on a leash.
3. Scan the animal for a microchip and look for any tattoos - even though the owner is known, this is done so that the microchip or the tattoo number can be noted on the Animal Intake form.
4. Complete the *Animal Intake* form and the *Horse Identification* form if you are taking in a horse.
5. Complete identification process:

- Take one Polaroid picture of the animal - include the owners in the picture if they are available.
- Put identifying sticker on Polaroid picture and attach picture to lower right corner of Animal Intake form and file the Animal Intake form in the Owned Animal binder in alphabetical order by owner's last name.
- Fill out the Jiffy Tag.
- Fill out the insert for the neckband.
- Put the Jiffy Tag on the neckband and secure it around the animal's neck.

6. If there is a chance the animal might bite, put a *Caution - Biter* sign on the cage or if it is an animal being held for observation following a bite, put a *Caution - Quarantined Animal* sign on the cage.

7. Fill out a cage tag and have a shelter volunteer take the animal to the assigned cage or area where it will be housed, unless the animal needs to be seen by a veterinarian, then it would go to the triage area.

Dead Animal Intake

1. Take animal to the area designated for disposal of dead animals.
2. Take a picture or pictures of the animal. Take as many pictures as needed so the animal may be positively identified (include distinguishing marks in the pictures). Attach the pictures to the lower right-hand corner of the Animal Intake form.
3. Scan the animal for a microchip and look for any tattoos.
4. Complete the *Animal Intake* form and the *Horse Identification* form if you are taking in a horse.
5. Place the animal in a bag designated for dead animals.
6. File the Animal Intake form with the pictures attached; mark the Animal's Intake number, which is on the Animal Intake form in the upper right corner, on the dead animal bag; and file the Animal Intake form in the *Dead Animal* binder.

How to Put Identification on Shelter Animals

Every dog and cat that arrives at a temporary animal shelter in a disaster must have identification put on it. One option for identification is the use of "Ident-A-Band" bracelets.

The identification collars called Ident-A-Band bracelets, similar to the plastic bands used on patients in a hospital, are effective. They come on a spool with 400 feet of plastic banding material. Once on the animals, they do not come off, unless cut with scissors.

Another product on the market for temporary identification of animals are the strips of plastic coated paper, with sticky ends that are pressed together. Note, however, they do not remain on the animal for very long, especially if you are working in humid weather.

Animal ID

1. Cut a length of the Ident-A-Band collar that will fit around the animal's neck. Insert inside the band the stop of paper pre-cut to work with the Ident-A-Band collar, with the following information printed on it:

- Name of agency responsible for the animal
- Phone number of the agency responsible for the animal
- Animal intake number taken from the Animal Intake form

2. Complete a heart shaped Jiffy Tag, printing the following information on the tag:

- Name of agency responsible for the animal
- Phone number of agency responsible for the animal
- Animal intake number taken from the Animal Intake form

Then place the pre-cut plastic laminating sheet on either side of the heart shaped tag. (No laminating machine is required.) Attach the "O" ring that is provided.

3. Slide the Jiffy Tag onto the Ident-A-Band collar. Place the band around the neck of the animal and use a metal clasp that comes with the Ident-A-Band bracelet to secure the band in place.

Additional Information

Ident-A-Bands remain on the animals until they are either reclaimed by their owners or adopted. If an animal is placed in a foster home, the Ident-A-Band remains on them.

If a dog or cat comes in with an existing collar, leave that collar on the animal, and make an identification band just large enough to be fastened onto that existing collar. You *do not* have to make a band large enough to fit around the animal's neck.

Since the Ident-A-Bands are not inexpensive, try and recycle them as many times as you can. If you remove an identification band from a large dog, that band can be used again on two cats or two small dogs.

Ordering Information

Ident-A-Bands

The Ident-A-Bands are ordered from Hollister Inc. and the item number is 6735. If you are interested in ordering the bands, you may contact the company at 800-323-4060. The inserts are also ordered from Hollister. The item number is 6653.

Jiffy Tags

The Jiffy Tags are ordered from Animal Care Equipment and Services. The Tag is item # JT-1. ACES phone number is 800-338-2237.

Forsyth County CART

Disaster Response

Supplies and Equipment Lists

Supplies for Animal Intake Area

These are the supplies needed to set up an Animal Intake Area during a disaster to process stray, owned, dead, and surrendered animals.

Animal Identification

- Digital &/or Polaroid camera (minimum of 4)
- PC battery powered &/or Polaroid film
- binder to hold Polaroid pictures
- labels to go on the Polaroid pictures
- identification bands and clasps
- Jiffy Tags and "O" rings
- cage tags

Office Supplies

- stapler & staples
- stapler remover
- scotch tape
- paper clips
- rubber bands
- ball point pens
- Post-It-Notes (3"x 3")
- 12 - 3" binders
- binder labels
- scissors
- 3 - hole punch
- push pins
- white board
- white board markers
- white board eraser
- 2 dozen clip boards
- large white board or flip chart
- easel for white board or flip chart
- permanent markers (wide & fine point)
- containers to hold office supplies
- boxes to hold extra disaster forms
- "In" and "Out" baskets
- wall calendar
- wall clock – battery operated
- garbage cans and bags
- paper towels
- wet wipes

Animal Intake Forms

- animal Intake
- horse Information
- cat Personality Profile
- dog Personality Profile
- medication Record
- Foster care form
- Foster Agreement
- Lost Animal Forms
- "Caution Biter" sign
- "Quarantine" sign

Safety

- first aid kit for people
- first aid kit for animals

Furniture

- at least four - 6' long tables
- at least eight chairs
- shelves to hold binders

Telephone Equipment if phone service is available

- 3 or more phones
- 2 phone lines
- 1 fax line
- answering machine
- fax machine
- fax paper
- phone message pads
- phone message board
- local telephone book
- local detailed street map

Facilities

- awning/tent if not in a building
- flashlight and batteries
- lantern and batteries
- outdoor extension cords
- shoplights and light bulbs

Equipment/Supplies for Cats

Sheltering Items

- large enclosed tents or awning tents
- plastic tarps
- wooden pallets to keep cages off the floor or ground
- cages to hold cats
- identifying sign for cat shelter area

Electricity Source

- generator
- gasoline
- gas can

Lighting Items

- shop lights
- light bulbs
- extension cords – heavy duty
- battery operated lanterns and flash lights extra batteries

Temperature Control Items

- fans
- heaters
- propane if needed for heaters
- heating pads
- water bottles
- small refrigerator or ice chest for medications
- ice
- small zip lock bags to fill with ice to cool cats
- spray bottles or misters

Safety Items

- no smoking signs
- smoke detectors
- fire extinguisher
- first aid supplies and book for volunteers
- first aid supplies and book for cats

Sanitation Needs

- litter
- litter boxes (preferably disposable)
- litter scoops
- newspaper
- garbage cans
- heavy duty trash bags
- fly strips
- body bags for dead cats

Cleaning Items

- cleaning buckets
- quaternary disinfectant
- bleach
- dish soap
- short handle scrub brushes
- long handle scrub brushes
- sponges
- paper towels
- cloth towels
- pan to step in to disinfect shoes
- free standing sink for cleaning purposes
- 50 gallon barrels to store water for cleaning purposes
- siphons to attach to barrels
- hoses
- hose connectors
- hose nozzles
- brooms
- dust pan
- wet/dry shop vacuum

Feeding Items

- disposable food dishes
- water dishes
- cat food (canned and dry)
- plastic garbage cans for dry food storage
- kitten formula
- nursing bottles and nipples
- bottle warmer
- can opener (non-electric)
- spoons to scoop and mix food
- drinking water
- watering cans for distributing drinking water
- 50 gallon barrels to store drinking water

Grooming Items

- wash tub
- secure cat bath area
- shampoo for cats
- flea control products (Advantage or BioSpot)
- flea combs
- combs/brushes
- Q-tips
- tweezers
- nail clippers
- electric clippers
- Q-tips
- Cloth towels
- Disposable rubber gloves
- protective masks
- grooming table
- folding chairs

Paperwork Items

- Intake forms
- clip boards
- binders for completed paperwork
- waterproof container for forms
- writing pens
- permanent markers
- tape
- stapler & staples
- scissors
- table and chairs to use for doing paperwork

Identification Items

- cage card tags
- clothes pins
- identification tags
- plastic identification collars w/inserts
- Polaroid camera
- Polaroid film
- binder & plastic sheets to hold ID pictures
- “Caution” biter signs
- “Quarantine” signs

Rescue Equipment

- Evacsaks
- cat grasper
- heavy duty cat gloves (long and short)
- stretchers
- humane cat traps
- transfer cages
- squeeze cages
- pole nets & throw nets
- muzzles
- blankets

Tool Box Items

- hammers
- assorted nails & screws
- screw driver (standard & Phillips)
- pliers
- wrenches
- heavy duty stapler & staples
- cable ties
- duct tape
- rope

Equipment/Supplies to Care For Dogs

Sheltering Items

- large enclosed tents or awning tents n plastic tarps
- wooden pallets to keep crates and cages off floor
- screw stakes
- Chains with hooks at both ends
- identifying sign for dog shelter area

Electricity Source

- generator
- gasoline or kerosene
- gas can

Lighting Items

- shop lights
- light bulbs
- extension cards
- battery operated lanterns a flashlights
- extra batteries

Temperature Control Items

- fans
- heaters
- propane if needed for heaters
- heating pads
- water bottles
- dog sweaters
- small refrigerator or ice chest for medications
- ice
- small zip lock bags for ice packs
- spray bottles or misters

Cleaning Items

- Kennelsol or other quaternary disinfectant that doesn't have to be rinsed
- bleach
- cleaning buckets
- short handle scrub brushes
- long handle scrub brushes
- sponges
- cloth towels
- newspaper
- large garbage cans
- heavy duty trash bags
- fly strips
- disposable rubber gloves

Animal Handling Equipment

- dog walk area signs
- leashes
- collars
- choke collars for walking aggressive dogs
- harnesses for walking aggressive dogs
- body bags for dead dogs

Cleaning Items (same as for cats)

Feeding items

- disposable food dishes
- water dishes or buckets
- dog food (canned and dry)
- plastic garbage cans to store open dry food
- puppy formula
- feed scoops
- nursing bottles and nipples
- bottle warmer
- can opener (non-electric)
- spoons to mix food
- drinking water
- watering cans to distribute drinking water
- 50 gallon barrels to store drinking water

Grooming Items

- wash tubs
- shampoo for dogs
- flea control products (Advantage or BioSpot)
- flea combs
- combs/brushes
- tweezers
- nail clippers
- electric clippers & attachments
- Q-tips
- cloth towels
- rubber gloves
- protective masks
- table to groom on
- folding chairs

Paperwork Items

- intake forms
- clip boards
- binders for completed paperwork
- waterproof container for forms
- writing pens
- permanent markers
- tape
- stapler & staples

- scissors
- table and chairs to use for doing paperwork

Identification Items

- cage cards
- clothes pins
- identification tags
- identification collars
- Polaroid camera
- Polaroid film
- binder & plastic sheets to hold ID photos
- biter and quarantine signs

Tool Box Items (same as for cats)

The equipment list does not include those items needed for rescuing large animals, such as horses, cows, hogs, etc.

Equipment/Supplies for Search & Rescue & Animal Handling.

- crates and cages to hold puppies, kittens, and small dogs
- large crates for dogs
- Ketch-All Poles – standard 5’ and longer
- cat graspers
- snake tongs
- dog collars
- leashes
- muzzles (dog and cat sets)
- throw nets
- extendable pole net
- humane cat traps with rear door
- cat carriers with rear door
- carry/restraint cages with squeeze panel
- humane dog traps
- stretchers
- Evacsaks (used to transport kittens, cats, puppies, and small dogs)
- heavy duty leather gloves
- disposable rubber gloves
- temporary ID collars or tags
- waterproof markers
- canned dog & cat food w/ pop tops (trap bait)
- body bags and labels
- intake forms
- local maps
- field radio or cell phone
- animal transport vehicle
- vehicle with trailer hitch
- livestock trailer (can transport multiple animals in crates & carriers)

CARTsupplies

APPENDIX 8

VOLUNTEER TRAINING REQUIREMENTS

<i>Volunteer Work Capacity</i>	<i>Training Requirement</i>	<i>Potential Trainers</i>
Animal Caretaker – Pet friendly shelter or temporary animal shelter.	Basic animal handling (dog and/or cat) Animal behavior recognition Basic animal first aid Breed recognition Housing/sanitation Record keeping Public health concerns; zoonotic diseases. Feeding/maintenance	Animal shelter personnel Veterinarians Health Dept. Red Cross Dog Trainers Cat fancier Vet techs Boarding kennel operators
Temporary shelters – no animal handling	Record keeping Breed recognition Animal behavior recognition Public health concerns	Animal shelter personnel Veterinarians Health Dept. Red Cross Dog Trainers Cat fancier Boarding kennel operators
Animal Rescue – (Professional personnel who are vaccinated against rabies, Hep. A and B.	Basic animal handling (dog and/or cat) Animal behavior recognition Animal first aid Breed recognition Capture techniques Rescue/capture equipment ICS Communications	Professional requirements. Chemical capture certification NC Emerg. Mgt. certification
Driving – Supply/Resources Transport	Valid NC drivers license Loading & tie down	
Office Work	Computer or data entry Professional experience	
Phones	Recruit bi-lingual volunteers	

CART Volunteer Training Components

- I. Pre-exercise training:**
 - 1. Emergency Management – ICS
 - 2. Local plan
 - a. organization
 - b. Responsibilities
 - c. Support Agencies
 - 3. Identify the types of hazards/emergencies and response
 - a. Fire procedures
 - b. Hurricane procedures

- c. Tornado procedures
 - d. Civil unrest (riot) procedures
 - e. Hazardous material spill procedures
4. Guidelines for animal emergency care
 - a. Veterinary triage
 - b. Animal first aid
 - c. Animal ID
 5. Operation of a pet friendly shelter
 - a. Volunteer position description
 - b. Operational plans
 - c. Record keeping
 - d. Cleaning/sanitation
 6. Guidelines for canine or equine search and rescue team
 7. Dealing with large animals

II. Tabletop Exercise

Disaster Response Assessment

Animal Needs

1. Small animals, ie, dogs, cats, birds, etc.- residential
2. Small animals, ie dogs, cats, birds, etc – commercial (veterinary hospital, boarding kennel, groomers, etc)
3. Livestock & poultry
4. Exotic, Wildlife, etc (petting zoo, exotic collections, ostrich/EMU).

Safety Issues

1. Hazardous rescue conditions (flood, severe weather, contaminated water, etc)
2. Dangerous animals or compromised facilities.
3. Potential for disease outbreaks

For each animal group, determine the needs and resources available to meet the needs.

Things to consider:

- Rescue/treatment of injured animals
- Food, water & shelter
- Operation of feed mills
- Operation of roadways to transport food, water, personnel
- Communication available
- Handling dead animals

Search and Rescue

Search and rescue teams will be prepared to participate in a coordinated, organized search and rescue operation to minimize animal suffering and death.

Search and rescue personnel must be qualified to assist in animal rescue and have the appropriate equipment as determined by CART.

Team Requirements:

1. Proper vaccinations – rabies, tetanus, hepatitis A and B
2. Proper animal handling experience
3. Proper Hazmat training
4. Proper swift water training for flood situations
5. Proper equipment prior to field entry.

Supporting state agencies

1. SART
2. NCSU Vet School Community Outreach Unit
3. SNAP-NC mobile vet clinic - Raleigh
4. REACH mobile vet clinic – Asheville

National state agencies with search & rescue capability

1. Humane Society of the US
2. American Humane Association
3. International Fund for Animal Welfare
4. Code Three Associates
5. United Animal Nations (EARS)

Cart training

APPENDIX 9

VOLUNTEER LIVESTOCK SHELTERING FACILITIES

1. Cattle Barn, Dixie Classic Fairgrounds
2. Fishel Farm, Walkertown
3. Hestar Farm, Union Cross
4. Tanglewood Barn, Clemmons
5. Arrowhead Hills, Mocksville