

**Galveston County**

# **Animals in Disaster Response Plan**

## **Standard Operating Procedures Galveston County Animal Response Team (GCART)**

**Galveston County Animal Services**

3412 Loop 197 North  
Texas City, Texas 77590  
(409) 948-2485

**GALVESTON COUNTY ANIMAL RESPONSE TEAM  
STANDARD OPERATING PROCEDURES  
(GCART SOP)**

**ANIMAL RESPONSE PLAN**

**I. PURPOSE**

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

**II. SCOPE**

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

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

**III. CONCEPT OF OPERATIONS**

A. This Standard Operating Procedure (SOP) is intended as a supplement to the *Galveston County All Hazards Emergency Management Plan*.

B. This SOP will provide the guidelines for GCART to be used in planning for, responding to, and recovery from disasters involving animals.

C. Animal Response operations will be conducted under the Incident Command System (ICS).

D. Each support organization will contribute to the overall coordinated response but will retain full control over its own resources and personnel.

E. Individual organizations/agencies are responsible for creating their own guidelines outlining how they will assist in the implementation of the overall plan.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

1. The GCART will coordinate animal response operations.
2. The Galveston County Animal Services Division will be the lead agency for the GCART.
3. The Galveston County Health District is responsible for developing a comprehensive animal disaster program to include Standard Operating Procedures.

##### **B. Responsibilities**

###### **1. Galveston County Animal Services Manager**

- Recruit and assemble a GCART.
- Maintain current notification/recall rosters for the GCART, (Appendix 1).
- Identify and survey animal shelter sites to be used in the event of emergency, Appendix 2.
- Identify and survey veterinarians and veterinary services to be used in the event of an emergency, Appendix 3.
- Recruit and register the necessary volunteers and foster volunteers and assure that any animal taken into foster is documented, Appendix 4
- Secure cooperation of property owners for use of shelter space.
- Develop procedures to activate and deactivate animal shelters and develop shelter SOPs.
- Assist with public information and education programs regarding animal response.
- In conjunction with the Galveston County Office of Emergency Management, provide for Animal Response Team training.
- Assist the County's Emergency Management Coordinator (EMC) and other county or municipal agency representatives conducting emergency operations in establishing priorities for animal rescue efforts.
- Coordinate with the Texas State Animal Response Team (TxSART), Department of State Health Services and other agencies to provide technical and logistical support during animal response operations.

###### **2. Emergency Management Coordinator (EMC)**

- Provide suitable identification for GCART members for access to the scene or affected area.
- Assist with identifying and providing communication capability between Galveston County Emergency Operation Center (EOC), and animal shelters.
- Support public information and education programs regarding animal response.
- In conjunction with the Animal Services Manager, provide for Animal Response Team training.
- Identify resources to support and assist with animal response activities.

#### 5. Public Health Authority

- Support public health services in animal shelters to include inspections, sanitation and environmental health concerns.
- Provide services to control injuries, bites, and diseases related to the protection of animals.
- Support search and rescue efforts in the field and animal sheltering operations.
- Support public information and education programs regarding animal response.

#### 6. Public Information Officer (PIO)

- Establish and assist in the dissemination of information about evacuation with animals prior to an emergency event.
- Establish public information and education programs regarding animal response.

#### 7. Fire Services

- Survey shelter sites for fire safety.
- Advise about fire security during operations.

#### 8. Law Enforcement

- Provide security and law enforcement for shelters as necessary.

#### 9. Galveston County Emergency Communications Group

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

### C. Additional agencies and responsibilities not listed in the Animal Response Plan.

#### 1. Texas Veterinary Medical Association

- Provide a Veterinary Disaster Animal Relief Team (DART) to assist with animal veterinary care.
- Assist in the establishment of Triage units for the care of injured animals.
- Provide emergency medical equipment and supplies.

## 2. Humane society and other animal protection organizations.

- Provide a cadre of volunteers for animal related assistance and the care of animals in animal shelters and at all possible supplies and other resources for the animals.

## 3. Galveston County Cooperative Extension Service

- Assist in coordinating a Disaster Animal Relief Team (DART) to assist with large animal rescue and care.
- Assist with recruitment and coordination of the Cattleman's Association, Horse Owner Association and other livestock associations for the handling and care of livestock.

## 4. Habitat for Horses

- Under the guidance of Habitat for Horses, the Cattleman's Association and other livestock associations may be asked to assist in large animal response.
- Provide a list of association members willing to participate on a Disaster Animal Relief Team (DART) to assist with animal rescue and care such as the Cattleman's Association, Horse Owner Association and other livestock associations.
- Maintain equipment and resources necessary to manage livestock in an emergency situation.
- Assist in the establishment of housing for livestock and displaced large animals, Appendix 5.

## 5. Licensed Wildlife Rehabilitators

- Coordinate with the Texas Parks and Wildlife to provide care and shelter for injured and displaced wildlife.
- Return wild, indigenous animals to their natural habitat

## 6. Texas State Animal Resources Team (TxSART)

- Responsible for coordinating the State Animal Response Team (SART) volunteers.
- Responsible for assisting with animal damage assessment and mobilizing appropriate resources.
- Arrange for animal carcass removal

- Point of contact for assisting GCART with locating suitable areas to house horses and other livestock

## **V. NOTIFICATION**

A. The Animal Response Plan will be activated in the event of a large-scale emergency or other significant disaster causing a major requirement for animal protection. When the plan is activated, the GCART Standard Operating Procedures will immediately go into effect.

B. The Animal Services Manager will be notified when the Galveston County Health District's Chief Executive Officer determines that the Animal Response Plan needs to be activated. If the EOC has been opened, a liaison from the Galveston County Health District will report to the EOC.

C. The Galveston County Animal Services Division, based on the extent of the disaster, will use the GCART Support Agency Roster to alert agencies and personnel as needed.

D. Notification methods may include phone, cell phone, fax transmission, e-mail, or if necessary, the use of television/radio announcements.

## **VI. COMMUNICATIONS**

A. Communication between GCART, support agencies and volunteer personnel will occur primarily through phone, cell phone, fax transmission, and e-mail messages.

B. Embed the Galveston County Emergency Communications Group and use them as a backup if other communication is impossible. Requests for Galveston County Emergency Communications Group will be made through the Galveston County Health District liaison in the EOC.

D. The use of hand held radios for field operations (Search & Rescue, Damage Assessment, etc.) will be the responsibility of each member of the GCART.

## **VII. PUBLIC INFORMATION**

A. During an emergency, public information will be carried as outlined in the GCHD Risk Communication Plan.

B. The Galveston County Health District Public Information Officer will be responsible for working with the Emergency Operations Center Public Information Officer to coordinate all media activities and press releases in association with GCART activities.

C. Public Information responsibilities may include:

1. Provide preparedness information concerning pet evacuation.

2. Delivering instructions to the public to prepare their pets for an impending emergency and instruction for minor medical responses (first aid) for injured pets.
3. Notifying the public of appropriate animal or pet friendly shelters—locations, regulations, contact personnel, etc.
4. Initiating a system to direct inquiries on lost pets to appropriate shelters.
5. Other information appropriate to the emergency and recovery operations.

## **VIII. LOCATION**

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

## **IX. RESPONSE:**

### **A. Search and Rescue**

#### **1. Domestic Pets:**

Domestic pets that are loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Galveston County Animal Services officials and designated GCART members.

#### **2. Livestock:**

Livestock loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be coordinated by Habitat for Horses, and assisted by Cooperative Extension Agents and certified representatives of the Large Animal Rescue.

#### **3. Wild Animals:**

Wild Animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of licensed wildlife rehabilitators.

#### **4. Stranded Animals:**

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

## **X. SHELTERS**

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

#### **1. Stray/Lost Domestic Pets:**

All stray/lost domestic pets recovered by Galveston County Animal Control will be sheltered at the Galveston County Animal Resource Center or a designated temporary

shelter, Appendix 6. Any pets whose owners cannot care for their pets or domestic pets found by citizens will also be sheltered at these locations.

Private boarding kennels and veterinarian hospitals will serve as overflow shelters and will be requested to open through the Galveston County Health District.

## 2. Stray/Lost Livestock:

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

## 3. Incoming Animals:

All animals impounded during a disaster will become part of the shelter population with a shelter record generated for each one. If an animal is to be transferred to a location other than the *operations* center, a picture of it will be taken and maintained in a catalogue at the operations center.

## 4. Holding Periods

### Stray Domestic Pets:

Stray domestic pets picked-up during a disaster will be held for as many days as approved by the Chief Executive Officer of the Galveston County Health District or designee. Owned animals brought to the shelter for pet care will be held for as many days as approved by the Chief Executive Officer of the Galveston County Health District or designee.

## 5. Fees:

Fees will be established by the Chief Executive Officer of the Galveston County Health District or designee. Fees for large animals will be established and in compliance with the Galveston County Sherriff's Office and in compliance with all local and state laws, rules, and regulations.

## 6. Wild animals:

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

## 7. Incapacitation of Shelters:

In the event that established shelters are destroyed or incapable of functioning due to the nature of the emergency situation, private boarding kennels, veterinarian hospitals, stables, may be requested to open as boarding and/or medical facilities. In rare cases,



during large-scale emergencies, animals may be moved outside Galveston County for care and protection. Temporary shelters may be constructed in the event a shelter is incapacitated due to a disaster. The temporary shelters should be constructed and operated in accordance with the Shelter Operation Guidelines, Appendix 7.

#### 8. Staff:

All staff assisting with search and rescue in the field and/or personnel working in the shelter or medical area should be familiar with the Incident Command System through the training required by ICS 100.

Animal shelters will be staffed with Galveston Animal Services personnel and/or volunteer personnel, see training requirements, appendix 8 from the GCART and with volunteer animal rescue organizations, veterinarians and veterinarian assistants. These facilities will routinely update their contact lists.

#### 9. Supplies/Services:

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

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

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

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

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

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

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

## **XI. Medical**

#### 1. Field Hospitals or Triage Units:

The GCART will coordinate and may request additional assistance from organizations such as TxSART the resources for a medical facility for domestic animals that cannot be accommodated by the various shelters due to the animals' injuries. Private veterinarian hospitals may serve as alternative medical facilities and medical shelters as space permits.

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

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

## 2. Staff

Volunteers from the GCART and others will assist in providing the medical care in these medical shelters. Depending on the extent of the emergency situation, volunteers or Veterinary Disaster Animal Response Teams from TxSART may be requested to assist in the medical treatment of domestic and nondomestic animals.

## **XII. Bites/Disease Control**

The Galveston County Health District will assist in locating vaccinations for rescue and shelter personnel and will insure that treatment of bites and injuries is available to affected persons.

## **XIII. Additional Aid/Outside Support**

In the event that Galveston County Animal Services Division, GCART and Habitat for Horses' resources are unable to meet the need for search and rescue personnel, the Animal Services Manager and/or the Officer in Charge of Habitat for Horses—will request search and rescue assistance from TxSART, American Humane Association and/or the Humane Society of the United States and/or other available rescue groups.

## **SEARCH & RESCUE (SAR)**

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

### A. Team Requirements

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

### B. SAR Procedures

- Animal SAR procedures will be activated by the Animal Services Manager upon recommendations by the assessment teams.
- Rescued animals will be transported by animal control or SAR support staff to either a veterinary hospital, triage location, shelter or other designated location.

## APPENDICES

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APPENDIX 1

## Galveston County Animal Service Division Emergency/Disaster Activation Roster

*Primary Contacts*

<i>Name &amp; Title</i>	<i>Home Phone</i>	<i>Work Phone</i>	<i>Cell Phone</i>	<i>Pager</i>	<i>Fax</i>	<i>Email</i>

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

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

## **Appendix–2**

### **Veterinary Hospitals/Kennels**

The Galveston County Animal Services Manager and/or designee will contact and provide a list of current veterinary hospitals and kennels that are willing to provide their facility and/or services and will document that information in Appendix 3 of this plan at the onset of the Gulf Coast Hurricane Season. This update will be submitted to the Emergency Management Director for the County of Galveston.

APPENDIX 3

**Galveston County Animal Response Team (GCART)**  
**Galveston County Animal Services**

3412 Loop 197 North  
Texas City, Texas 77590

***Veterinary Disaster Animal Response Team (V-DART)***

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

Practice Name \_\_\_\_\_ Date \_\_\_\_\_

Owner or Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

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

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

Email \_\_\_\_\_ Fax \_\_\_\_\_ Cell/Pager \_\_\_\_\_

Specialize in handling: Dogs • Cats • Exotics • Horses • Livestock • Other \_\_\_\_\_

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

Would doctors or staff in your practice be willing to work on an Animal Response Team?  
\_\_\_\_\_ *If yes, please list names and contact numbers on the back.*

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

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

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

\_\_\_\_\_

Does your hospital have city/county water supply? \_\_\_\_\_ Do you have a well? \_\_\_\_\_

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

Have you received a pre-exposure rabies vaccine? \_\_\_\_\_

Date of vaccination? \_\_\_\_\_ Date of last titer? \_\_\_\_\_

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

Field hospital/Triage Unit

Provide medical facilities

Evaluate animals in temporary shelters

Provide temporary shelter/boarding facilities

Transportation

Other \_\_\_\_\_

Bilingual? What other language do you speak? \_\_\_\_\_

Fluently? \_\_\_\_\_

***Thank you for helping animals.*** Mail this completed registration to Galveston County Animal Services, PO Box 939, La Marque, Texas 77568. You will be added to the V-DART Resource list.



**APPENDIX 4**

**Galveston County Animal Response Team (GCART)**  
**Galveston County Animal Services**  
3412 Loop 197 North  
Texas City, Texas 77590

**Disaster Volunteer Registration**

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

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

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

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

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

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

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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

Any other resource/experience that would be helpful? \_\_\_\_\_

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

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

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

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

Tetanus? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

Hepatitis B? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

Hepatitis A? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

Rabies? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

Number of pets at home now? \_\_\_\_\_ Description of each

\_\_\_\_\_

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

\_\_\_\_\_

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

- Hands-on animal care • Phone tree
- Field service • Transportation
- Office, clerical • Equipment. Describe \_\_\_\_\_
- Other, Please Describe \_\_\_\_\_

- \_\_\_\_\_
- Bilingual translator. What other language do you speak? \_\_\_\_\_ Fluently? \_\_\_\_\_

***Thank you for volunteering to help animals.*** Mail or deliver this completed application to Galveston County Animal Services at PO Box 939, La Marque, Texas 77568. You will be added to the *Galveston County Animal Response Team (CART)* Volunteer Resource list.

**Galveston County Animal Response Team (CART)**  
**Galveston County Animal Services**  
3412 Loop 197 North  
Texas City, Texas 77590

## Foster Home - Volunteer Registration

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

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

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ TXDL \_\_\_\_\_

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

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

Email \_\_\_\_\_ Fax \_\_\_\_\_ Cell/Pager \_\_\_\_\_

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

Any other resource/experience that would be helpful? \_\_\_\_\_

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

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

Tetanus? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

Hepatitis B? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

Hepatitis A? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

Rabies? \_\_\_\_\_ Date of last vaccination \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of your veterinarian. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

***Thank you for volunteering to help animals.*** Mail or deliver this completed registration to Galveston County Animal Services Division at PO Box 939, La Marque, Texas 77568. We will contact you to discuss the requirements for foster care.

Galveston County Animal Services Division

3412 Loop 197 North  
Texas City, Texas 77590  
(409)948-4-2485

Safe Haven Intake Form

Animal Description:

Dog\_\_\_\_Cat\_\_\_\_Other\_\_\_\_Male\_\_\_\_Female\_\_\_\_S/N?\_\_\_\_Age\_\_\_\_\_

Breed\_\_\_\_\_Color\_\_\_\_\_

Owner’s veterinarian\_\_\_\_\_Phone\_\_\_\_\_

Rabies vaccination date\_\_\_\_\_Tag #\_\_\_\_\_DHLPP date\_\_\_\_\_Other\_\_\_\_\_

A0#\_\_\_\_\_K#\_\_\_\_\_

Owner Information:

Owner\_\_\_\_\_DL#\_\_\_\_\_Date\_\_\_\_\_

Address\_\_\_\_\_Contact phone #\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

• If any owner brings his animal(s) to temporary shelter or pet for care, the animal will be held in 7 day increments with the expectation that the owner will contact GCART at the number above with an update at the end of each 7 day period.

• The maximum period an animal will be held is six weeks. If an owner does not contact GCART at the end of a 7-day period or if an animal has not been reclaimed after six weeks, the animal will become the property of the Galveston County Animal Services Division.

• Fees will be determined by the Chief Executive Officer of the Galveston County Health District

Foster Care Date In \_\_\_\_\_Foster Care Return to Owner Date \_\_\_\_\_

Owner Signature\_\_\_\_\_Date\_\_\_\_\_

FCAC Signature\_\_\_\_\_Date\_\_\_\_\_

Owner Signature on return of animal \_\_\_\_\_

## **Waiver of Claims**

*I \_\_\_\_\_, owner of the animal described above, having requested that this animal be placed in the GCART program, or transferred at my direction, do hereby waive any and all claim for damages against the Galveston County Animal Services Division, the foster care provider, or any of their employees or volunteers, in connection with or arising as a result of my participation in the GCART program. I expressly authorize the Safe Haven program to provide housing and board for the animal described above for the time period specified above.*

TEMPORARY PET SHELTER LOCATIONS

**EXAMPLE**

1. **Bay Area Pet Adoptions**

3300 Avenue R  
San Leon, Texas 77539

**Contacts:**

<b>Name</b>	<b>Work Phone Number</b>	<b>Home Phone Number</b>
Ms. Jane Doe	281-339-2086	

-Kennels (5,400 square feet)

- concrete floors: will allow housing of domestic animals in crates & carriers
- hot running water
- fans for air circulation
- Kitchen

-Restrooms

- 1 female facility with toilets
- 1 male facility with toilets

-Other space available

- Space to the rear of the building to exercise dogs, if necessary, and to put up portable stock fencing for livestock (small numbers only).

## APPENDIX-6

### SHELTER OPERATION GUIDELINES

## *Galveston County Animal Response Team (GCART)*

### **Setting Up a Temporary Animal Shelter**

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

### **Pre-planning – Identify Potential Shelter Facilities before a Disaster Strikes**

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

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

1. A temporary shelter where owned animals can be relinquished and later reclaimed by their owners.
2. Stray animal shelter, animal control, animal rescue teams, or the public can bring stray animals to be treated and housed and where the public can look for lost animals.
3. Large animal or livestock shelter.

Any of the above shelters may be co-located or you may need different facilities in different areas.

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

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

As the GCART develops its list of potential temporary animal shelters, it is essential to work closely with the local Galveston County Office of Emergency Management to coordinate animal issues and to insure that the shelter receives assistance and equipment needed. Each organization may have its own rules or regulations regarding animals that must be taken into consideration.

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

### **When Disaster Strikes – Setting up a Temporary Shelter**

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

#### **Establish a Command Post**

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

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

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

#### **Communication Center**



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

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

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

### **Generator**

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

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

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

### **Public Information**

The Galveston County Health District's Public Information Officer will coordinate all releases of information for this operation.

### **Volunteer Staging Area:**

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

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

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

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

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

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

### **Human First Aid**

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

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

### **Personnel Break Area**

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

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

### **Volunteer Camps (Housing)**

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

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

### **Rest Room Facilities**

If rest room facilities are not available, or if existing facilities are not functional because the water is off, then portable bathrooms need to be brought in. It is also important, when using

portable bathrooms that a schedule is set up for regular servicing of the bathrooms. Sanitary facilities should be coordinated through

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

## **Resources**

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

### Animal Areas within a temporary shelter

## **Triage**

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

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

## **Animal Intake and Reclaim**

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

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

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

### **Foster Care**

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

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

### **Lost Animal Registration**

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

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

### **Kennels/Animal Housing**

Animals cannot be loose within a temporary animal shelter. The facility must utilize portable kennels, cages, crates or other available methods of restraint until they are reclaimed, placed in foster homes, or adopted. Separate areas must be designated for dogs, cats, and other animals. If operating only one temporary animal shelter, owner surrendered animals should be housed apart from stray/injured animals. Depending on the size of the incident and the number of shelters in operation, owned animals may be housed at another temporary shelter.

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

### **Dog Walk Area**

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

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

## **Quarantine**

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

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

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

## **Animal Food Staging and Distribution Areas**

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

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

## **Animal Food Preparation**

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

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

## **Animal Supply Staging Area and Distribution**

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

*Location:* The Animal Supply Staging and Distribution area should be set up in two areas. One area will be for supplies needed to take care of the animals being housed at the facility. The other

area should be set up close to the facility entrance, as these items will be given out to the public to replace what they have lost in the disaster and if heavy bags of food have to be carried just a short distance, it makes the job a lot easier.

### **Water Storage**

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

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

### **Animal Cage Cleaning**

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

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

### **Grooming**

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

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

### **Dead Animal Storage**

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

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

### **Garbage**

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

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

### **Rescue Equipment Staging Area**

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

### **Rescue Staging Areas**

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

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

### **Parking**

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

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

### **Processing Incoming Animals during a Disaster**

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

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

#### **Stray Animal Intake**

1. Take the animal to the Animal Intake area.
2. Secure the animal in a cage or on a leash.

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

### **Owned Animal Intake:**

1. Take animal to Animal Intake area.
2. Secure the animal in a cage or on a leash.
3. Scan the animal for a microchip and look for any tattoos - even though the owner is known, this is done so that the microchip or the tattoo number can be noted on the Animal Intake form.
4. Complete the *Animal Intake* form and the *Horse Identification* form if you are taking in a horse.
5. Complete identification process as outlined above
6. If there is a chance the animal might bite, put a *Caution - Biter* sign on the cage or if it is an animal being held for observation following a bite, put a *Caution - Quarantined Animal* sign on the cage.
7. Fill out a cage tag and have a shelter volunteer take the animal to the assigned cage or area where it will be housed, unless the animal needs to be seen by a veterinarian, then it would go to the triage area.



## **Dead Animal Intake**

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

## How to Put Identification on Shelter Animals

Every dog and cat that arrives at a temporary animal shelter in a disaster must have identification put on it. One option for identification is the use of animal ID neckbands.

The animal identification neckbands, similar to the plastic bands used on patients in a hospital, are effective. Once on the animals, they do not come off, unless cut with scissors.

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

### Animal ID

1. Size the neckband to fit around the animal's neck. Write the following information on the band:
  - Name of agency responsible for the animal
  - Phone number of the agency responsible for the animal
  - Animal intake number taken from the Animal Intake form
2. Secure the neckband around the animals neck appropriately.

### *Additional Information*

The neckbands will remain on the animals until they are either reclaimed by their owners or adopted. If an animal is placed in a foster home, the neckband will remain on them. If a dog or cat comes in with an existing collar, leave that collar on the animal, and make an identification band just large enough to be fastened onto that existing collar. You *do not* have to make a band large enough to fit around the animal's neck.

## Disaster Response Supplies and Equipment Lists

### **Supplies for Animal Intake Area**

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

#### **Animal Identification**

- Digital camera (minimum of 4)
- PC battery powered
- binder to hold pictures
- Identification bands and clasps
- cage tags

#### **Office Supplies**

- stapler & staples
- stapler remover
- scotch tape
- paper clips
- rubber bands
- ball point pens
- Post-It-Notes (3"x 3")
- 12 - 3" binders
- binder labels
- scissors
- 3 - hole punch
- push pins
- white board
- white board markers
- white board eraser
- 2 dozen clip boards

- large white board or flip chart
- easel for white board or flip chart
- permanent markers (wide & fine point)
- containers to hold office supplies
- boxes to hold extra disaster forms
- "In" and "Out" baskets
- wall calendar
- wall clock – battery operated
- garbage cans and bags
- paper towels
- wet wipes
- index cards

### **Animal Intake Forms**

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

### **Safety**

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

### **Furniture**

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

### **Telephone Equipment if phone service is available**

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

- local detailed street map

### **Facilities**

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

### **Equipment/Supplies for Cats**

#### **Sheltering Items**

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

#### **Electricity Source**

- generator
- gasoline
- gas can

#### **Lighting Items**

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

#### **Temperature Control Items**

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

#### **Safety Items**

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

### **Sanitation Needs**

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

### **Cleaning Items**

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

### **Feeding Items**

- disposable food dishes
- water dishes
- cat food (canned and dry)
- plastic garbage cans for dry food storage
- kitten formula

- nursing bottles and nipples
- bottle warmer
- can opener (non-electric)
- spoons to scoop and mix food
- drinking water
- watering cans for distributing drinking water
- 50 gallon barrels to store drinking water

### **Grooming Items**

- wash tub
- secure bath area
- shampoo
- flea control products
- flea combs
- combs/brushes
- Q-tips
- tweezers
- nail clippers
- electric clippers
- Q-tips
- Cloth towels
- Disposable rubber gloves
- protective masks
- grooming table
- folding chairs

### **Paperwork Items**

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

### **Identification Items**

- cage card tags
- clothes pins
- identification tags
- plastic identification collars

- camera
- binder & plastic sheets to hold ID pictures
- “Caution” biter signs
- “Quarantine” signs

### **Rescue Equipment**

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

### **Tool Box Items**

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

### **Equipment/Supplies to Care For Dogs** **Sheltering Items**

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

### **Electricity Source**

- generator
- gasoline or kerosene
- gas can

### **Lighting Items**

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

### **Temperature Control Items**

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

### **Cleaning Items**

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

### **Animal Handling Equipment**

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

### **Cleaning Items (same as for cats)**

### **Feeding items**



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

### **Grooming Items**

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

### **Paperwork Items**

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

### **Identification Items**

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

### **Tool Box Items (same as for cats)**

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

### **Equipment/Supplies for Search & Rescue & Animal Handling.**

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

**APPENDIX 7**

**VOLUNTEER TRAINING REQUIREMENTS**

<b><i>Volunteer Work Capacity</i></b>	<b><i>Training Requirement</i></b>	<b><i>Potential Trainers</i></b>
<b>Animal Caretaker</b> –animal shelter.	Basic animal handling Animal behavior recognition Basic animal first aid Breed recognition Housing/sanitation Record keeping Public health concerns; zoonotic Diseases Feeding/maintenance	Animal shelter personnel Veterinarians Health Departments Red Cross Dog Trainers Cat Fanciers Vet Techs Boarding Kennel Operators
<b>Shelters</b> – no animal handling	Record keeping Breed recognition Animal behavior recognition Public health concerns	Animal shelter personnel Veterinarians Health Departments Red Cross Dog Trainers Cat Fanciers Vet Techs Kennel Operators
<b>Animal Rescue</b> – (Professional personnel who are vaccinated against rabies, Hep. A and B.	Basic animal handling Animal behavior recognition Animal first aid Breed recognition Capture techniques Rescue/capture equipment ICS Communications	
<b>Driving</b> – Supply/Resources Transport	Valid Driver’s License	
<b>Office Work</b>	Computer or data entry Professional experience	
<b>Phones</b>	Bi-lingual volunteers preferred	

## **APPENDIX 8**

### **LIVESTOCK SHELTERING FACILITIES**

The Galveston County Animal Services Manager and/or designee along with the officer in charge with Habitat for Horses will contact and provide a list of current livestock sheltering facilities that are willing to provide their facility and/or services and will document that information in Appendix 9 of this plan at the onset of the Gulf Coast Hurricane Season. This update will be submitted to the Emergency Management Director for the County of Galveston.