

# Table of Contents

<b>I.</b>	<b>Introduction .....</b>	<b>3</b>
A.	Purpose.....	3
B.	Authority .....	3
C.	Scope .....	3
D.	Assumptions .....	4
E.	Concept of Operations .....	4
<b>II.</b>	<b>Organizational Roles and Responsibilities .....</b>	<b>5</b>
A.	Oregon Emergency Management .....	5
B.	Oregon Department of Agriculture.....	5
C.	Local Emergency Management.....	6
<b>III.</b>	<b>Resource Information .....</b>	<b>6</b>
A.	Website Resources.....	6
	• <a href="http://www.animaldisasters.com">http://www.animaldisasters.com</a>	
	• <a href="http://www.avma.org">http://www.avma.org</a>	
	• <a href="http://www.americanhumane.org">http://www.americanhumane.org</a>	
	• <a href="http://hsus.org/disaster">http://hsus.org/disaster</a>	
	• <a href="http://www.ncsart.org">http://www.ncsart.org</a>	
B.	Appendices .....	6
	Appendix 1. Glossary of Terms .....	8
	Appendix 2. Proposed ICS Structure.....	9
	Appendix 3. Agencies that may have Responsibilities in Local Disasters .....	10
	Appendix 4. Guide for Preparing a Plan for Companion Animals in Emergencies and Disasters.....	12
	Appendix 5. Guide for Preparing a Plan for Livestock in Emergencies and Disasters .....	16
	Appendix 6. Example SOP for Companion Animal Shelters .....	20
	Appendix 7. Example SOP for Livestock Sheltering Facilities .....	32
	Appendix 8. Local Animal Response Team .....	44
	Appendix 9. List of Hotels and Motels Accepting Companion Animals .....	46
	Appendix 10. Companion Animal Response Team Volunteer Questionnaire ....	47
	Appendix 11. Volunteer Resource List .....	48
	Appendix 12. Companion Animal Host Site Questionnaire .....	50

Appendix 13. Checklist for Animal Host Facilities .....	52
Appendix 14. Animal Transportation Resource List.....	53
Appendix 15. Animal Care Resource List.....	54
Appendix 16. Companion Animal Owners Guide for Disaster Planning.....	56
Appendix 17. Public Education Messages.....	61
Appendix 18. Companion Animal Owner Evacuation Request Form .....	63
Appendix 19. Veterinary Resource List .....	65
Appendix 20. Livestock Response Team Volunteer Questionnaire.....	67
Appendix 21. Livestock Host Site Questionnaire .....	68
Appendix 22. Livestock Owners Guide for Disaster Planning .....	70
Appendix 23. Livestock Animal Owner Evacuation Request Form .....	74
Appendix 24. Example SOP for Animal Rescue Operations.....	75
Appendix 25. Example SOP for Animal Medical Care and Hospital Operations .....	75

# **OREGON RESPONSE PLAN**

## **FOR ANIMALS IN DISASTERS**

### **I. INTRODUCTION**

#### **A. Purpose**

1. The purpose of this plan is to outline roles and responsibilities as they apply to the care of domestic animals, including birds, that will need to be cared for in all types of non-disease disasters. The plan is a guide for rapid response to emergencies/disasters affecting the health, safety and welfare of animals. The plan coordinates the response of state and local government agencies and volunteer organizations to address the needs of companion animals, livestock, poultry and captive wildlife during disasters.
2. Provide guidance and examples to assist counties and municipalities with preparation of their animal disaster response plans.

#### **B. Authority**

1. Pets Evacuation and Transportation Standards Act of 2006. Became Public Law No: 109-308, October 6, 2006.
2. Oregon Revised Statute 401.271, 401.272, 401.273 and 401.274.

#### **C. Scope**

1. The focus of this plan is on domestic animals including birds. Consideration may be given to captive wild animals affected by natural and man-made disasters.
2. This plan is applicable to state, local, and private agencies with response and support capabilities for the evacuation, shelter and care of domestic animals during non-disease disasters and emergencies.

## **D. Assumptions**

1. Many companion animal owners consider their animals an intrinsic part of their household and may refuse to leave them behind during a disaster event.
2. When possible, evacuation operations should include transportation and shelter for people who wish to evacuate with their companion animals.
3. Depending on the nature of the disaster, livestock, like cattle, horses, sheep, goats, pigs and poultry, may need to be evacuated, sheltered and cared for.
4. Emergency planning for animals requires extensive collaboration among emergency management officials, animal control staff, humane and animal welfare organizations, veterinarians, county agencies, animal service providers, breeders, volunteer groups and citizens, and state agencies to develop community-specific plans.
5. In an emergency or disaster, response and short term recovery efforts are best directed through an organization operating consistent with the National Incident Management System (NIMS).
6. In an emergency or disaster, a significant number of companion animals or livestock may escape. Abandoned animals are likely to suffer in an emergency and pose a risk to rescuers and the public.
7. Disasters and emergencies increase the potential for companion animals and livestock to contract and transmit animal diseases.
8. A terrorist incident involving chemical, biological, radiological, nuclear or explosive agents could contaminate not only large human populations but also animal populations.
9. Animal food supplies may become contaminated, destroyed or in limited supply because of an emergency/disaster.
10. Special arrangements must be made for shelter location and facilities for exotic animals during natural disasters.
11. The safety of rescue and shelter workers is very important. At no time should the evacuation, shelter and care of animals compromise worker safety.

## **E. Concept of Operations**

1. The National Incident Management System, Incident Command System (ICS) will be used to manage the response at the county or local jurisdiction where the disaster occurs.

A Unified Command may be used if the event involves multiple jurisdictions and agencies. See Appendix 2 for an example of a proposed ICS structure.

2. The Oregon Department of Agriculture/Animal Health and Identification (ODA/AHID) and Oregon Emergency Management (OEM) will coordinate with each other to provide assistance to cities/counties in preparing written animal-disaster response plans and assistance during animal disasters. See Appendices 3 through 7 for guidance in developing local plans.
3. Local agencies should develop an incident command system for animal-disaster response plans that will include the evacuation, shelter and care of domestic and captive wild animals during disasters.

## **II. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

### **A. Oregon Emergency Management (OEM)**

OEM will:

1. Serve as the lead state agency coordinating support efforts from the State Emergency Coordination Center (ECC) with local governments and the Federal Emergency Management Agency (FEMA).
2. Serve as the point of contact with the Governor's Office, local city/county emergency management agencies, and support state agencies that are involved in companion animal, service animal and livestock evacuation, shelter and care.
3. Assist in establishing communications with any companion animal and livestock evacuation, shelter and care organizations with experience necessary to develop successful strategies and partnerships.
4. OEM and ODA/AHID will be responsible for the maintenance of this Animal-Disaster Response Plan. Updates will be made annually.

### **B. Oregon Department of Agriculture /Animal Health and Identification (ODA/AHID)**

ODA/AHID will:

1. Serve as the lead support agency in issues involving evacuation, shelter and care of companion animals, service animals and livestock.

2. Assist cities/counties during their preparation phase in the development of a local animal-disaster response-plan for natural and man-made disasters that include plans to dispose of carcasses from impacted areas.
3. Assist cities/counties with efforts to provide food, water, shelter and veterinary care to affected animals. Examples might include contact information for animal food providers, contact information for shelter equipment and supplies and contact information for veterinarians and veterinary staff who are trained as emergency responders.
4. Monitor for an increase in the prevalence of infectious animal diseases, including zoonotic diseases, and if found activate the Oregon Animal Disease Emergency Management Plan to control the outbreak.

### **C. Local Emergency Management (LEM)**

LEM will:

1. Work with OEM, ODA/AHID and other agencies and organizations as needed to develop the local animal-disaster response plan during their preparation phase. See Appendices 3 through 7 for guidance in developing a local plan.
2. Activate their animal-disaster response plan to address issues of evacuation, shelter, and care as needed for displaced companion animals, service animals and livestock. Plans should take into account the needs of individuals with household companion animals, service animals and livestock prior to, during and following a major disaster.
3. Information and checklists for developing the local animal-disaster response plan can be found in Section III. Resource Information.

## **III. RESOURCE INFORMATION**

### **A. Website Resources**

<http://www.animaldisasters.com>  
<http://www.ncsart.org>  
<http://www.avma.org>  
<http://www.americanhumane.org>  
<http://www.hsus.org/disaster>

### **B. Appendices**

1. Glossary of Terms
2. Proposed ICS Structure
3. Agencies that may have Responsibility in Local Disasters
4. Guide for Preparing a Plan for Companion Animals in Emergencies and Disasters

5. Guide for Preparing a Plan for Livestock in Emergencies and Disasters
6. Example SOP for Companion Animal Shelters
7. Example SOP for Livestock Sheltering Facilities
8. Local Animal Response Team
9. List of Hotels and Motels Accepting Companion Animals
10. Companion Animal Response Team Volunteer Questionnaire
11. Volunteer Resource List
12. Companion Animal Host Site Questionnaire
13. Checklist for Animal Host Facilities
14. Animal Transportation Resource List
15. Animal Care Resource List
16. Companion Animal Owners Guide for Disaster Planning
17. Public Education Messages
18. Companion Animal Owner Evacuation Request Form
19. Veterinary Resource List
20. Livestock Response Team Volunteer Questionnaire
21. Livestock Host Site Questionnaire
22. Livestock Owners Guide for Disaster Planning
23. Livestock Animal Owner Evacuation Request Form
24. Example SOP for Animal Rescue Operations
25. Example SOP for Animal Medical Care and Hospital Operations

# Appendix 1

## Glossary of Terms

**Companion Animal** – domestic animal commonly kept as a household pet.

**Service Animal** – an animal that assists or performs tasks for a person with a sensory, emotional, mental or physical disability.

**Emergency** – defined in ORS 401.025, “an emergency includes any human caused or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS, 466.605, contamination, utility or transportation emergencies, civil disturbance, riot, sabotage and war. This response plan will not address emergencies that are caused by disease, blight, infestation, or crisis influx of migrants unmanageable by the county.

**Major Disaster** – defined in 42 U.S.C. 5122(2), “a catastrophic event that involves a large number of human deaths, injuries, or illnesses; substantial property damage or loss; or extensive disruption of public services; and in the determination of the President, is of such severity and magnitude that effective response is beyond the capabilities of the affected State or local government. “For purposes of the Animal Disaster Response Plan, it will also include a catastrophic event that involves a large number of animal deaths, injuries, or illnesses”.

**Non-disease Disaster** – disaster caused by nature or man and not disease producing biological organisms.

**Welfare of Animals** - describes the good or satisfactory care of animals.

**Captive Wildlife** – animals that normally live in the wild, but are held in captivity in a person’s home as a pet, or in a facility used for exhibition or research.

**Domestic Animals** – animals that have been domesticated by humans by having their behavior, life cycle or physiology systemically altered as a result of generations of human control.

**Care of Animals** –providing proper feed, water, shelter and/or medical care of animals.

**Livestock** – cattle, horses, sheep, goats, pigs, poultry and other animals designated by the State Department of Agriculture.

**Host Site** – Facility used to provide temporary housing and care of animals during a disaster.

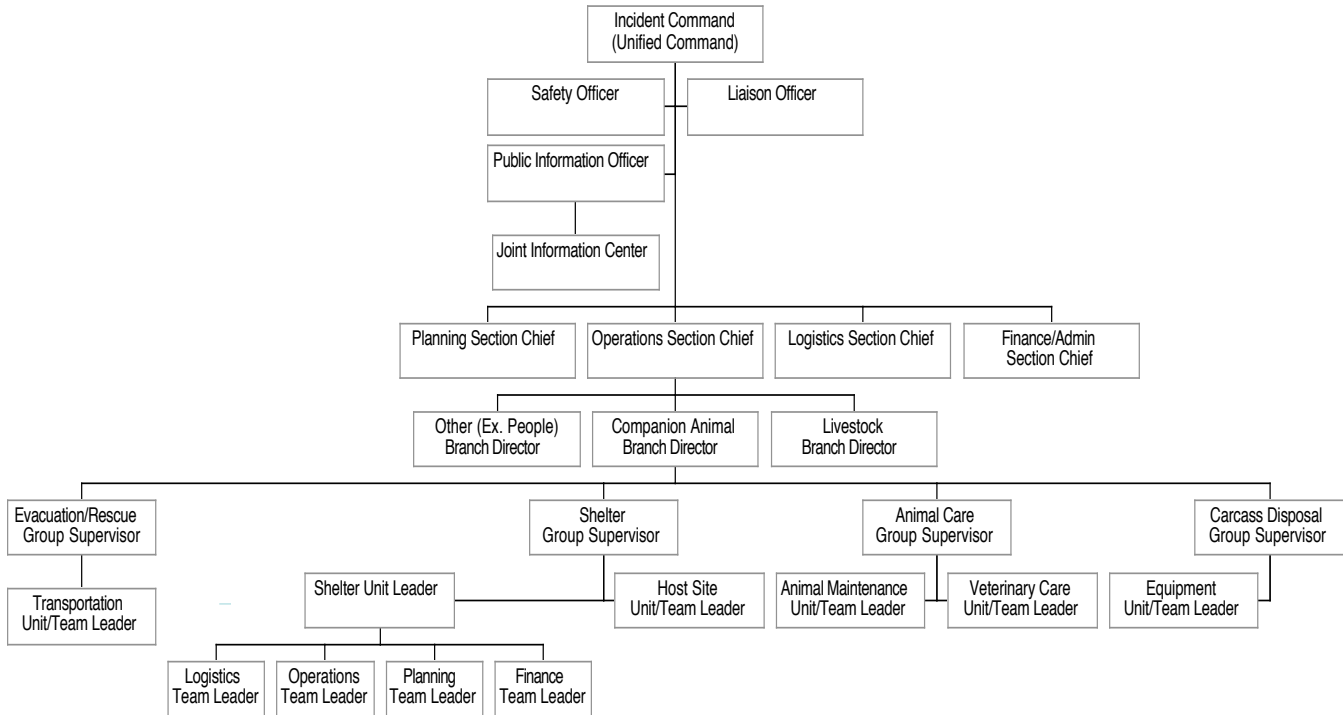
**Zoonotic Disease** - Disease that may be transmitted from animals to man.



## Appendix 2

### Proposed ICS Structure

#### Proposed ICS Structure for Animal Disaster Incidents



**Note: The Animal Groups and Teams shown under the Companion Animal Branch Director could be duplicated under the Livestock Branch Director if livestock were involved in a particular incident.**

This proposed ICS structure is an example of how an animal disaster response team might be incorporated into the local emergency management Incident Command System. The extent of the disaster and the rules of establishing an Incident Command System that addresses span of control of personnel resources will determine the number of teams and their function.

## Appendix 3

### **Agencies that may have Responsibility In Local Disasters**

**STATE AGENCIES may provide the following services:**

#### **Oregon Department of Fish and Wildlife**

- Capture and relocate displaced wildlife.
- Provide care of diseased or injured wildlife and provide for euthanasia and disposal of diseased/injured wildlife.

#### **Oregon Department of Human Services**

- Coordinate with the Addiction and Mental Health Division to provide grief counseling support for animal owners experiencing need.
- Public Health Division, Acute and Communicable Disease Prevention Program will serve as a consultant on zoonotic diseases.

#### **Oregon Department of Transportation**

- Assist in movement of state resources during an animal disaster.
- Provide traffic control and routing assistance, barricades, and road monitoring.
- Provide equipment and operators to assist with animal disposal.

#### **Oregon Department of Environmental Quality**

Assist and coordinate with local agencies on carcass disposal, cleaning and disinfection.

#### **Oregon State Police**

Coordinate with local law enforcement throughout response and recovery and provide support as needed.

#### **Oregon Department of Administrative Services**

Assist in identifying resource providers and in purchasing supplies, equipment and services needed.

#### **Oregon State University**

- Through the College of Veterinary Medicine (CVM) provide veterinary support and expertise throughout an animal disaster as needed.
- Through CVM-Veterinary Diagnostic Laboratory provide appropriate diagnostic support services.
- Through Cooperative Extension Service provide coordination, communication, and information dissemination between the emergency coordinators, industry groups and local communities during animal disasters.

### **Oregon National Guard**

To be called upon under the direction of the Governor to assist in animal disaster response and recovery as needed.

### **LOCAL AGENCIES may provide the following services:**

#### **Local Animal Control**

- Assist Local Emergency Managers (LEM) develop a local Animal-Disaster Response Plan.
- Provide animal handling and rescue training for volunteers as requested by LEM.
- Assist LEM in the rescue, sheltering and care of displaced animals.

#### **Law Enforcement**

Assist LEM and animal rescue groups in animal disaster response and recovery.

#### **Search and Rescue**

Assist LEM in animal disaster response and recovery.

#### **Local Public Health Departments**

Assist LEM respond to concerns about zoonotic diseases and disposal of animals with appropriate state agencies.

### **PRIVATE AGENCIES may provide the following services:**

#### **Oregon Veterinary Medical Association/Local Veterinary Medical Associations**

- Assist state and local agencies develop animal-disaster response plans.
- Assist local response agencies with locating and employing veterinary support during animal disasters.

#### **American Red Cross**

- Allow service animals to enter human shelters during natural and man-made disasters.
- Assist LEM and other animal rescue planners, develop a local animal response plan that provides temporary animal shelters near human shelters.
- May provide public information regarding owner plans for evacuation of their animals.

#### **Humane Societies and other animal service organizations**

- Assist state and local agencies in developing animal-disaster response plans. Coordinate with LEM and other animal rescue groups to operate or assist with animal shelters and rescue of animals as a result of emergencies or disasters.

## **Appendix 4**

### **Guide for Preparing a Plan for Companion Animals in Emergencies and Disasters**

#### **Edited from the Tennessee Companion Animal Emergency Care SOP**

#### **I. Purpose of the Plan**

The purpose of this document is to integrate the procedures for the care and housing of companion animals during an emergency/disaster into the county emergency response plan. These procedures should be used by first responders and validated emergency animal care personnel as action plans to respond to emergencies involving companion animals. Control of all animal emergencies will employ the Incident Command System (ICS).

#### **II. Select a Companion Animal Care and Response Committee**

This committee may consist of personnel that are knowledgeable about companion animals and bring experience and expertise to the committee in emergency response and companion animal care and handling. Examples may include personnel in emergency and disaster response, law enforcement, animal control, veterinary care and other personnel with experience specific to companion animal care and sheltering.

#### **III. Prevention and Preparation Procedures**

The Companion Animal Care and Response Committee may develop a Companion Animal Response Plan using this document as a guide. This committee should develop a Companion Animal Response Team that will be responsible for working with the Local Emergency Manager to develop strike teams and assess disasters and emergencies as they occur. See Appendix 8 for an example of a team assignment form.

- A. Determine what types of natural or manmade emergencies companion animals are at risk. Disasters such as acts of terrorism earthquakes, floods, high winds, firestorms, residential fires, highway or rail incidents involving chemicals and loss of utilities for extended periods are examples.
- B. Estimate city/county population of companion animals. The American Veterinary Medical Association showed that 36% of households own dogs averaging less than two dogs per household. About 32% of households have cats averaging slightly more than 2 cats per household. About 5% of households own one or two birds. Location can best be accomplished utilizing a Geographical Information System map or computer program.

- C. Determine resources for emergency care, evacuation, housing, feeding and watering. Develop a motel list that accepts companion animals. (Appendix 9)
    - 1. Create a questionnaire with information on host site facilities including signed agreements to handle and care for evacuated companion animals and liability waivers, transportation of companion animals, number of vehicles available and their capacity, and volunteers experienced in handling companion animals. (Appendix 10, 11, 12, 13, 14)
    - 2. Develop identification strategies, methods (such as neck bands, microchips and readers) and techniques for companion animals that will facilitate return to their owners, including recording information such as rescue/evacuation location, photographs, unique features such as markings, tattoos, etc.
    - 3. Develop an animal care resource list of feed suppliers and equipment including cages, feed/water pans, companion animal carriers, muzzles, snares, leashes and other specialized equipment acquired by purchases or prearranged agreements for the use of non-owned equipment. (Appendix 15)
    - 4. Develop an animal rescue team and protocols.
    - 5. Develop veterinary care treatment sites and protocols.
  - D. Implement county/regional education and awareness programs to encourage individual and community/neighborhood planning and preparation for emergencies. (Appendix 16)
  - E. Develop companion animal handling and care workshops or contract with agencies that provide such training to volunteers and other interested parties.
  - F. Inform the public about the emergency. Include the Public Information Officer. (Appendix 17)
  - G. Develop a dependable communication plan to include necessary telecommunication equipment for rescue teams, volunteers, host facilities, and the command center.
  - H. Develop test exercises to exercise the plan periodically.
- IV. Response Procedures
- A. The Local Emergency Manager and the Companion animal Response Team Leader will determine if only local teams are needed or if mutual aid from adjacent counties or state assistance is needed.
  - B. Activate contact lists.

1. Disaster Companion Animal Response Teams (Rescue, Shelter and Transportation Teams).
  2. Host site notification.
  3. Qualified volunteers.
- C. Determine if best choice is on-site housing and care, or evacuation.
1. Most owners of companion animals are encouraged to take their animals with them when evacuated.
  2. For off-site evacuation, notify host sites and determine the need for transportation and personnel to perform rescue evacuations. Set up evacuation routes.
  3. Determine who will pay for services and care.
  4. Identify companion animals and record their off-site location.
- D. Have an evacuation form available to record requests from people needing to evacuate their companion animals. Examples of some information needed are animal species, number and location of animals, and primary and alternate routes. (Appendix 18)
- E. Develop veterinary resource list. (Appendix 19) If veterinary assistance is needed, determine in advance who will pay for medical care and supplies.
1. Activate veterinary care protocols and set up field hospital site.
  2. Veterinary procedures may include triage, medical/surgical care, euthanasia, and release to host sites or owners.
  3. Continued care for injured and sick animals.
- F. Have planned site approval for dead animal disposal (landfill, burning, burial). Coordinate with the Oregon Department of Environmental Quality.
- G. Establish a foster/adoption procedure in the event that some animals cannot be reclaimed by their owners within a reasonable period of time. Agreements must be legally written to protect the rights of the original animal owners.
- V. Recovery Procedures
- A. Demobilize host sites. Determine at what point it is safe to return to the home.
  - B. Develop plans for reuniting people and animals. Describe how the identification system will be used to ensure companion animals are claimed and released to the rightful owners.
  - C. Designate person or persons to account for dead, missing and unclaimed animals.

- D. Be aware of emotional issues with people encountering loss of animals. Trained counselors should be available for counseling persons identified by emergency workers who may need help.
- E. Formally demobilize the animal response teams when their function has ceased.
- F. Critique response with Local Emergency Manager and the Companion Animal Response Team leaders.
- G. Upgrade plans.
- H. Write thank you letters to all Companion Animal Response Team participants.

## **Appendix 5**

### **Guide for Preparing a Plan for Livestock in Emergencies and Disasters**

#### **Edited from Tennessee Equine and Livestock Emergency Care SOP**

#### **I. Purpose of the Plan**

The purpose is to integrate the procedures for the care and housing of livestock during an emergency/disaster into the local emergency response plan. These procedures should be used by first responders and validated emergency animal care personnel as action plans to respond to emergencies involving livestock. The Incident Command System (ICS) will be used to manage all animal emergencies.

#### **II. Select a Livestock Care and Response Committee**

This committee may consist of personnel that are knowledgeable about livestock and bring experience and expertise to the committee in emergency response and livestock care and handling. Examples may include personnel in emergency and disaster response, law enforcement, animal control, veterinary care and other personnel with experience specific to livestock care and sheltering.

#### **III. Prevention and Preparation Procedures**

The Livestock Care and Response Committee should develop a Local Livestock Response Plan. The committee should also develop a Local Livestock Response Team that will be responsible for working with the Local Emergency Manager to develop strike teams and assess disasters and emergencies as they occur. See Appendix 8 for an example of a team assignment form. The following is a guide for planning.

- A. Determine what types of emergencies present risk factors for livestock in the county. Examples of natural and manmade disasters are acts of terrorism, earthquakes, floods, high winds, firestorms, highway or rail accidents that affect livestock, etc.
- B. Estimate inventory and location of livestock in the county. Contact the Oregon Department of Agriculture to determine the number of various livestock in the county. The AVMA estimated that 2% of households have horses with an average of nearly three horses per household. Location can be accomplished by utilizing a Geographical Information System map or computer program.
- C. Identify resources for emergency care, evacuation, housing, feed and



water.

1. Create a questionnaire with information on host sites facilities including signed agreements to handle and care for evacuated livestock, liability waivers, transportation of livestock, number of trucks and trailers available and their capacity, volunteers experienced in handling livestock. (Appendix 20, 11, 21, 13, 14)
  2. Develop identification strategies, methods (such as neck bands, paint sticks, microchips and readers, etc) and techniques for livestock that will facilitate return to their owners, including such information as rescue/evacuation location, photographs, unique features such as markings, brands, etc.
  3. Develop an animal care resource list of feed supplies and equipment including any equipment purchases or prearranged agreements for the use of non-owned equipment. The list might include: ropes, portable pen panels, chutes, power saws, generators etc. (Appendix 15)
  4. Develop an animal rescue team and protocols.
  5. Develop veterinary care treatment site and protocols.
- D. Implement county/regional education and awareness programs to encourage individual and community planning and preparation for emergencies. (Appendix 22)
- E. Develop livestock handling and care workshops or contract with agencies that provide such training for rescue personnel and volunteers.
- F. Inform the public about the emergency. Include the local Public Information Officer. (Appendix 17)
- G. Develop a dependable communication plan to include necessary telecommunication equipment for rescue teams, volunteers, host facilities, and the command center.
- H. Develop test exercises to exercise the plan periodically.
- IV. Response Procedures
- A. The Local Emergency Manager and the Local Livestock Response Team leader will make the decision to activate the Local Livestock Response Team. They will also determine if only the local teams are needed or if mutual aid from adjacent counties or state assistance is needed.
  - B. Activate contact lists.
    1. Local Livestock Response Teams (Rescue, Shelter, Transportation, etc.)

2. Host site facilities.
  3. Qualified volunteers.
- C. Determine if it is best to evacuate the animals at risk or house them on-site.
1. If on-site, will owners be permitted to re-enter to care for their animals and what are the entry procedures.
  2. If evacuation is off-site, notify host sites and determine the need for transportation and personnel to perform rescue evacuations. The evacuation must consider road-blocks and work with law enforcement to determine the best access roads.
  3. Due to probable time constraints, farms with vehicle accessible holding pens will be considered for evacuation.
  4. If kept off-site, determine who will pay for services and care.
  5. All animals will be identified and a record kept of the location of the host site.
- D. Have an evacuation form available to take requests from people needing to evacuate their livestock. Example of some information needed is animal species, number and location of animals, and primary and alternate routes. (Appendix 23)
- E. Develop veterinary resource list. (Appendix 19) If veterinary assistance is needed, determine in advance who will pay for medical care and supplies.
1. Activate the veterinary care protocols and set up field hospital site.
  2. Veterinary protocols/procedures may include triage, medical/surgical care, euthanasia and release to host sites or owners farm.
  3. Continued care for injured and sick livestock may be allowed for livestock on-site, provided site entry is allowed. If entry is not allowed, animals may be moved off-site. It should be the responsibility of the livestock owner to contract for veterinary care.
- F. Have a planned site approval for dead animal disposal (landfill, burning, burial, composting). Coordinate with the Oregon department of Environmental Quality.
- G. Establish a foster/adoption procedure in the event that some animals cannot be reclaimed by their owners within a reasonable period of time. Agreements must be legally written to protect the rights of the original owners.
- V. Recovery Procedures
- A. Demobilize host sites. Determine when it is safe to return to the home farms.
  - B. Develop plans for reuniting people and livestock including identification procedures for claiming evacuated livestock. Establish time frames for claiming

livestock and procedures for assessing abandonment fees and finding homes for abandoned/unclaimed livestock.

- C. Designate a person or persons to account for dead, missing and unclaimed livestock.
- D. Identify qualified livestock appraisers who can assist insurance adjusters and owners in evaluating lost or dead livestock.
- E. Be aware of emotional issues with people encountering loss of livestock. Trained counselors should be available for counseling those persons identified by emergency workers who may need help.
- F. Formally demobilize livestock Response Teams.
- G. Critique response with Local Emergency Manager and Livestock Response Team leaders.
- H. Upgrade plans
- I. Write thank you letters to all Livestock Response Team participants.

## Appendix 6

### **Example Standard Operation Procedure for Companion Animal Shelters**

Edited from the Iowa and Louisiana Pets in Disaster Plans

#### **1. Introduction**

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

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

#### **2. Assumptions**

- The local animal control officials, emergency managers, and first responders will lead animal sheltering operations in local communities.
- Support agencies may include those listed in Appendix 3.
- Any emergency resulting in evacuation of residents to a shelter will result in companion animal issues.
- **The protection of companion animals is the responsibility of their owner.**

#### **3. Purpose**

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

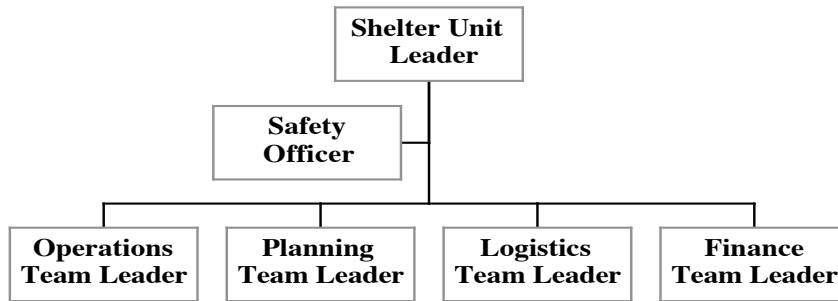
#### **4. Concept of Operations**

**The sheltering and protection of animals is the responsibility of their owner.** The \_\_\_\_\_ is the lead local agency for situation assessment and determination of resource needs. As needed, the State will support actions for the protection of animals affected by an emergency to include rescue, sheltering, control, feeding, and preventative immunization of animals left homeless, lost or strayed as a result of an emergency.

Request for state assistance with animal protection and resources will be routed through County Emergency Management Coordinators to the Oregon Emergency Management Division who is responsible for coordinating with other state agencies through the State Emergency Coordination Center.

## 5. Incident Management System for Shelters (See Appendix 2)

### Shelter Management



**Shelter Unit Leader** -- Responsible for overall operations. If possible two persons should share the supervisor role at each shelter. The Shelter Unit Leader should report to the Shelter Group Supervisor.

1. Designate shelter management teams.
2. Ensure animals receive proper and timely care.
3. Submit Situation Reports to the local EOC.

### Operations

**Operations Team Leader** – Responsible for the operation of the animal facility.

1. Oversees the registration of incoming companion animals.
2. Manages the day to day operation of the animal facility.
3. Responsible for documenting injuries and providing animal care.
4. Responsible for managing shelter workers.
5. Implement and maintain an animal identification system.

### Planning

**Planning Team Leader** is responsible for tracking resources and developing appropriate reports.

1. Work with operations and logistics to develop Incident Action Plans for each operational period.
2. Assist the Shelter Leader and/or Supervisor with developing Situation Reports (to include animal census) to be sent to the local EOC.

## **Logistics**

**Logistics Team Leader** is responsible for overall logistical support of the cat and dog shelter component.

1. Set up signage and registration location at designated shelter.
2. Set up animal shelter facility and designate separate areas for dog and cat living quarters.
3. Designate animal walk and/or exercise areas.
4. Evaluate building facilities and report conditions.
5. Inventory supplies and report on needs and surplus.
6. Procure animal feed and set up fans, trash cans, and other necessary supplies.
7. Stage additional support supplies including disinfectant, refrigerators, first aid, etc...
8. Provide food and care for shelter staff.

## **Finance**

**Finance Team Leader** -- Responsible for monitoring costs and mutual aid response.

1. Monitor and track expenditures.
2. Track volunteer's hours.
3. Maintain cost accounting for supplies and other materials procured before, during, and after the event.
4. Monitor claims for injuries to companion animals and owners due to the disaster.
5. Submit financial summary to Shelter Leader or Supervisor on scheduled frequency.

## **6. Suggested Animal Sheltering Requirements**

### **Dogs:**

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food and water.
- Collars of various sizes and leashes.
- Dogs shall be walked at least twice a day for 20-minute intervals.
- The kennel shall have prominently posted:
  - Owner's name
  - Pet's name
  - Owner's contact information (cell phone, pager, shelter sleeping location, etc.)
- Potable water shall be available at all times.

- Water container should be rust proof, cleaned daily and mounted so the animal can not tip it over or urinate in it.
- Ample food stored in dry location protected from rodents and insects.
- Self feeders if used should be mounted so dogs can not urinate or defecate in them.
- Bedding of blankets or towels must be used and in sufficient quantity readily available should soiling occur.
- Newspapers, plastic disposable gloves, and trash bags for owner handling waste.
- Owner should bring medicine the animal is currently taking and food to prevent an abrupt change in diet.

**Cats:**

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, water and litter.
- Collars of various sizes and leashes.
- Cat kennels shall be serviced (cleaned) at least twice a day.
- The kennel shall have prominently posted:
  - Owner's Name
  - Pet's Name
  - Owner's contact information (cell phone, pager, shelter sleeping location, etc)
- Cat litter and pan must be provided in each cage.
- Water and dry food should be available at all times.
- Bedding of blankets or towels must be used and sufficient quantity available.
- Owner should bring medicine the animal is currently taking and food to prevent an abrupt change in diet and maintain food consumption.

## **7. Shelter Setup**

- A. Building – check the following prior to use
1. Water and power
  2. Adequate lighting
  3. Clear entrance and exit pathways of obstructions
  4. Readily available fire extinguishers (tagged within the last 12 months)
  5. Functionality of restrooms
- B. Registration area:
1. Located near a strategic entry point for segregating “people” shelter from “pet” shelter.
  2. Picture will be taken of animal with owner if possible.
  3. Owner is wrist banded to signify authorization into pet area.
- C. Pet Housing Locations:
1. Designate animal living quarters.
    - a. Dog living quarters, separate quarantine area for aggressive or loud dogs.
    - b. Cat living quarters, separate quarantine area for aggressive cats.
  2. Designate Dog Walk Area and Cat Exercise Area.

3. Animals in heat or animals that show signs of aggression will be isolated from the general population of animals.
4. Focus on keeping animals facing away from each other.
5. Monitor for aggressiveness and relocate as necessary.
6. Establish a system to identify the location of animals within the animal shelter. Reference that location on the registration forms, wrist band, etc.

D. Volunteer Registration Desk:

1. Registration for volunteers willing to assist and support agencies and organizations with various tasks.
2. Volunteers must be qualified by education and or experience for the duties.

E. Cleaning Operations

1. Surface areas will be disinfected and sanitized with a solution suitable for antiviral/antibacterial situations.
2. Clorox clean-up wipes for hands of all involved or other appropriate hand sanitizer.
3. Trash cans to handle animal waste with liner of at least 3 mil thick or greater.
4. Disposable cleaning cloths (or high grade paper towels) for clean up activities.

## 8. Equipment & Supplies

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

### Registration Area

- |   |  |
|---|--|
| 1. Radios (walkie-talkie)   | 13. Portable fans for kennel areas                           |
| 2. Cell phone   | 14. Refrigerators for can foods                              |
| 3. Digital or camera w/film   | 15. Flea control products (Advantage, Frontline, or Capstar) |
| 4. Pens, markers, pads  | 16. Catch pole   |
| 5. Color wrist bands for owners   | 17. Sharpie markers  |
| 6. Note pads  | 18. Micro-chip scanner                                       |
| 7. Animal Care forms  | 19. Easel stands for signage                                 |
| 8. Duct tape  | 20. Human first aid kit                                      |
| 9. Table and chairs   | 21. Animal first aid kit                                     |
| 10. Signage   |  |
| 11. Labels, plain white   |  |
| 12. Labels assorted colors preprinted (intact male, intact female, in heat, geriatric, people aggressive, animal aggressive). |  |



## **Dog Shelter Room**

1. Muzzles (various sizes)
2. Carriers (various sizes)
3. Can openers
4. Spray bottles
5. Hand disinfectant
6. Paper towels
7. Heavy duty plastic bags
8. Mops, buckets, sponges
9. Table and chair
10. Leashes, collars, and harnesses
11. Quality rope
12. Signage
13. Water
14. Assorted foods
15. Blankets & towels
16. Trash cans & trash bags
17. Disinfectant
18. Food & water bowls
19. Poop scoops
20. Newspaper for bedding
21. ID neckbands

## **Cat Shelter Room**

1. Heavy gauntlets/cat gloves (welder gloves are acceptable as an alternative)
2. Carriers (various sizes)
3. Can openers
4. Spray bottles
5. Hand disinfectant
6. Paper towels
7. Heavy duty plastic bags
8. Mops, buckets, sponges
9. Table and chair
10. Leashes, collars, and harnesses
11. Quality rope
12. Cat litter and disposable pans
13. Signage
14. Water
15. Assorted foods
16. Blankets and towels
17. ID neckbands
18. Food and water bowls
19. Disinfectant in spray bottles

## **9. Intake/Discharge Process**

### **Registration (Example of procedures and information to collect)**

Shelter workers and pet owners will complete the following:

1. Owner (head of household) fills out Shelter Admission/Discharge Form.
2. Owner fills out top part of form. Ensure that driver's license number is correct and that owner's address is from the affected disaster area. Please ensure owner fills out entire form and completes all information legibly.
3. Staff will ask to see owner/head of household's driver's license or resident ID to verify what was written on the form. The designated head of household/ owner will be the only person permitted to discharge the animal. After the form is complete, file alphabetically by owner's last name in the shelter administration binder, along with the Request for Emergency Care and Release of Liability Form stapled to Shelter Admission /Discharge Form.
4. Assign a shelter impound number to each pet. The shelter number shall consist of three parts. The first part will be the owner's (head of household) initials first and last. The second part will be the owner's driver's license or other ID number. The third part will be a letter signifying the individual animal. For instance if Mr. and Mrs. Peter Thims arrives at the shelter with two dogs and one cat, Mr. Thims' (head of household) drivers license # is 786421. Their pet's shelter number's will be PT786421A, PT786421B, and PT 786421C.
5. Take a picture of the animal with the owner (if possible). Use a small dry erase board to log the shelter impound number on the board and include this in the picture.
6. Make a photocopy (if available) of owner's drivers license or resident ID card for file.
7. Assign the animal(s) to an identified/numbered location within the facility. Record the owner, type of animal, impound number, and numbered location on the Admission Form.
8. Write shelter impound number and numbered location on the neck band with pet's name and owner's last name.
9. Write shelter impound number and numbered location on the wrist band for owner to carry to permit owner into animal living quarters.
10. Escort owner to animal living quarters.
11. Shelter workers are responsible for ensuring pet owners take care of their pets. If an owner has not walked, cleaned, fed and watered their pet twice a day once in the morning and once in the afternoon, the shelter worker will notify the Operations Leader and they will care for the pet. The Animal Care Form shall be signed by the shelter worker in red to signify that the shelter worker cared for the pet and not the owner. A failure to comply reprimand will be issued.
12. Shelter workers should not attempt to handle animals unless directed by the Operations Leader or section head. If animals are in distress, shelter workers shall contact Operations Leader. Operations Leader has full authority to evict a shelter worker for not cooperating and following rules.

## **Discharging a Pet**

To discharge a pet, the head of household/owner must present driver's license or resident ID to shelter staff for proof of ownership. Locate the admission form. Verify ownership and note date and time of departure and have owner sign form. After paperwork is complete, remove forms from admission binder and file forms alphabetically in

Discharge binder. The volunteer will then escort the owner to retrieve the animal(s) and confirm that all supplies from the owner are returned to the owner.

## 10. Owner Agreements and Forms

### Suggested Rules for Companion Animal Owners in an Emergency Care Facility

Animal owners or their agents agree to the following:

1. You must have identification with you and on your cat or dog and animal cage at all times (see attached pet care outline).
2. You may provide an animal kennel for your pet. However, it must be the appropriate size (large enough for the animal to lie down, stretch the feet and easily turn around).
3. You may be asked about your animal's vaccination history.
4. There may be designated "living areas" for residents and designated "living areas" for cats and dogs. Residents may NOT bring their companion animal to the "residents living areas." Personnel entering the shelter may be limited and must have a wrist band showing animal ownership.
5. Owners agree to feed, water, sanitize, and exercise their cat or dog on a scheduled frequency of before 10:30 AM and after 4:00 PM.
6. Owners will not permit other shelter occupants to handle or approach their animal(s). Owners agree not to handle any other shelter occupant's pet.
7. Owner agrees that if their animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc...), the pet(s) may be removed to a more isolated location.
8. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s).
9. Owner acknowledges that any decision concerning the care and welfare of their animals(s) and the shelter population as a whole are within the sole discretion of the local / county chief animal officer or designee – whose decisions are final.
10. Any pet found abandoned or without an owner in the people shelter, will result in the animal being relocated to the nearest animal control facility with final disposition left to the discretion of the animal control authority. Unless prior arrangements are made with the Shelter Manager, **an animal is considered abandoned when the owner has failed to take care of and sign the animal care form for 48 hours. If the owner fails to care for the animal for 48 hours, that animal will be removed from the shelter and sent to the nearest animal control facility.**
11. Owner shall permit their animal(s) to be examined to determine if medical or stress conditions are present and require attention. Owner also agrees to the administration of medication to alleviate symptoms.

# Request for Emergency Care and Release of Liability Form

The undersigned are owners (agents) of the animal described as follows:

Name of animal: \_\_\_\_\_ species: \_\_\_\_\_ breed: \_\_\_\_\_

Description of animal:  
\_\_\_\_\_

I (we) request emergency sheltering and/or evacuation of the animal listed above due to a pending or occurring disaster. I (we) hereby release the person or entity who is receiving the animal (herein called shelter worker) from any and all liability of injury or death during the care, transportation, and sheltering of the above animal during and following this emergency. Person or entity includes but is not limited to: Veterinarians assisting in the care of above animal; professional animal haulers; authorized emergency workers at relocation facilities and their designees; relocation facilities and their staff; any and all government agencies. The owners (agents) acknowledge that if emergency conditions pose a threat to the safety of animal, additional relocation may be necessary, and this release extends to such relocation.

The animal owners (agents) acknowledge that the risk of injury or death to the animal during an emergency cannot be eliminated (although every effort will be made to prevent harm to the animal) and agree to be responsible for any veterinary expenses which may be incurred in the treatment of their animal. Owners (agents) also acknowledge their responsibility to contribute financially to the feeding, and if possible, to the daily care of the animal.

Owners (agents) agree to claim animal within ten (10) days of admission into the shelter or notify shelter workers of other arrangements if owners (agents) are not able to claim above animal. Owners (agents) acknowledge that above animal could be adopted or relocated if animal is not claimed within ten (10) days.

I (we) will abide by rules of this facility regarding the care and management of my (our) animal(s) during their stay here.

Owner (agent) \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Owner (agent) \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Address and phone number (s) \_\_\_\_\_

\_\_\_\_\_  
Witness \_\_\_\_\_ Title \_\_\_\_\_

# Companion Animal Shelter Admission/Discharge Form

## Owner Information

Date \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Place of Employment \_\_\_\_\_

Driver's License #: \_\_\_\_\_

How can you be contacted while your pets are here? \_\_\_\_\_

Please list anyone authorized to care for your pets while they are here at the shelter. (No one under 18 years is allowed in the animal living quarters.)

Name: \_\_\_\_\_ Relation to Owner: \_\_\_\_\_

## Pet Information:

	Pet A	Pet B	Pet C
<b>Location of Pet</b>			
<b>Name</b>			
<b>Breed</b>			
<b>Date of Birth</b>			
<b>Color</b>			
<b>Gender</b>			
<b>Spayed/Neutered</b>			
<b>List Medication</b>			
<b>List Special Diet</b>			
<b>List allergies/illnesses</b>			
<b>Identifying marks, tattoos</b>			
<b>Micro-chip number</b>			

## Pet's Medical History:

<b>Rabies Vaccine</b>			
<b>DHLPP Vaccine</b>			
<b>Kennel Cough Vaccine</b>			
<b>FVRCP Vaccine</b>			

Current Veterinarian: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have your own transportation Yes \_\_\_ No \_\_\_

**Admission Date** \_\_\_\_\_ **Owner/Agent** \_\_\_\_\_

**Discharge Date** \_\_\_\_\_ **Owner/Agent** \_\_\_\_\_



## Animal Care Form

Pet Name: \_\_\_\_\_ Cage# \_\_\_\_\_ Impound# \_\_\_\_\_

<b>Legend:</b>	<b>F= Food W= Water Eating= Y or N UR= Urine</b> <b>BM= Bowel Movement CC= Cage Cleaned</b> <b>Dogs are to be walked by legal owners only</b>
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Date	Shift	Care						Checked By		Notes
		F	W	E	UR	BM	CC	Owner	Volunteer	
	AM									
	PM									
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## Appendix 7

### **Example Standard Operation Procedure for Livestock Sheltering Facilities**

#### **1. Introduction**

There are numerous challenges developing shelters, for both human and animal, which can only be solved by creative ideas and innovative programs. This plan has been developed for the operation of a livestock sheltering facility for various counties within the state of Oregon. It is an adaptation created through investigating industry standards for livestock facilities, other states shelter programs, as well as ongoing experience.

This plan outlines the shelter operation associated with livestock facilities.

#### **2. Assumptions**

- This SOP applies to facilities that have intact stalls or pens such as those found at fairgrounds, public arenas and/or auction barns. Host Site facilities may or may not have stalls, but must assess their facility to determine the number and kind of livestock that can be accepted. (Appendix 21)
- The local animal control officials, emergency managers, and first responders will lead livestock sheltering operations in local communities.
- Support agencies may include those listed in Appendix 3.
- **The protection of livestock is the responsibility of their owner.**

#### **3. Purpose**

The purpose is to support the humane care and treatment of livestock during a natural or manmade disaster.

#### **4. Concept of Operations**

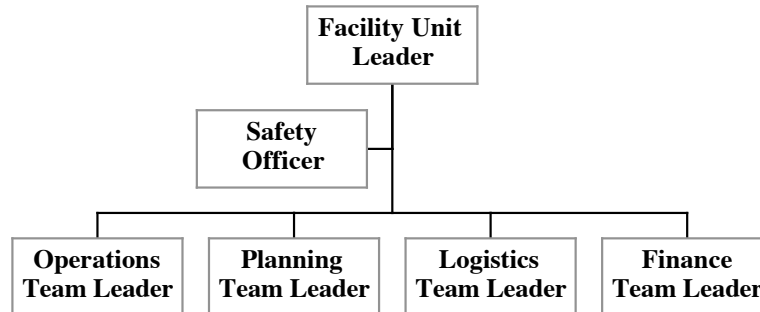
**The protection and care of livestock is the responsibility of the owner.** The \_\_\_\_\_ is the lead local agency for situation assessment and determination of resource needs. As needed, the State will support actions for the protection of animals affected by an emergency to include rescue, sheltering, control, feeding, and preventative immunization of animals.

Request for state assistance with animal protection and resources will be routed through County Emergency Management Coordinators to Oregon Emergency Management who is responsible for coordinating with other state agencies through the State Emergency Coordination Center.



## 5. Incident Management System for Livestock Facilities (See Appendix 2)

### Facility Management



**Facility Unit Leader** is responsible for overall operations. If possible, two persons should share the supervisor role at each shelter. The Facility Unit Leader should report to the Facility Group Supervisor.

1. Designate facility management teams.
2. Ensure livestock receive proper and timely care.
3. Submit Situation Reports daily to the local EOC.

### Operations

**Operations Team Leader** is responsible for the operation of the livestock facility.

1. Oversees the registration of incoming animals, and returning animals to their owners.
2. Manages the day to day operation of the livestock facility.
3. Responsible for managing facility workers. Ensuring owners or adequately trained volunteers are the only persons handling the animals.
4. Responsible for documenting injuries.
5. Implement and maintain an animal identification system.
6. Oversee animal care by owners and/or workers.

### Planning

**Planning Team Leader** is responsible for tracking resources and developing appropriate reports.

1. Work with operations and logistics to develop Incident Action Plans for each operational period.
2. Assist the Facility Leader with developing daily Situation Reports (to include animal census) to be sent to the local EOC.

## Logistics

**Logistics Team Leader** is responsible for overall logistical support for livestock shelters.

1. Set up signage and registration location at the designated facility.
2. Designate separate areas for livestock species.
3. Evaluate facilities and report conditions.
4. Inventory supplies and report on needs and surplus.
5. Set up portable stall panels if needed, and locate feed and water supplies (buckets, hay).
6. Stage additional support supplies including disinfectant, first aid supplies, etc...
7. Provide all registration material needed (Polaroid camera, neck bands, mane tags, forms).
8. Provide food and care for staff members.

## Finance

**Finance Team Leader** is responsible for documenting disaster costs and monitoring expenditures.

1. Monitor and track expenditures.
2. Monitor worker/volunteer hours.
3. Maintain cost accounting for supplies and other materials procured before, during, and after the event.
4. Monitor claims for injuries to livestock and owners due to the disaster.
5. Submit financial summary to Facility Leader or Supervisor on scheduled frequency.

## 6. Facility Setup

- A. Holding facility – check the following prior to use
  1. Water and power
  2. Adequate lighting for pens and/or stalls
  3. Clear entrance and exit pathways of obstructions
  4. Restroom facility
- B. Registration area:
  1. Locate near the facility entry point for checking in livestock.
  2. Take photo of animal(s) with owner if possible. If a photo is not possible, other forms of animal identification may be used.
  3. Owner is wrist banded for identification and subsequent entry.

- C. Volunteer Registration Desk:
  1. Registration for volunteers willing to assist and support agencies and organizations with various tasks.
  2. Volunteers must be qualified by education and or experience for their assigned duties.
  
- D. Cleaning Operations
  1. Clean stalls/pens at least daily and more frequently if needed.
  2. Sanitize stall or pen surface areas, feed and water containers, etc. after removing animals and before other animals are placed in the stall or pen.
  3. Make wheelbarrows, shovels/pitch forks and bedding material available to cleaning.
  4. Workers should wash hands and/or use hand sanitizer.

## **7. Equipment & Supplies**

There are a number of supplies and materials necessary to support a livestock shelter. A suggested list of equipment and supplies by assigned location is given below.

### **Registration Area**

- |                                  |  |
|----------------------------------|--|
| 1. Radios (walkie-talkie)        | 10. Portable fans, depending on season |
| 2. Cell phone                    | 11. Signage                            |
| 3. Camera with disc/film         | 12. Digital printer for camera         |
| 4. Pens, markers, pads           | 13. Extension cords                    |
| 5. Colored wristbands for owners | 14. Identification collars, tags       |
| 6. Labels, plain white           | 15. Micro-chip scanner                 |
| 7. Animal Care forms             | 16. Easel stands for signage           |
| 8. Duct tape                     | 17. Human first aid kit                |
| 9. Table and chairs              | 18. Animal first aid kit               |

### **Stall Area**

1. Water/feed buckets in case owners do not bring them.
2. Pitch fork, manure fork, shovels and wheelbarrow.
3. Feed as needed.
4. Bedding material (wood shavings or straw) as required by floor surface.

## **8. Intake/Discharge Process**

### **Registration and Forms (Example procedures and information to collect)**

Shelter workers and livestock owners should complete the registration forms as directed below.

1. Owner (head of household) fills out the Individual or Multiple Facility Admission/Discharge Form.
2. Owner fills out top part of form. Ensure that driver's license number is correct and that owner has an address from disaster-affected area. Please ensure owner fills out entire form and completes all information legibly.
3. Staff will ask to see owner/head of household-driver's license or resident ID to verify what was written on the form. The head of household/ owner or designated agent will be the only person permitted to discharge the animal.
4. After the form is complete, file alphabetically by owner's last name in the Shelter Administration binder, along with the Request for Emergency Care and Release of Liability Form stapled to Shelter Admission /Discharge form.

### **Registration for owners with small number of livestock**

1. Assign a shelter number to each animal for animal identification purposes.
  - a. When assigning the shelter number, it shall consist of three parts. First, record the owner's (head of household) initials first and last. Second, record the owner-driver's license or state ID number. Third, record a letter signifying the individual animal.
  - b. Example, Peter Thims arrives at the shelter with two horses, Mr. Thims' (head of household) driver's license # is 7864321. The livestock shelter #'s will be PT7864321A, and PT7864321B.
2. For added security, take a picture of the animal with the owner (if possible). Individual photos may only be practical for an owner with a few animals. Use small dry erase board to log the animal's number on the board and include this in the picture. As an example, it is not feasible to use a photo for 20 black steer calves for individual animal identification.
3. Make a photocopy (if copier available) of owner-driver's license or resident ID card for file.
4. Write the shelter number on the animal's ID neckband if the animal does not have another identification number. If using an ear tag or mane tag, the neckband is not required and the tag numbers will be the animal identifier.
5. Assign the animal(s) to a numbered stall or pen. Record the owner, type of animal, identification number (PT7864321A), and stall # on the Individual Animal Admission Form and on the owner's wristband.
6. Direct owner to the appropriate stall or pen.

### **Registration for owners with greater numbers of livestock**

1. If an owner has several animals with individual identification numbers, assign the animals to a numbered enclosure or enclosures as appropriate for the species and animal.
2. Record the owner, type of animals, animals' identification numbers and stall number(s) on the Multiple Animal Admission Form.
3. Multiple animal ID numbers cannot be placed on the wristband. For discharge purposes, the wristband will be matched to the admission form to determine the animals identification numbers.
4. Direct owner to the assigned enclosure(s).

5. When an owner has several animals that **do not** have identification numbers, have appropriate identification devices or methods applied before release to enclosure(s). Mane tags, numbered collars, crayon livestock markers or livestock back tags applied with back tag glue are examples of other identification methods that may be used. Application of ear tags in cattle will require sufficient restraint such as a squeeze chute.
6. Proceed with process as described in 1–4 above.

#### **General registration requirements for all classes of livestock**

1. If the owner or family is available, they will be responsible for feeding, watering and cleaning up after their animal(s).
2. The Animal Care Form will be annotated by the owner when the animal is fed, watered and stall cleaned.
3. Shelter workers will verify feeding and cleaning has been accomplished and will initial the Animal Care Form. If feeding and care is not accomplished, the shelter worker will feed and care for the animal and initial the Animal Care Form in red to create a historical record of non-compliance.
4. Shelter workers are responsible for feeding, watering and caring for the livestock if the owner indicates that he/she will not be able to feed and care for the animal(s).
5. Workers must initial the animal care forms when they feed and care for the animals.
6. If animals are fractious or in distress, shelter workers shall contact the Operations Leader. Shelter workers should not attempt to handle such animals unless they are directed by Operations Leader or section head. Operations Leader has full authority to evict a shelter worker for not cooperating and following rules.

#### **Discharging Livestock**

To discharge an animal, the head of household/owner must present driver's license or wristband ID to assist staff determine proof of ownership and locate admission form.

1. Verify ownership and note date and time of departure and have owner sign form.
2. After paperwork is complete, remove forms from admission binder and file forms alphabetically in the Discharge binder.
3. The volunteer will then assist the owner retrieve the animal(s) and confirm that all supplies from the owner are returned to the owner.

## **9. Livestock Owner Agreements and Forms**

The forms and agreements are displayed below.

# Individual Animal Shelter Admission/Discharge Form

## Owner Information

Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Place of Employment \_\_\_\_\_

Driver's License #: \_\_\_\_\_

How can you be contacted while your animal(s) are here? \_\_\_\_\_

Please list anyone authorized to care for your animal(s) while they are here at the shelter.

Name: \_\_\_\_\_ Relation to Owner: \_\_\_\_\_

## Animal Information:

	Animal A or ID #	Animal B or ID #	Animal C or ID #
<b>Stall Number</b>			
<b>Name</b>			
<b>Breed</b>			
<b>Date of Birth</b>			
<b>Color</b>			
<b>Gender</b>			
<b>Intact/Neutered</b>			
<b>Medication required</b>			
<b>Special diet required</b>			
<b>Any allergies/illnesses</b>			
<b>Identifying marks, tattoos</b>			
<b>Micro-chip number</b>			

## Animal's Medical History:

<b>Current vaccinations</b>			

Current Veterinarian: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have your own transportation Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
**Admission Date**

\_\_\_\_\_  
**Owner/Agent for animal(s)**

\_\_\_\_\_  
**Discharge Date**

\_\_\_\_\_  
**Owner/Agent for animal(s)**

# Multiple-Animal Shelter Admission/Discharge Form

**Owner Information**

Date \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Place of Employment \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_

How can you be contacted while your animal(s) are here? \_\_\_\_\_

Please list anyone authorized to care for your animal(s) while they are here at the shelter.

Name: \_\_\_\_\_ Relation to Owner: \_\_\_\_\_

**Animal Information:** Circle Specie Horse Cattle Sheep Goats Swine Camelid Other

Identification Number	Stall Number	Breed / Description	Age	Gender	Brand Location

**Current vaccinations**


Current Veterinarian: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you become aware of this shelter? \_\_\_\_\_

Do you have your own transportation Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
**Admission Date** **Owner/Agent for animal(s)**

\_\_\_\_\_  
**Discharge Date** **Owner/Agent for animal(s)**

**Daily Check In/Out Form  
Visitor Log**

Page \_\_\_ of \_\_\_

**Shelter Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Owner Name</b>	<b>Animal Name</b>	<b>Time In</b>	<b>Time Out</b>	<b>Comments</b>



## Animal Care Form

Animal Name: \_\_\_\_\_ Stall# \_\_\_\_\_ Identification# \_\_\_\_\_

<b>Legend:</b>	<b>F= Food W= Water Eating= Y or N UR= Urine</b> <b>BM= Bowel Movement SC= Stall Cleaned</b> <b>Animals are to be exercised by legal owners only</b>
----------------	--

Date	Shift	Care						Checked By		Notes
		F	W	E	UR	BM	SC	Owner	Volunteer	
	AM									
	PM									
	AM									
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## **Suggested Rules for Owners/Agents with Livestock in an Emergency Care Facility**

### Owners and/or their Agents agree to:

1. Keep their animal(s) in assigned stall(s) or pen(s) or under owner/agent control in the designated exercise area during scheduled time. (Exercise areas may not be available at some locations).
2. Agree to properly feed and water their animal(s) and sign the animal care sheet twice a day, before 10:30 a.m. and again after 4:30 p.m.
3. Agree to clean their animal(s)' enclosure(s) at least daily and more often if necessary or required.
4. Agree to sanitize the feed and water containers and the stall/pen area when their animal leaves the facility.
5. Not permit unauthorized shelter occupants to handle or approach owner's animal while it is in this facility and agree not to handle any other owner's sheltered animals.
6. Maintain proper identification on their animal, the stall or pen and on themselves at all times.
7. Permit the examination of their animal to determine if medical or stress conditions are present and require attention. Also, agree to the administration of medication to alleviate symptoms by animal facility personnel if they cannot.
8. Acknowledge that failure to follow these rules may result in the removal of their animal(s). Further understand that if their animal becomes unruly, aggressive, shows signs of contagious disease, is infested with parasites, or begins to show signs of stress-related conditions, the animal may be removed to a more isolated location.
9. Understand that any decision concerning the care and welfare of their animal(s) and the animal population in the facility as a whole are within the sole discretion of the facility manager or designee, whose decisions are final.
10. Certify that their animal(s) has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

# Request for Emergency Care and Release of Liability Form

The undersigned are owners (agents) of the animal described as follows:

Name of animal: \_\_\_\_\_ specie: \_\_\_\_\_ breed: \_\_\_\_\_

Description of animal:  
\_\_\_\_\_

I (we) request emergency sheltering and/or evacuation of the animal listed above due to a pending or occurring disaster. I (we) hereby release the person or entity who is receiving the animal (herein called shelter worker) from any and all liability of injury or death during the care, transportation, and sheltering of the above animal during and following this emergency. Person or entity includes but is not limited to: Veterinarians assisting in the care of above animal; professional animal haulers; authorized emergency workers at relocation facilities and their designees; relocation facilities and their staff; any and all government agencies. The owners (agents) acknowledge that if emergency conditions pose a threat to the safety of animal, additional relocation may be necessary, and this release extends to such relocation.

The animal owners (agents) acknowledge that the risk of injury or death to the animal during an emergency cannot be eliminated (although every effort will be made to prevent harm to the animal) and agree to be responsible for any veterinary expenses which may be incurred in the treatment of their animal. Owners (agents) also acknowledge their responsibility to contribute financially to the feeding, and if possible, to the daily care of the animal.

Owners (agents) agree to claim animal within ten (10) days of admission into the facility or notify shelter workers of other arrangements if owners (agents) are not able to claim above animal. Owners (agents) acknowledge that above animal could be adopted or relocated if animal is not claimed within ten (10) days.

I (we) will abide by rules of this facility regarding the care and management of my (our) animal(s) during their stay here.

Owner (agent) \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Owner (agent) \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Address and phone number (s) \_\_\_\_\_

Witness \_\_\_\_\_ Title \_\_\_\_\_

## Appendix 8

### Local Animal Response Team

Branch Director \_\_\_\_\_ Phone \_\_\_\_\_

Branch \_\_\_\_\_ Cell \_\_\_\_\_

Deputy Branch Director \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_

Group Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_

Group \_\_\_\_\_

Team Leader \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_

Team \_\_\_\_\_

Other Team Members \_\_\_\_\_ Phone/Cell \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Team Leader \_\_\_\_\_ Pone \_\_\_\_\_

Cell \_\_\_\_\_

Team \_\_\_\_\_

Other Team Members \_\_\_\_\_ Phone/Cell \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Group Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_

Group \_\_\_\_\_

Team Leader \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_

Team \_\_\_\_\_

Other Team Members \_\_\_\_\_ Phone/Cell \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

Team Leader \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_

Team \_\_\_\_\_

Other Team Members \_\_\_\_\_ Phone/Cell \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

Group Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
Cell # \_\_\_\_\_

Group \_\_\_\_\_

Team Leader \_\_\_\_\_ Phone # \_\_\_\_\_  
Cell # \_\_\_\_\_

Team \_\_\_\_\_

Other Team Members \_\_\_\_\_ Phone /Cell \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

Team Leader \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_

Team \_\_\_\_\_

Other Team Members \_\_\_\_\_ Phone/Cell \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

Group Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_

Group \_\_\_\_\_

Team Leader \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_

Team, Other Team Members \_\_\_\_\_

## Appendix 9

### **List of Hotels and Motels that Accept Companion Animals**

Hotels / motels that accept pets in the \_\_\_\_\_ County Area (Note: Some hotels and motels will ease pet restrictions during an emergency situation)

Hotel/motel name:

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Types of animal allowed:

\_\_\_\_\_

Hotel/motel name:

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Types of animal allowed:

\_\_\_\_\_

Hotel/motel name:

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Types of animal allowed:

\_\_\_\_\_

Hotel/motel name:

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Types of animal allowed:

\_\_\_\_\_

## Appendix 10

### **Companion Animal Response Team Volunteer Questionnaire**

I. Are you willing to participate in the Companion Animal Response Team?  
Yes \_\_\_\_\_ No \_\_\_\_\_

II. If yes, what areas do you wish to participate?

General Volunteer work \_\_\_\_\_

Provide a **Host Site** for evacuated animals \_\_\_\_\_

Assist in Evacuation/Rescue work \_\_\_\_\_

Assist in Shelter work for evacuated animals \_\_\_\_\_

III. I feel competent working with the following animal species:

Dogs \_\_\_\_\_

Cats \_\_\_\_\_

Birds \_\_\_\_\_

Reptiles \_\_\_\_\_

Exotics \_\_\_\_\_

Other \_\_\_\_\_ List \_\_\_\_\_

IV. Contact Information:

Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

V. Have you been trained in emergency response/rescue or other training programs such as the Incident Command System? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the training \_\_\_\_\_

VI. Are you willing to participate in emergency training programs? Yes \_\_\_\_\_ No \_\_\_\_\_

# Appendix 11

## Volunteer Resource List

**VOLUNTEER RESOURCES (Note: emergency management should seek and use volunteers who are animal care professionals and/or credentialed animal responders. The use of non-trained people may result in increased numbers of injuries, animal losses and animal mishandling and should therefore be avoided)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Volunteer Resource List

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Alt: \_\_\_\_\_  
Animal Care Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix 12

### **Companion Animal Host Site Questionnaire**

- I. Are you willing to participate in companion animal emergency housing?  
Yes\_\_\_\_\_ No\_\_\_\_\_
- II. If yes, list your name and the name of your facility:
- Name:\_\_\_\_\_
- Facility name:\_\_\_\_\_
- Address:\_\_\_\_\_
- \_\_\_\_\_
- Telephone No:\_\_\_\_\_
- Fax No:\_\_\_\_\_
- Cell No:\_\_\_\_\_
- III. What species and number will you accept?
- Dog\_\_\_\_\_ Cat\_\_\_\_\_ Bird\_\_\_\_\_ Other\_\_\_\_\_
- IV. Are you willing to provide housing pro bono or at a reduced fee for those people who do not have the financial resources to pay because of the disaster?
- Pro Bono\_\_\_\_\_ Reduced fee\_\_\_\_\_ Neither\_\_\_\_\_
- V. Are there minimal requirements for entry into your facilities? Yes\_\_\_\_\_No\_\_\_\_\_
- VI. Are you willing to waive any part of these requirements? Yes\_\_\_\_\_No\_\_\_\_\_
- VII. How would you handle sick or injured animals?
- \_\_\_\_\_
- VIII. Do you have an isolation room(s) that could be used? Yes\_\_\_\_\_ No\_\_\_\_\_

IX. How would you handle animals on sustaining medications?

---

X. List two employees with their home phone and cell phone numbers who can be contacted to coordinate your acceptance of animals if the disaster occurred when your facility is closed at night or weekends.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

XI. Other Comments:

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---

## **Appendix 13**

### **Checklist for Animal Host Facilities**

Facilities may include boarding kennels, pet stores, farms, animal shelters, veterinary hospitals. Information collected should include but not limited to the following:

- Contact information, including owners and employees of the facility, veterinarian and volunteers that can assist in transporting animals to safety or temporarily house the animals in a disaster. Post the list where it is readily accessible.
- Have a written evacuation plan.
- Plan to care for the well and injured or sick animals. Include the veterinarian in your plan.
- Have alternate sources of water and power, in case utility service is lost.
- Plan for multiple means of communication. In a major disaster, cell phones may not work.
- Identify an emergency staff member that can take charge if the owner is not available.
- Plan for disposing of dead animals and list priorities (render, burial, compost, incinerate). Discuss the options and get approval from Oregon Dept of Environmental Quality, and Oregon department of Agriculture, Natural Resources.
- Make a resource list to include but not limited to transportation of animals, personnel required, alternate shelters, food and water, etc. Identify where the resources are coming from. If you have the resources, have them located in one location, properly identified and maintained (example, start your generator periodically).
- Have drills and discuss the procedures with staff and volunteers.
- Have written agreements with county/city emergency response officials.

Appendix 14

**Animal Transportation Resource List**

Name of Hauler: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_ (Alt) \_\_\_\_\_  
Type of vehicle/animal species hauled/capacity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Hauler: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_ (Alt) \_\_\_\_\_  
Type of vehicle/animal species hauled/capacity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Hauler: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_ (Alt) \_\_\_\_\_  
Type of vehicle/animal species hauled/capacity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Hauler: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_ (Alt) \_\_\_\_\_  
Type of vehicle/animal species hauled/capacity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Hauler: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_ (Alt) \_\_\_\_\_  
Type of vehicle/animal species hauled/capacity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix 15

### **Animal Care Resource List (feed, bedding, and confinement)**

Consider the following businesses for obtaining these resources: pet supply stores, tack shops, feed elevators, farm equipment supply stores, hardware stores, grocery stores, pharmaceutical and medical supply companies or distributors. Large private farms may also have needed resources. These suppliers should be contacted in advance of an incident and pertinent information should be periodically updated. Make copies of this sheet to accommodate all information.

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact person (owner/manager): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Alternate phone in case of emergency: home: \_\_\_\_\_ cell: \_\_\_\_\_  
Supplies available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact person (owner/manager): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Alternate phone in case of emergency: home: \_\_\_\_\_ cell: \_\_\_\_\_  
Supplies available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact person (owner/manager): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Alternate phone in case of emergency: home: \_\_\_\_\_ cell: \_\_\_\_\_  
Supplies available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Animal Care Resource List

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact person (owner/manager): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Alternate phone in case of emergency: home: \_\_\_\_\_ cell: \_\_\_\_\_  
Supplies available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact person (owner/manager): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Alternate phone in case of emergency: home: \_\_\_\_\_ cell: \_\_\_\_\_  
Supplies available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact person (owner/manager): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Alternate phone in case of emergency: home: \_\_\_\_\_ cell: \_\_\_\_\_  
Supplies available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact person (owner/manager): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Alternate phone in case of emergency: home: \_\_\_\_\_ cell: \_\_\_\_\_  
Supplies available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Appendix 16**

### **Companion Animal Owner's Guide for Disaster Planning**

(Edited from Iowa's County Emergency Response Template for Pets in Disaster)

#### **Develop an Emergency Plan and Practice It**

How can you get started with emergency preparedness? Start by imagining the types of disasters that you might encounter. This is the first step toward developing an effective disaster plan. Then, develop a general family disaster plan. The federal and local emergency management agencies and the American Red Cross have brochures that will help you develop your plan.

Some points on plan development include:

- Practice evacuation of your family and pets until you can evacuate within a few minutes.
- Decide on a place where your family will meet if you get separated.
- Decide who will take care of your pet and where he or she will stay during a crisis.
- Consider having your pets and animals micro-chipped to assure proper identification of your pets and animals if they should become separated from you.
- If you have a personal emergency, make arrangements for pet care with neighbors, family and friends. Make sure they have keys to your house and leave information on where you will be, how you can be reached, which room the animals are in, and how to care for your pets.
- Do not leave unfamiliar foods and treats for your pet. They may overeat which leads to intestinal problems. Provide water in a heavy bowl that cannot be tipped over.
- Always keep exotic pets in separate rooms. Many exotic pets can be very dangerous to disaster personnel and other animals not familiar with them or who encounter them unexpectedly. Leave warnings and handling instructions for all exotics, especially poisonous ones.
- Paste labels clearly for rescue workers to see what animals they will encounter, how many and where they can contact somebody familiar with how to take care of them.
- For disaster or local emergency situations, think of who you would phone outside of your area. Often people cannot phone into a disaster zone, but it is possible to phone out. An out-of-state contact can help relay information and keep your family connected. The best emergency plans involve many people and systems that can back each other up. Here are some people and groups you need to get involved:

- Family
- Friends
- Neighbors
- Your veterinarian
- Your local animal control or humane shelter
- Local boarding and grooming kennels



- Local hotels and motels in your area that accept pets

### **Disaster Preparedness Checklist for Animal Owners**

Following are items every animal owner should have in preparation for a disaster that may require animal rescue:

- Your written family disaster plan
- Disaster preparedness kit (see below)
- Crate and bedding
- Food, water, manual can opener, and dishes
- Plastic bags, paper towels, newspaper (when shredded, can be used as cat litter), disinfectant
- Collar, leash, harnesses
- Muzzles, gauze rolls
- Identification tags
- Current medical and vaccination records. Vaccination examples are rabies, distemper, parvo and bordatella for dogs and feline rhinotracheitis for cats. Check with your veterinarian about other vaccinations.
- Extra bottles of daily medications or copies of prescriptions with current expiration date
- Current photos
- Pet comfort items: towels, blankets, toys
- List of hotels, motels and boarding kennels that accept pets
- Detailed instructions for animal care and rescue workers
- First aid kit
- Flashlights, batteries
- Copies of health certificates
- Out-of-state telephone contact

### **Accustom Your Pets to Actions Needed in a Disaster**

- Train your dog. Obedience may save its life during an emergency and help to make it a welcome guest.
- Familiarize your pet with its transport crate before a crisis.

- Familiarize your pet with being transported. You can practice drills with your pet by getting it used to riding with you in your car. That way it will not be unduly alarmed if it has to evacuate in a disaster.
- Cats can be very difficult to catch when they are stressed or afraid. Practice catching and transporting your cat in a crate and carrying it around the house. This will allow your pet to become familiar with the transport box.

### **Prepare a Disaster Kit for Each Pet**

You should have a disaster kit for each pet. Do not store kits in the kitchen or the garage. These are frequently the areas where fires start.

Kits and their contents should be easily retrieved and kept in rodent-and ant-proof containers. Check the contents of the disaster kits twice a year when the clocks change for daylight savings. Rotate all foods into use and replace with fresh food every two months.

Here are some items that are recommended for your disaster kit:

- Extra collars and tags, harnesses and leashes for all pets (including cats).
- Muzzles may be needed to control agitated and aggressive animals — for dogs, these can be made from gauze rolls or panty hose. A muzzle or towel can be used for cats. A towel can be used to restrain your bird if it becomes agitated and aggressive during the confusion.
- Extra pet food to avoid diet changes in stressful situations.
- Toys or blankets your pet will find familiar.
- A manual can opener.
- Food, water, and bowls for each pet.
- Paper towel, plastic bags, and spray disinfectant for animal waste clean up.
- Copies of your pet's medical and vaccination records. Boarding facilities may not accept your pets without proof of vaccination or health records.
- If your pet is on medication, ask your veterinarian about keeping extra supplies of medication or a copy of the prescription for these medications in your kit. Mark your calendar to replace medications before they expire.
- A recent photo of your pet.
- Purchase a crate or container for your pet. Your crate should be easily accessible and large enough for your pet to stand up and turn around. Since animals may be sheltered in open facilities, make sure there is enough bedding to keep them warm. You should also label the crate with your pet's name, your name and where you can be reached.
- Pet first aid kit. The kit should include only materials that you know how to use. Remember that if your pet has a problem and you do not know exactly what it is, you should consult a veterinarian.

Useful items for a first aid kit for pets include:

- Bandaging materials to cover wounds
- Animal antiseptic ointment

- Clippers
- Latex gloves
- Tweezers.

### **Special Recommendations for Birds**

The care of birds in disasters requires special consideration. Following are some recommendations.

- Determine if your birds need a continuous supply of power. Purchase a generator to meet your facilities' needs. Make sure your generator is in good running condition by starting it monthly.
- Make sure you have a sufficient water supply. Large water containers with chlorinated water (10 drops of chlorine bleach to each gallon of water) can be used to store water that prohibits bacterial growth. Store water away from sunlight.
- Aviaries should be equipped with an overhead sprinkler system. This will be very important to minimize smoke inhalation, cool the air and reduce the chance of burn injuries.
- Aviculturists should have enough carriers on hand to evacuate all birds. Many birds will run into their nest boxes during a crisis. Nest boxes should be equipped with quick-release latches and a hinge-type cover over the entrance to enable you to remove the nest box and use it as a pet carrier. Flights should be constructed with easy access into and out of them.
- Birds often require specialty foods. Make sure you know what these are and where you can get them. Although surplus food can often be refrigerated, this may not be possible in a disaster, when the power supply is out.
- If vaccinations are appropriate for your bird, be sure they are up-to-date. Consult your veterinarian to learn which vaccinations are appropriate.
- Birds should be tested and free of psittacosis and tuberculosis. These are serious diseases and are transmissible to many other animals and people.
- Do not leave your birds where they can be exposed to fumes from fires or chemicals. Birds are sensitive to smoke and fumes and succumb more quickly to smoke than most other animals.

### **Actions to Help Ensure a Safe Response to a Disaster**

- Stay calm and assess the situation.
- Never put yourself or others at risk. Do not attempt to rescue your pet if your life or health or that of others may be placed in danger.
- Crate your cat or dog immediately. If you do not, your pet may sense danger. This will make them want to hide and they become more difficult to catch and crate.
- Listen to the emergency alert system on your radio or television for instructions on what you should do and whether special arrangements have been made for people with pets. Follow any emergency alert guidance that is provided and incorporate them into your actions.

- If your pet has been exposed to chemicals, get information on how to handle it without harming yourself. You should have identified sources of veterinary care and other information in your emergency plan.
- Under *no* circumstances should you *ever* leave your pet behind, tied up outside or let them loose to fend for themselves. Roaming dogs are a public health hazard and owners remain responsible for any injuries or damage caused by the dog. In large disasters where loose animals become a problem, animal control shelters often have no other option than to treat these animals as abandoned. Many pets have to be adopted, fostered, or euthanized.
- Make sure somebody knows where you can be contacted and what the needs and location of your pets are.

### **Recovery Period Guidelines**

- Check your pet for injury and exposure to chemicals. If you have any concerns about the health of your pet or their exposure to hazardous materials, contact a veterinarian before you attempt to treat them.
- If you have to move to new surroundings, do not remove your pet from its crate until it is calm. Do so only in a closed room.
- Be careful in allowing your cat or dog out after a major disaster. Follow the recommendations of the emergency management personnel as to whether the environment is safe for you and your pet.
- Give your pet small amounts of food and water several times throughout the day. The volumes of food may be increased to normal over three to four days.
- Let your pet have plenty of uninterrupted sleep. If you still have your pet's favorite toys, encourage them to play. This will allow them to recover from the stress and trauma.
- Avoid unfamiliar activities with your pet, such as bathing, excessive exercise, or diet supplements. Try to avoid diet changes.
- If you and your pet are separated, pay daily visits to local shelters, animal control facilities, veterinary offices and kennels until you have found it. A phone call is often not as effective as a visit. You can also post photos of your lost pet. If your pet has tattoos, a microchip or other permanent identification, this will increase the chances of finding it. Be aware that collars and tags are sometimes lost.
- If you find a stray animal, take it to a shelter or other facility set up for lost and found animals. Place an advertisement in the local newspaper to inform the owner where the pet was taken. Often newspapers run found ads for free.
- Share your experiences with friends and family. Talking about your experiences will help you deal with them and offers great stress relief.
- Consider seeking professional counseling, as recovery is aided when guided by professionals experienced in dealing with disasters.
- Any unfamiliar stress on an animal raises potential concern about its well-being. Animal welfare can be compromised in disasters in the following ways.
  - Being left without food and water in secured areas
  - Prolonged confinement in cages in animal shelters and lack of socialization
  - Lack of appropriate veterinary care

## **Appendix 17**

### **Public Information Messages**

(Edited from Michigan Spartan County Animal Emergency Response Plan)

#### **Companion Animals**

- If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND**. Pets cannot survive on their own and you may not be able to find them when you return.
- For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets in an emergency. Include your local animal shelter's number in your list of emergency numbers; they will be able to provide information concerning pets during a disaster.
- Make sure identification tags are current and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site or an out-of-area emergency contact to the collar as well. Microchipping is recommended as a permanent form of identification. Have a current photo of your pet or microchip information for identification purposes.
- For pets requiring licenses, have proof of a current license.
- Have a copy of your pet's medical records, including vaccination status, and place one in your vehicle. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters require that your pet's vaccinations be current.
- If it is impossible to take your pet with you to a temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

#### **Suggested supplies for a companion animal emergency kit:**

- secure, portable pet carrier
- collar (with current identification tag) and leash or harness
- pet food (nonperishable) and a can opener if necessary (3-day supply)
- bottled water (3-day supply)
- pet waste clean up supplies and a small litter box and litter for cats
- pets updated medical records
- phone numbers, such as veterinarian, kennel, emergency clinic, hotels
- medications your pet may require
- recent photo of you and your pet

## **Equine, cattle, and other livestock**

Attempt to shelter equine, cattle and other livestock in place if possible, or evacuate if necessary. Evacuation routes, including alternates, should be predetermined. The evacuation sites should already have or be able to readily obtain, food, water, veterinary care, handling equipment and containment facilities. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location to the shelter. Food and water should be available for the animals whether they are left in a shelter or outdoors. All animals should have some form of identification that will help facilitate their return.

## **Wildlife**

Never attempt to capture a non-domestic animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job. Often, during disasters, mosquitoes and dead animal carcasses can be sources of disease and outbreaks of zoonotic diseases may occur. Contact your local emergency management office, Public Health Department or the Department of Fish and Wildlife for assistance.

## **Further Assistance**

If you see an injured or stranded animal in need of assistance, or if you have any other questions or concerns about animal protection during emergency situations contact the Oregon Department of Agriculture (503) 986-4680, or the Local Emergency Manager (include the phone number).

## Appendix 18

### **Companion Animal Owner Evacuation Request Form**

**Form for people requesting evacuation of their companion animals**

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_

A. The normal population of animals at my house is:

1. Dogs \_\_\_\_\_
2. Cats \_\_\_\_\_
3. Birds \_\_\_\_\_
4. Other \_\_\_\_\_

B. These animals are normally:

1. Confined in the house. \_\_\_\_\_
2. Loose in the yard. \_\_\_\_\_
3. In a cage in the house. \_\_\_\_\_
4. Leashed outside. \_\_\_\_\_
5. Other \_\_\_\_\_

C. It would take me \_\_\_\_\_ (hrs/min) to gather my animals for transport.

D. My animals are identified by:

1. Photographs \_\_\_\_\_
2. Registration papers \_\_\_\_\_
3. Electronic ID implants \_\_\_\_\_
4. Other \_\_\_\_\_

E. Evacuation equipment and personnel

1. I have collars and leashes available for my animals. Yes \_\_\_ No \_\_\_
2. I have transportation to evacuate all my animals. Yes \_\_\_ No \_\_\_
3. I will need assistance in evacuating my animals. Yes \_\_\_ No \_\_\_
4. I have relatives/friends who can help me. Yes \_\_\_ No \_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

F. If I am not available, \_\_\_\_\_ (name/phone #)  
will act on my behalf.

G. Destination (plan for minimum of 5 miles).

1. I will take my animals

\_\_\_\_\_ to the designated shelter

\_\_\_\_\_ to other facilities listed below

Name \_\_\_\_\_

Location \_\_\_\_\_

Phone # \_\_\_\_\_

2. The best direct route: \_\_\_\_\_

\_\_\_\_\_

3. The best alternate route: \_\_\_\_\_

\_\_\_\_\_

H. My veterinarian is \_\_\_\_\_

Phone number is \_\_\_\_\_



## Appendix 19

### **Veterinary Resource List**

Oregon Department of Agriculture  
State Veterinarian  
(503) 986-4680  
After hour emergencies: Same number

USDA APHIS VC  
Area Veterinarian In Charge  
(503) 399-5871

Oregon State University College of Veterinary Medicine  
Veterinary Diagnostic Lab (541) 737-3261  
Small Animal Services (541) 737-4812  
Large Animal Services (541) 737-2858  
Extension Veterinarian (541) 737-5853 or (541) 737-7667

Oregon Department of Fish and Wildlife  
Wildlife Veterinarian (541) 757-4186

Oregon Veterinary Medical Association  
Executive Director (503) 399-0311, (800) 235-3502

#### PRIVATE VETERINARIANS

Veterinary Clinic

Name: \_\_\_\_\_

Veterinarian(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Clinic phone: \_\_\_\_\_ emergency phone: \_\_\_\_\_

Species treated (check all that apply)

Companion  Avian  Exotic  Equine  Livestock  Cervid  Other

Veterinary Clinic

Name: \_\_\_\_\_

Veterinarian(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Clinic phone: \_\_\_\_\_ emergency phone: \_\_\_\_\_

Species treated (check all that apply)

Companion  Avian  Exotic  Equine  Livestock  Cervid  Other

## Veterinary Resource List

Veterinary Clinic

Name: \_\_\_\_\_

Veterinarian(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Clinic phone: \_\_\_\_\_ emergency phone: \_\_\_\_\_

Species treated (check all that apply)

Companion  Avian  Exotic  Equine  Livestock  Cervid  Other

Veterinary Clinic

Name: \_\_\_\_\_

Veterinarian(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Clinic phone: \_\_\_\_\_ emergency phone: \_\_\_\_\_

Species treated (check all that apply)

Companion  Avian  Exotic  Equine  Livestock  Cervid  Other

Veterinary Clinic

Name: \_\_\_\_\_

Veterinarian(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Clinic phone: \_\_\_\_\_ emergency phone: \_\_\_\_\_

Species treated (check all that apply)

Companion  Avian  Exotic  Equine  Livestock  Cervid  Other

Veterinary Clinic

Name: \_\_\_\_\_

Veterinarian(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Clinic phone: \_\_\_\_\_ emergency phone: \_\_\_\_\_

Species treated (check all that apply)

Companion  Avian  Exotic  Equine  Livestock  Cervid  Other

Veterinary Clinic

Name: \_\_\_\_\_

Veterinarian(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Clinic phone: \_\_\_\_\_ emergency phone: \_\_\_\_\_

Species treated (check all that apply)

Companion  Avian  Exotic  Equine  Livestock  Cervid  Other

## Appendix 20

### **Livestock Response Team Volunteer Questionnaire**

- I. Are you willing to participate in the Livestock Disaster Response Team?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- II. If yes, what areas do you wish to participate?  
Volunteer work \_\_\_\_\_  
Provide a host farm site for evacuated livestock \_\_\_\_\_  
Provide transportation for evacuated livestock \_\_\_\_\_
- III. I feel competent working with the following animal species:
- |              |               |
|--------------|---------------|
| Horse _____  | Alpaca _____  |
| Cattle _____ | Llama _____   |
| Sheep _____  | Poultry _____ |
| Goat _____   |               |
| Swine _____  |               |
- IV. I have a horse/stock trailer and vehicle to provide for evacuating livestock. The capacity is \_\_\_\_\_ (number) \_\_\_\_\_ (specie).
- V. I would like to volunteer to be a host farm site in case of emergency evacuation. I can care for \_\_\_\_\_ (number) \_\_\_\_\_ (specie) for \_\_\_\_\_ (days).
- VI. Contact Information:  
Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home phone \_\_\_\_\_ Work phone \_\_\_\_\_  
Cell phone \_\_\_\_\_ Email \_\_\_\_\_
- VII. Are you willing to participate in emergency training programs? Yes \_\_\_\_ No \_\_\_\_

## Appendix 21

### **Livestock Host Site Questionnaire**

I. Are you willing to participate in livestock emergency housing?

Yes\_\_\_\_\_ No\_\_\_\_\_

II. If yes, list your name and the name of your farm if applicable:

Name:\_\_\_\_\_

Farm name:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Telephone No:\_\_\_\_\_

Fax No:\_\_\_\_\_

Cell No:\_\_\_\_\_

III. What species and number will you accept?

Cattle\_\_\_\_\_ Horses\_\_\_\_\_ Sheep\_\_\_\_\_ Goats\_\_\_\_\_ Swine\_\_\_\_\_

Poultry \_\_\_\_\_(type and number)

Other\_\_\_\_\_

IV. Are you willing to provide housing pro bono or at a reduced fee for those people who do not have the financial resources to pay because of the disaster?

Pro Bono\_\_\_\_\_ Reduced fee\_\_\_\_\_ Neither\_\_\_\_\_

V. Are there minimal requirements for entry into your facilities? Yes \_\_\_\_\_No\_\_\_\_\_

If yes, list requirements \_\_\_\_\_

\_\_\_\_\_

VI. How would you handle sick or injured animals?

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VII. Do you have an isolation area that could be used? Yes \_\_\_\_\_ No \_\_\_\_\_

VIII. How would you handle animals on medication?

---

IX. List two employees with their home phone and cell phone numbers who can be contacted to coordinate acceptance of animals in your absence.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

X. Other Comments:

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## **Appendix 22**

### **Livestock Owner's Guide for Disaster Planning**

#### **Planning and Preparing for Livestock Disasters**

Assess the most likely disaster that may affect you and your livestock and prepare for that event. Develop a disaster action plan for natural and manmade disasters such as floods, fires and earthquakes. Your ability to act quickly and decisively may make the difference between life and death for your livestock and your family. The nature of the disaster may determine whether you shelter in place or evacuate. Have your local Emergency Manager and Extension Specialist contact information so you can get current information and recommendations on available shelters and status of the disaster or emergency. Public service announcements during an emergency will give you similar information.

#### **Steps to Protect your Livestock**

- Assess your property and identify the best place to shelter your animals with the possible disaster. Make arrangements with a neighbor or friend who know the animals to shelter them for you if you are gone.
- Check alternate water sources. A power outage may occur in a disaster. Test generators and ensure they have enough fuel.
- Have enough water and feed for 48-72 hours. If you must evacuate, have water containers with water and feed available for the number of animals evacuated.
- Prepare for possible evacuation of livestock from your property. Find alternate locations, such as private stables, racetracks, fairgrounds, equestrian centers, private farms and humane societies.
- Make arrangements for your animals in advance. Know where you would bring your animals and contact the persons in charge of the facility.
- Practice loading horses and other livestock that would be evacuated, so they load easily and are familiar with the trailer. Have proper loading facilities for commercial herds of livestock.
- Keep trailers and vans well maintained, fueled and ready to travel at all times.
- Permanently identify each animal by tattoo, microchip, brand, tag or photograph. Place a permanent tag on each halter that includes your name, phone number and the animal's name. If a disaster strikes suddenly, a temporary and quick method of identifying is by painting or etching the hooves, use a neckband, or paint your telephone number on the animals before you move them.

- Prepare an identification packet that includes up-to-date vaccination and medical records. The packet should include the animal's complete description and/or registration papers, and any medication the animal is on with the name and phone number of the attending veterinarian. Your name address and other contact information should also be in the packet. The information should be kept in a sealable plastic bag.
- Keep insurance on property and animals current.
- Develop a priority list of which animals to save or evacuate if all cannot be saved. Inform farm personnel and others who will move your animals in your absence.
- Listen to the Emergency Alert System. Include a portable, battery-powered radio in your disaster travel kit.
- If you must leave your animals unattended at home, leave them in an area appropriate for the type of disaster, for example, on high ground in a flooding situation.
- Leave enough water for the anticipated length of time expected to be gone. Automatic watering systems will fail in a power outage.
- If you evacuate and take your animals, take all records, the emergency disaster travel kit (see travel kit list below) and sufficient feed and water, for a minimum of 48-72 hours.

### **Emergency Disaster Travel Kit**

- Plastic trash barrel with a lid and a water bucket
- Leg wraps, fire-resistance non-nylon leads and halters, cotton rope
- Portable radio, a flashlight with extra batteries, and a backup generator if possible
- Sharp knife, wire cutters, tarpaulins, water, soap and bleach for sanitizing
- Identification packet and medical records (see above)
- Emergency first aid kit for animals to include: bandage scissors, duct tape (place on hoof, not around leg), hoof knife, disposable gloves, livestock chalk, thermometer, large syringe for flushing wounds, tweezers or forceps, twitch for horses, cotton pads or rolls (disposable diapers make excellent bandage material), elastic tape, polo wraps, vetrap or other self-adhesive wrap, antibiotic ointment, betadine or disinfectant, electrolytes, hydrogen peroxide, saline solution for eye flush, wound powder to stop bleeding.
- Emergency cash, food and water for the family

## Appendix 23

### **Livestock Owner Evacuation Request Form**

#### **Form for people requesting evacuation of their livestock**

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

Address \_\_\_\_\_

A. My farm can house or pasture the maximum number of animals listed below:

1. Horses \_\_\_\_\_
2. Cattle \_\_\_\_\_
3. Sheep \_\_\_\_\_
4. Goats \_\_\_\_\_
5. Swine \_\_\_\_\_
6. Poultry \_\_\_\_\_
7. Other \_\_\_\_\_ (list the species) \_\_\_\_\_

B. The normal census of animals on my farm is:

1. Horses \_\_\_\_\_
2. Cattle \_\_\_\_\_
3. Sheep \_\_\_\_\_
4. Goats \_\_\_\_\_
5. Swine \_\_\_\_\_
6. Poultry \_\_\_\_\_
7. Other \_\_\_\_\_ (list species) \_\_\_\_\_

C. These animals are normally:

1. Confined in swine/poultry houses or barns
2. In paddocks
3. On pasture

D. It would take me \_\_\_\_\_ hours to gather my animals/birds for loading.

E. My animals are identified by:

1. Photographs (both sides of animal) \_\_\_\_\_
2. Registration papers. \_\_\_\_\_



- 3. Electronic ID (implant or RFID ear tag) \_\_\_\_\_
- 4. Ear tattoo \_\_\_\_\_
- 5. Lip tattoo \_\_\_\_\_
- 6. Ear tag \_\_\_\_\_
- 7. Wing band \_\_\_\_\_
- 8. Neck band \_\_\_\_\_
- 9. Brands \_\_\_\_\_

F. Evacuation equipment and personnel.

- 1. I have \_\_\_\_ (number) of stock trailers.
- 2. I can haul \_\_\_\_ (number) animals/birds per load.
- 3. To evacuate all my animals, I will need \_\_\_\_ (number) more trailers.
- 4. I will be able to use trailers from:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

G. My trailer is/is not usually hitched to a tow vehicle. It takes \_\_\_\_\_ hrs/min. to hook up the trailer.

H. I can rely on \_\_\_\_ (number) of competent people to help me evacuate my animals.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

If I am not available, \_\_\_\_\_ (name/phone#) will act on my behalf. It will take \_\_\_\_\_ (hrs/min) for them to be available.

I. Destination and routes (plan for minimum of 5 miles). The barn or house where I will take my animals are:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Best direct route: \_\_\_\_\_

\_\_\_\_\_

Best alternate route: \_\_\_\_\_

\_\_\_\_\_

J. It will take \_\_\_\_ (number) trips to evacuate my animals.

K. It will take \_\_\_\_\_(number) trips to evacuate my animals.

L. If I cannot evacuate all my animals, the following is the priority of animals I prefer to evacuate first.

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M. My veterinarian is \_\_\_\_\_

The phone number is \_\_\_\_\_

## **Appendix 24**

### **Example Standard Operating Procedure for Animal Rescue Operations**

An Animal Rescue Operations Standard Operating Procedure is planned for subsequent editions of the Oregon Response Plan for Animals in Disasters.

## **Appendix 25**

### **Example Standard Operating Procedure for Animal Medical Care and Hospital Operations**

An Animal Medical Care and Hospital Operations Standard Operating Procedure is planned for subsequent editions of the Oregon Response Plan for Animals in Disasters.

