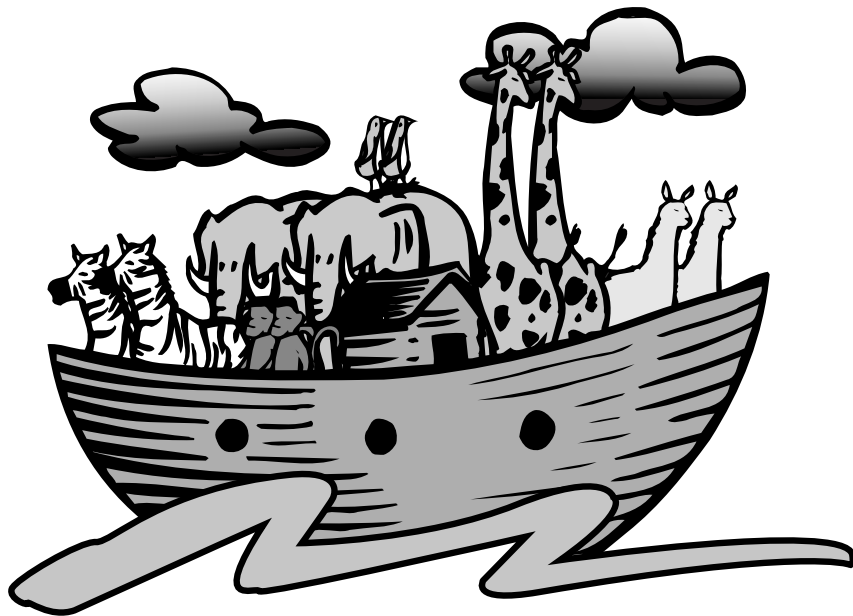


University of California
Division of Agriculture and Natural Resources
Veterinary Medicine Extension

DANR Guide to Disaster Preparedness



DANR Guide to Disaster Preparedness

Why prepare emergency plans for animals?

When disasters strike, animals as well as people need to be safely relocated. Californians value their pets and livestock, but are often unprepared for sudden disasters such as earthquakes, fires and floods. Local emergency plans are usually limited to evacuating people, and emergency shelters for humans deny admission to pets for health and safety reasons. Large animals require specialized transport and holding areas, which may be difficult or impossible to arrange during a sudden disaster. No one wants to leave animals behind, but when people are unwilling to enter a shelter or refuse to evacuate during an emergency, they remain at risk, could be arrested, and place rescue workers at risk.

Effective, well-rehearsed strategies for pet and livestock safety must be in place before a disaster occurs. Disaster preparedness can mean the difference between undue loss and suffering of animals, which adds additional trauma to human victims, and *successful evacuation and care for both people and animals.*

But how do we go about developing a workable, comprehensive plan to deal with animal issues? It is obvious that government agencies alone do not generally have the personnel available to respond to animal emergencies. Therefore, it is imperative that your county develop good working relationships with government emergency response agencies, support agencies and individuals involved in animal care.

Objectives of the DANR Guide

This guide is intended to provide useful information about developing a disaster response plan, about disaster preparedness training and resources, and to stimulate your thoughts on how Cooperative Extension can engage in local disaster mitigation activities or become involved in training youth to responsibly support community needs.

Private veterinary practitioners have been identified in each county to coordinate medical services, but during a crisis they need assistance with communication, triage, transportation and shelter. The UC system has facilities throughout California capable of providing temporary shelter for livestock, and Cooperative Extension Advisors have a network of contacts enabling them to find necessary resources that may be unavailable to others.

There are many ways DANR participants can choose to become involved in disaster preparedness:

- Identify a disaster coordinator within each County Office (with special focus on Livestock, 4-H, and Human Resource Advisors), and develop a structured disaster service team.
- Provide disaster preparedness education materials and presentations, and identify training and certification opportunities.
- Provide volunteer training and coordination for organizations such as 4-H, FFA and Scouts through Cooperative Extension in conjunction with local agencies.
- Develop a system of shared resources—including communications resources—throughout California that could be used during a disaster in any area.

The DANR guide offers selected information, animal care procedures and emergency-related forms that show many types of disaster preparedness activities in which individuals and groups can become involved at the local level. Check the references listed in this guide for more elaborate information on disaster preparedness and emergency response.

Contact your CVMA veterinary coordinator (see page 17), county OES official, or OES animal services coordinator (see the county government section of your telephone book) for further information on how to be ready to offer support during an emergency or to build a disaster preparedness program.

Your comments are invited and are most welcome. Please inform us of any corrections or omissions, and please share with us any activities you pursue as a result of this effort.

On the World Wide Web

The *DANR Guide to Disaster Preparedness* is also available online at the URL below. Information and sample forms may be downloaded, reprinted and freely distributed for educational purposes and for use in setting up disaster volunteer programs in your area. However, further *publication* of the material in this guide requires permission from the copyright holders.

DANR Guide to Disaster Preparedness:

www.vetmed.ucdavis.edu/vetext/INF-DI_DANRGuide.html

Acknowledgments

Special thanks to the American Veterinary Medical Association (AVMA), the USDA Animal Welfare Information Center (AWIC), the California Veterinary Medical Association (CVMA) Disaster Response Program, the Nevada County Unit CVMA Disaster Response Program, and the Yolo County, California, Governor's Office of Emergency Services (OES) for granting permission to reprint or adapt their resource materials for use in this guide, published through Temporary Grant funds from the UC Division of Agriculture and Natural Resources (DANR).

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Emergency Services in the State of California

Role of the Governor's Office of Emergency Services

The **Governor's Office of Emergency Services (OES)** is a state agency charged as the lead organization in disasters. Except for an energy disruption emergency, the OES is responsible for the coordination and leadership of all state agencies during declared emergencies.

All counties have a local OES to identify hazards and to prepare for, respond to, mitigate, and help recover from both large and small local incidents. The county OES is a coordinating agency that brings together local agencies to focus on unified responses to disasters. Effective in 1996, each county (along with its cities and all special districts such as schools, water and reclamation) is codified as an **Operational Area (OA)**, which follows the mandates of the **Standardized Emergency Management System (SEMS)** as adopted by the legislature for all state agencies and by most local jurisdictions (see page 32).

During a declared local emergency, an Operational Area **Emergency Operations Center (EOC)** is activated to provide resources from the non-impacted areas to the impacted areas. Both at the scene of an incident and within the EOC, organizations use the **Incident Command System (ICS)**, which is a cornerstone of the SEMS. The ICS allows for one person to be responsible for all functions of management, operations, planning, logistics and finance. If an incident becomes larger, each role can be delegated to aid in managing the situation.

California is divided into three **Administrative Regions—Inland, Coastal and Southern**—and into six **Mutual Aid Regions** (see page 15). The Inland Region, for instance, comprises 31 Operational Areas (counties) and three Mutual Aid Regions—UC Davis is in the Yolo County Operational Area and belongs to Mutual Aid Region IV. Whenever a situation is large enough to activate a local EOC, the Operational Area EOC personnel should be notified. They in turn will notify the Inland, Coastal or Southern Regional EOC in case additional resources are required but cannot be provided locally.

In the SEMS organization, an **Animal Services Coordinator**, who serves within the “Operations” section, is either a veterinarian, animal control officer or other knowledgeable person trained in disaster response, animal care and animal rescue. In order to ensure that someone will be in position to coordinate animal issues during an emergency, contact your county OES to set up a meeting (*see the “community services” or “county government” section of your telephone book for the number of your county Office of Emergency Services*).

How to Become a Disaster Service Worker

It is necessary that all persons who wish to work in declared disaster area must be registered **Disaster Service Workers**. Your local OES Coordinator can provide information on how to become a registered **Disaster Service Worker** (see page 10), and how to properly identify OES-approved personnel for entry into disaster areas through roadblocks (see “ID Cards” on page 11 and “Roadblocks” on page 9). A **Memorandum of Understanding (MOU)** is a legal agreement between an organization and the OES that specifically defines the role Disaster Service Workers may serve in the event of an emergency. An MOU must officially be in place prior to a disaster (see page 12).

FEMA

The Federal Emergency Management Agency (FEMA) provides financial assistance to those who experience financial loss in a federally declared disaster. FEMA is not involved in the operations of mutual aid response during a disaster or emergency.

Role of the Department of Food and Agriculture

The **California Department of Food and Agriculture** (CDFA) serves a formal role in emergency operations as the lead agency addressing animal issues at the state level.

CDFA veterinarians, who have knowledge of livestock facilities and animal movement across California, will assist the OES at the state level in coordinating livestock issues at **Regional and State Emergency Operations Centers** (REOCs and SOCs) and in preparing for potential emergencies. The CDFA will play a role in multi-county/multijurisdictional incidents to assist others, such as the CVMA, in fully utilizing resources available in various OES Operational Areas.

The CDFA disaster response team in each of five districts (see page 16) will act as a resource in the following areas:

- Assist with resource coordination and allocation in multi-county/multi-jurisdictional incidents
- Encourage and work with counties to develop animal emergency plans and resource lists (such as livestock facilities available in areas vulnerable to disasters)
- Enhance the awareness of all types of disaster preparedness resources such as carcass disposal, animal identification, and prevention of both animal and human diseases
- Facilitate the development of effective communications at both the state and local levels
- Post relevant information on the CDFA Web site (<http://www.cdfa.ca.gov>, under “News and Information”)

In California, each level of emergency planning and response, from local to regional, operates according to the SEMS—and therefore in a similar pattern at all levels—to facilitate communication within and between levels. According to the SEMS (see page 32), the “manager” during an emergency is the “incident commander,” who manages designated directors for operations, planning, logistics and finance. A person needing resources at one level could contact the person in a parallel SEMS position at the next level.

The most effective way to ensure that animal care and shelter is provided during emergency situations is to understand the Standard Emergency Management System (SEMS) and to work within it to facilitate the use of resources.

For example, CDFA employees would staff a regional Emergency Operations Center (REOC) in the areas of “Operations” and “Planning/Intelligence.” They might be able to give advance warning of an emergency situation, or fill a need to identify cattle by sending a branding inspector to the scene, or put a county in need of a horse evacuation site in contact with a county that has an available site. In addition to a resource coordination/allocation role, CDFA employees can provide expertise and guidance in disaster response for all animals, large and small, where help is needed.

DANR, CVMA and County Emergency Contacts

See the “County Contacts” section (page 17) for information on regional and local **DANR representatives** and **CVMA County Coordinators**. The CVMA Disaster Response Program consists of a network throughout California of veterinary professionals. These individuals are prepared to provide veterinary care for rescue, evacuation, treatment and shelter of animals.

See the Quick Reference Guide (page 17) for forms to list **key emergency contacts** whose names and numbers can be filled in for your local area.

Guide to Roadblocks and Fire Designations

Roadblocks

Understanding the types of roadblocks will allow a more coordinated response and alleviate frustration or possible confrontation between animal rescuers or care workers and law enforcement personnel.

Roadblock designations may occur in three stages:

Stage One: A first-level block allows access to affected areas by residents with proof of residency, trained and certified disaster service workers with ID badges, and fire and law enforcement personnel. It is expected that owners will transport their animals to the roadblock, as there is no offer of door-to-door service for evacuations.

Stage Two: At a second-level block, residents are not allowed into the area. Certified rescue teams coordinate with patrolmen who uphold the road block and with sheriffs who drive through the area looking for further evacuees. If a resident has remained with non-evacuated animals, the three groups coordinate to rescue those animals and evacuate the resident.

When conditions lead to an impending stage three roadblock, any endangered animals that have not been evacuated should be released from confinement. Barn doors, stalls and gates should be closed behind the animals so that they do not re-enter a familiar but dangerous area.

Stage Three: *Everyone out!* At a third-level block, no firefighters, emergency workers or residents are allowed into the area due to extreme danger.

Safe evacuation of all people from the designated area is the common goal for all responding agencies. Although animal rescue and care may be the primary goals for a DANR disaster preparedness program, recognizing the common goal will aid in coordinating a response. Many people who refuse to evacuate do so because they will not leave their animal(s) behind. Resolving animal evacuation problems often solves human evacuation problems. Cooperation and coordination with the other agencies involved should be emphasized to avoid confrontations.

It is common for the California Highway Patrol agency to be responsible for maintaining roadblocks, while the Sheriff (or other local law enforcement agency) works within the affected area to evacuate and secure the area. Identifying these roles in your county will help coordinate an efficient and timely response. At a road block, the animal rescue team members (certified disaster service workers) will present their identification card with photo and serial number to the patrolman. If access is not allowed to some personnel due to lack of card recognition, the patrolman should be asked to contact the Emergency Operations Center (EOC) of the Office of Emergency Services (OES). Names can then be crosschecked with a master list of certified disaster service workers at the EOC in order to authorize passage through the road block (if not a stage three).

Fire Designations

Uncontrolled: the fire threatens life, property or natural resources and is burning outside the confines of firebreaks or too intensely to be extinguished with ordinary, available tools.

Contained: the fire cannot spread but is still burning out of control within the boundary (usually measured as “percent contained”).

Mop up: hot spots remain to be extinguished; usually residents may return.

Out: the fire is usually considered “out” after the first heavy rains.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
 LOCAL AND STATE REGISTRATION INFORMATION
 DISASTER SERVICE WORKER REGISTRATION
 Loyalty Oath under C of CP Sec. 2015.5
 Type or Print in Ink**

Date: _____ Div/Reg/Dept: _____
 Name: _____ SSN: _____
 (SSN is used for processing claims only)
 Address: _____ I.D. Card No.: _____
 _____ Date of Birth: _____
 Home Phone No.: _____ Drivers License #: _____
 Class: _____ Exp. Date: _____
 Work Phone No.: _____ Prof. Lic. No: _____
 (If Applicable)

In case of emergency, contact: _____ Phone: _____

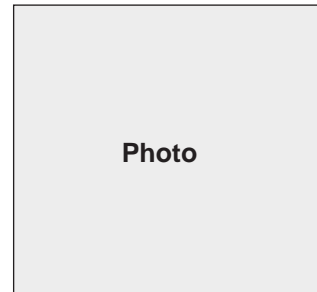
Class Assigned: _____ Specialty: _____

Identification Information:

Hair: _____ Eyes: _____

Height: _____

Comment: _____



SAMPLE

LOYALTY OATH OR AFFIRMATION (Govt. Code Sec. 3102)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely; without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

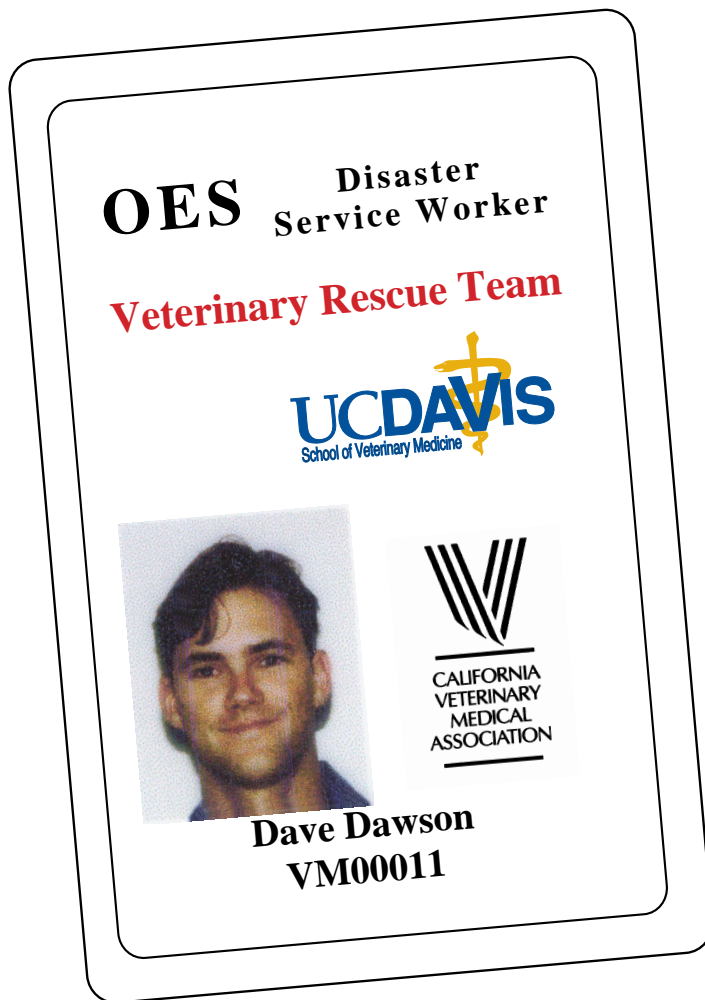
 Signature of Volunteer/Disaster Service Worker Date

 Signature of Parent or Guardian (If applicant is under 18 years of age)

 Signature of Authorized Official Title

Identification Cards

During an emergency, identification cards approved by the Office of Emergency Services (OES) are required for Disaster Service Workers to be allowed through roadblocks. *Professional and volunteer Disaster Service Workers from various organizations must have OES-approved training prior to an emergency.* Contact your county OES office for information on how to become a registered Disaster Service Worker. An example of an OES-approved identification card is shown below.



Memorandum of Understanding

A disaster-related memorandum of understanding (MOU) is a legal agreement between the Governor's Office of Emergency Services and a group or organization that specifically defines the role(s) the group's OES-registered Disaster Service Workers may play during an emergency. An MOU must be officially in place prior to a disaster. Contact your County/Operational Area OES Coordinator for more information on how to become a registered Disaster Service Worker, receive required training, and prepare an appropriate MOU and identification card.

Below is an example of an MOU:

MEMORANDUM OF UNDERSTANDING
BETWEEN
GROUP A
AND
B COUNTY OFFICE OF EMERGENCY SERVICES

Whereas, the parties hereto (B County and Group A) are geographically located in the same Operational Area; and

Whereas, the overall coordination of animal needs during disasters rests with the Operational Area, Care and Shelter—Animal Services Branch, the major support agency is the California Veterinary Medical Association; and

Whereas, Group A will act as a supplemental resource under this program; and

Whereas, it is necessary that all of the resources and facilities of mutual aid response agencies be made available to prevent and combat the effects of disasters which may result from, but not limited to, such calamities as flood, fire, earthquake, and other natural and man-made disasters; and

Whereas, the parties hereto desire to coordinate a program of disaster relief by means of this Memorandum of Understanding; and

Whereas, this Memorandum of Understanding recognizes the Flood Emergency Action Team's (FEAT) final report on 1997 which states, "The FEAT recommends OES review procedures for livestock and pet evacuation and develop animal safety and relocation procedures to be used in future emergencies."

NOW, THEREFORE, it is mutually agreed and understood as follows:

1. Group A will coordinate with the B County Office of Emergency Services and B County Sheriff's Department, Animal Services Division, in responding to disasters to ensure preservation of animal life, limit animal suffering, and protect public health and welfare by providing emergency care in conjunction with the California Veterinary Medical Association (CVMA) disaster planning guidelines. These efforts will be strictly supplementary to the CVMA disaster program.
2. The scope and magnitude of the Group A response will be based on availability of personnel and resources.
3. Group A will respond in good faith in the following circumstances:
 - A. When the B County Operational Area is not activated, a request for Group A resources may be made directly to the Group A Coordinator by the impacted Operational Area.

B. When the B County Operational Area is activated, Group A resource requests from the impacted operational area must go through the (Inland) Region EOC.

4. Group A expects the initiating County Board of Supervisors, Animal Control Officials and local OES personnel to support the humane care and treatment of animals and will abide by existing federal, state and local laws governing such treatment.

5. The requesting Operational Area will furnish or reimburse for meals, lodging and fuel for vehicles to Group A responders.

6. Group A volunteers will be accompanied in the field by local officials if requested by Group A, to provide direction, support, logistics and other needs as required. The Operational Area will provide Animal Control personnel, boats, vehicles, animal transport, communication systems and other resources as needed to accomplish animal rescue and emergency care when they do not interfere with human rescue efforts.

7. Group A will may provide assistance in the following areas:

Rescue and capture services

- Evacuation and movement of large animals and small animals to safe surroundings
- Care to animals in temporary holding shelters

8. Group A adopts the Standardized Emergency Management System (SEMS) and is incorporated in its Emergency Response Plan. The plan states that a Group A Coordinator is appointed. B County OES will provide initial training.

Signed _____
John A. Doe
Group A

Signed _____
John B. Doe
Office of Emergency Services

Governor's Office of Emergency Services State of California

OES Headquarters

2800 Meadowview Road
Sacramento CA 95832-1499
(916) 427-4990

★ Inland Region

Inland Region Administrator:
John Passerello
2800 Meadowview Road
Sacramento CA 95832
(916) 262-1772

★ Coastal Region

Coastal Region Administrator:
Rich Eisner
1300 Clay Street, Suite 408
Oakland CA 94612
(510) 286-0895

Mutual Aid Region III

2395 N. Bechelli Lane
Redding CA 96002
(530) 224-4835

Mutual Aid Region IV

9845 Horn Road, Suite 150
Sacramento CA 95827
(916) 366-5341

Mutual Aid Region V

2550 Mariposa Mall, Room 181
Fresno CA 93721
(209) 445-5672

Mutual Aid Region II

360 Civic Drive
Pleasant Hill CA 94523
(510) 646-5908

★ Southern Region

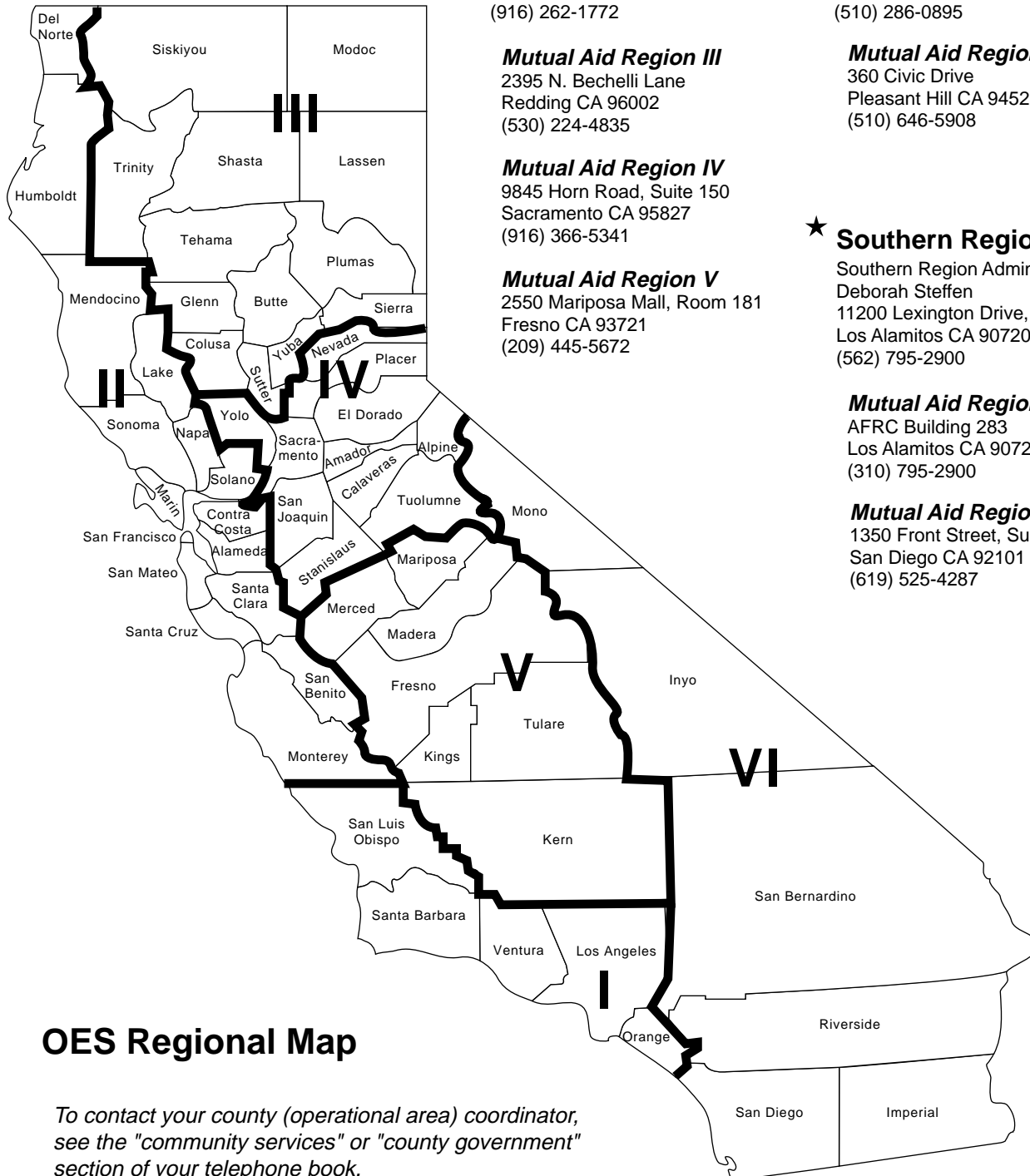
Southern Region Administrator:
Deborah Steffen
11200 Lexington Drive, Bldg. 283
Los Alamitos CA 90720-5002
(562) 795-2900

Mutual Aid Region I

AFRC Building 283
Los Alamitos CA 90720-5001
(310) 795-2900

Mutual Aid Region VI

1350 Front Street, Suite 2041
San Diego CA 92101
(619) 525-4287

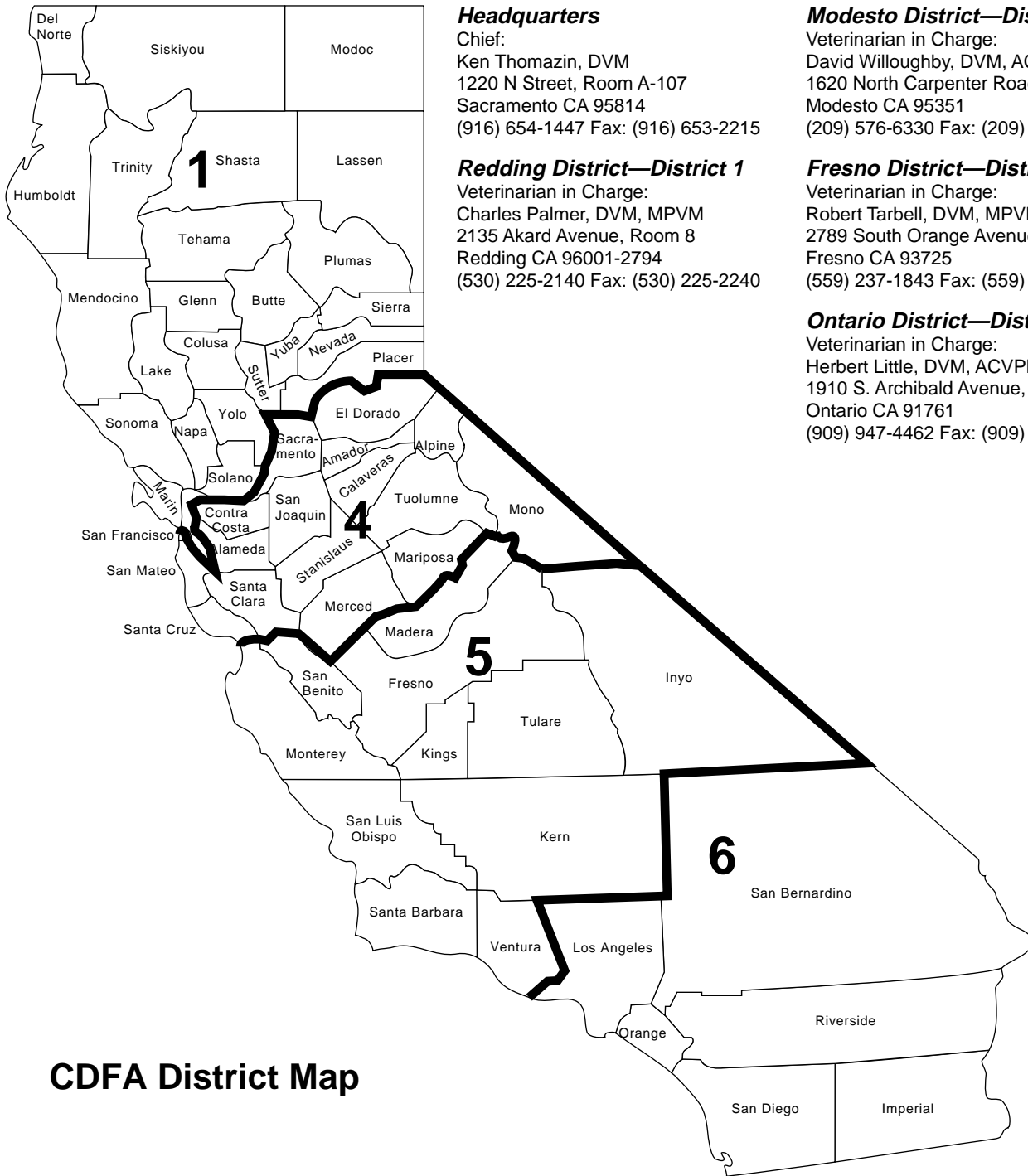


OES Regional Map

To contact your county (operational area) coordinator, see the "community services" or "county government" section of your telephone book.

State of California Department of Food and Agriculture

Animal Health and Food Safety Services—Animal Health Branch



Headquarters

Chief:
Ken Thomazin, DVM
1220 N Street, Room A-107
Sacramento CA 95814
(916) 654-1447 Fax: (916) 653-2215

Redding District—District 1

Veterinarian in Charge:
Charles Palmer, DVM, MPVM
2135 Akard Avenue, Room 8
Redding CA 96001-2794
(530) 225-2140 Fax: (530) 225-2240

Modesto District—District 4

Veterinarian in Charge:
David Willoughby, DVM, ACPV
1620 North Carpenter Road, Suite D48
Modesto CA 95351
(209) 576-6330 Fax: (209) 576-6198

Fresno District—District 5

Veterinarian in Charge:
Robert Tarbell, DVM, MPVM
2789 South Orange Avenue
Fresno CA 93725
(559) 237-1843 Fax: (559) 237-4337

Ontario District—District 6

Veterinarian in Charge:
Herbert Little, DVM, ACVPM
1910 S. Archibald Avenue, Suite Y
Ontario CA 91761
(909) 947-4462 Fax: (909) 923-5128

CDFA District Map

UC Division of Agriculture and Natural Resources

Regional Directors

1 North Region

Director: Terrell Salmon
 DANR—North Region
 University of California
 One Shields Avenue
 Davis CA 95616-8545
 (530) 754-8491
 Fax: (530) 754-8499

2 North Central Region

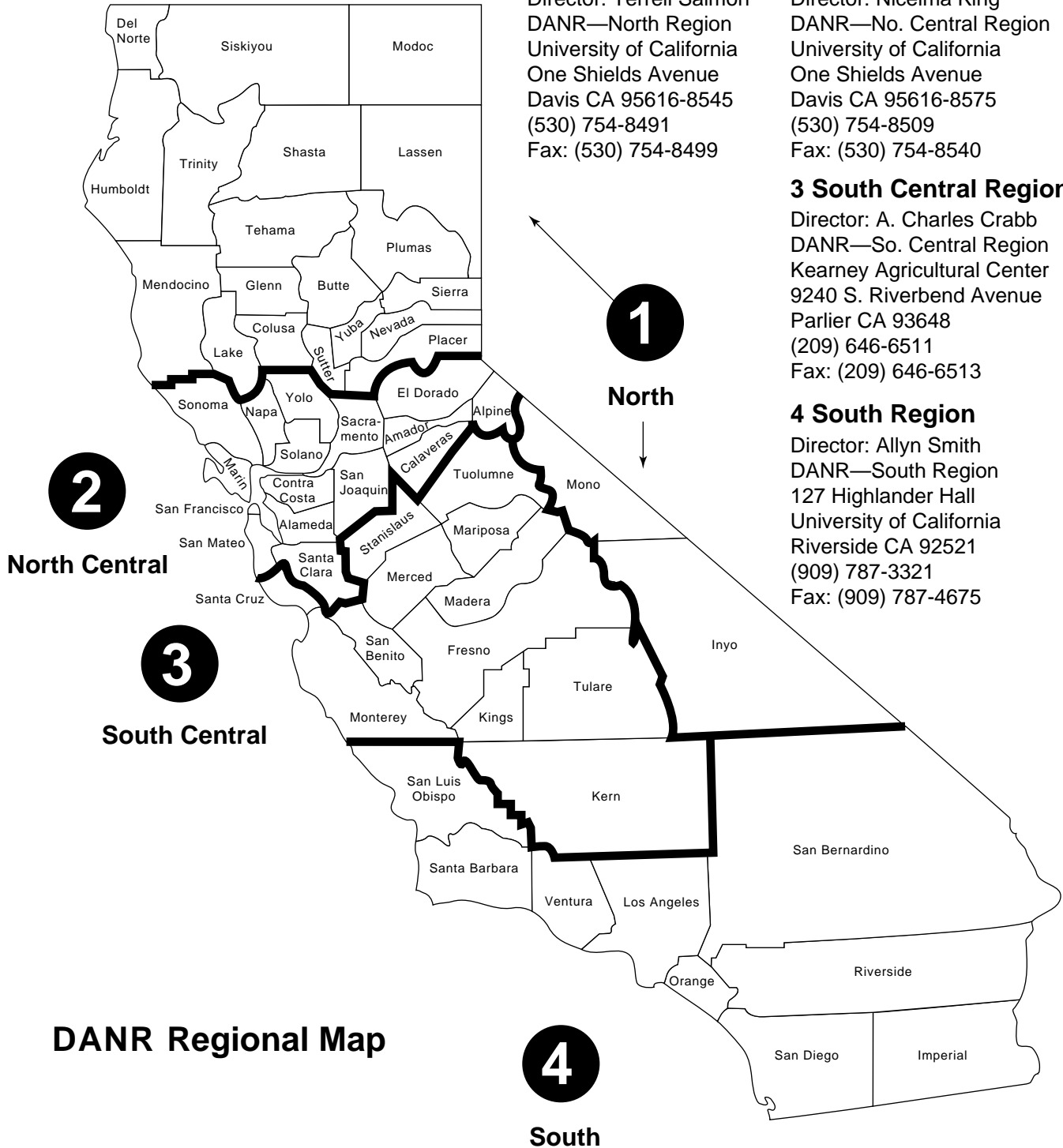
Director: Nicelma King
 DANR—No. Central Region
 University of California
 One Shields Avenue
 Davis CA 95616-8575
 (530) 754-8509
 Fax: (530) 754-8540

3 South Central Region

Director: A. Charles Crabb
 DANR—So. Central Region
 Kearney Agricultural Center
 9240 S. Riverbend Avenue
 Parlier CA 93648
 (209) 646-6511
 Fax: (209) 646-6513

4 South Region

Director: Allyn Smith
 DANR—South Region
 127 Highlander Hall
 University of California
 Riverside CA 92521
 (909) 787-3321
 Fax: (909) 787-4675



DANR Regional Map

Quick Reference Guide

The following list is to be completed by the Coordinator by contacting the appropriate local resources. Any additions to this list are welcome. Telephone numbers and locations for the following can be listed by jurisdiction or by discipline (e.g., fire). There is likely to be overlap that will make it difficult to identify exactly which agency will have control in any given disaster. This will be especially true in any disaster of a regional nature.

County Contacts

Consult the UC Division of Agriculture and Natural Resources Directory for the names, phone numbers and E-mail addresses of the current livestock and 4-H advisors in your county. To obtain a copy of the directory, call (510) 642-2431. An electronic version of the directory, which is updated frequently, is also available on the Internet. The URL is <http://danr.ucop.edu/danrdir/>.

For the names and phone numbers of current CVMA coordinator(s) in your county, check with the current Disaster Response Coordinator at the California Veterinary Medical Association, 1400 River Park Drive, Sacramento, CA 95815, (916) 649-0599. In the event of an emergency, the CVMA Disaster Line is (800) 655-2862.

DANR Contacts

Regional Director:

Contact: _____ Phone number: _____

County Director:

Contact: _____ Phone number: _____

Other County Advisor:

Contact: _____ Phone number: _____

County Livestock Advisor:

Contact: _____ Phone number: _____

County Dairy Advisor:

Contact: _____ Phone number: _____

County Fire Management Advisor:

Contact: _____ Phone number: _____

County Poultry Advisor:

Contact: _____ Phone number: _____

County 4-H Advisor:

Contact: _____ Phone number: _____

CVMA Veterinary Coordinator:

Contact: _____ Phone number: _____

Other County Numbers

County Animal Control Services Officer:

Contact: _____ Phone number: _____

County Agricultural Commissioner:

Contact: _____ Phone number: _____

County Fair contact:

Contact: _____ Phone number: _____

County Fire Department:

Contact: _____ Phone number: _____

County Trapper (Animal Damage Control):

Contact: _____ Phone number: _____

County Supervisors:

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Department of Health Services (County Representative):

Contact: _____ Phone number: _____

Crematorium:

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Rendering Company:

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

City Numbers

Police Department:

Contact: _____ Phone number: _____

Sheriff's Department:

Contact: _____ Phone number: _____

City Fire Department:

Contact: _____ Phone number: _____

Telephone company:

Contact: _____ Phone number: _____

If you cannot get an open phone line, PLEASE CONTACT CVMA.

Mayor:

Contact: _____ Phone number: _____

City Council Members:

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Media/Press Contacts:

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Other Important Contacts

1. OES Contacts

Animal Services Coordinator:

Contact: _____ Phone number: _____

Emergency/After Hours number: _____

County/Operational Area Coordinator:

Contact: _____ Phone number: _____

Emergency/After Hours number: _____

Emergency Operations Center (EOC)—active during an emergency:

Contact: _____ Phone number: _____

Regional (Inland, Coastal or Southern) Administrator:

Contact: _____ Phone number: _____

2. FEMA Disaster Office

500 C Street South West
Washington DC 20742

Region IX (encompasses California):

Building 105 (415) 923-7100
Presidio of San Francisco (415) 923-7112 fax
San Francisco, CA 94129

3. Humane Associations

American Humane Association

63 Inverness Drive East (303) 792-9900
Englewood, CO 80112-5117 (303) 792-5333 fax

The Humane Society of the United States, West Coast Regional Office

5301 Madison Avenue, Suite 202 (916) 344-1710
P.O. Box 417220
Sacramento, CA 95841-7220

Local Humane Organizations:

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

4. CDFA—Animal Health District Veterinarian in Charge:

Contact: _____ Phone number: _____

Contact: _____ Phone number: _____

5. International Wildlife Rehabilitation Association (IWRA)

Mary Reynolds
iwrc@inreach.com

(707) 864-1761
(707) 864-3106 fax

Other Wildlife Rehabilitation Organizations:

Contact: _____ Phone number: _____
Contact: _____ Phone number: _____
Contact: _____ Phone number: _____

6. American Red Cross Chapter

Chapter: _____ Name: _____ Telephone: _____
Chapter: _____ Name: _____ Telephone: _____
Chapter: _____ Name: _____ Telephone: _____

7. National Association for Search and Rescue (NASAR)

4500 Southgate Place, Suite 100
Chantilly VA 20151-1714

(703) 222-6277
(703) 222-6283 fax

Local search and rescue organizations

Contact: _____ Phone number: _____
Contact: _____ Phone number: _____
Contact: _____ Phone number: _____

8. California Council of Companion Animal Advocates

5231 Madison Avenue
Sacramento, CA 95841

(916) 344-4985

9. California Farm Bureau

(916) 924-4000

10. California State Horsemen's Association

(209) 225-1055

Local contact: _____ Phone number: _____

11. California Cattlemen's Association

(916) 444-0845

Local contact: _____ Phone number: _____

12. California Wool Growers Association

(916) 444-8122

Local contact: _____ Phone number: _____

13. Cat Fanciers' Association

P.O. Box 1005
Manasquan NJ 08736-0805

(732) 528-9797
(732) 528-7391 fax

Local contact: _____ Phone number: _____

14. American Kennel Club

5580 Centerview Drive, Suite 200
Raleigh, NC 27606

(212) 696-8200
(212) 696-8299 fax

Chapter: _____ Name: _____ Telephone: _____

15. Educational Institutions

Local contact: _____ Phone number: _____

16. Military: State of California U.S. Army Veterinary Treatment Facilities

Contact: _____ Phone number: _____

Potential Animal Transportation Checklist

During a disaster, transportation of large and small animals from the site of the disaster to the appropriate holding facility is a crucial link to a well-organized rescue effort. Please complete the transportation resource list below. For large scale disasters, the Department of Transportation may be able to provide large trucks. Below is a list of possible resources followed by two pages of blank information sheets to fill in the local participating groups and individuals. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Transportation should include a vehicle that will stop at Red Cross centers to pick up pets for boarding or treatment; advance coordination with the local Red Cross Chapter will facilitate this process. Appropriate authorization forms/medical records must be signed and adequate identification is needed (i.e., collar/ microchip) for each animal. The owner will be given a number to call to check on their animal. Coordinate closely with animal shelter, veterinary hospitals and kennels.

Large Animal

- Local horsemen's association/riding clubs
- Private horse trailers
- Horse transport companies
- Local cattlemen's association
- Rancher livestock transport
- Dairy livestock transport
- Feedlot transport
- Animal Control vehicles and horse trailers
- University, state and community college livestock transport

Small Animal

- Mobile veterinary clinics
- Animal Control vehicles
- Mobile dog kennels (hunting clubs, etc.)
- Local kennel clubs
- Local cat fanciers
- Local humane organizations
- Private vans, trucks and trailers (covered vehicles equipped with dividers, crates or airline pet carriers to keep animals separate during transport)

Large Animal Transportation Resources

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Small Animal Transportation Resources

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Owner's Name _____

Address _____

Phone _____ Cellular Phone _____

Description of Resource: _____

Potential Animal Shelter Checklist

Animal holding facilities are the most valuable resource in a disaster. A triage system must be implemented if space is available to transport animals needing veterinary care to veterinary hospitals, and healthy but lost animals to shelters, kennels, etc.

Animal identification during transport and holding is essential. An adhesive tape collar or plastic strip with a description of where the animal was found or owner's name (if known) will greatly aid in returning the animal to its owner following a disaster. Number codes may be helpful if the information is immediately logged on the animal's medical record.

Standardized medical records must be kept on all animals treated during a disaster; examples of forms for this purpose are found in the Forms Section. Depending on the number of animal injuries, veterinary hospitals may also be used as boarding facilities until the owners can be located and have a place for their pet.

Please contact veterinarians, kennel operators, animal control facilities, and other interested parties in your county whomay be able to provide animal sheltering during a disaster. Use the following checklist to ensure you contact all possible resources. Keep a running list of individuals you contact. Record all contracts and offers for space, both public and private, on the following forms.

Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Large Animal/Equine

- Mixed, large animal and equine veterinarians
- Fairgrounds
- Local 4-H groups/FFA
- Railroad holding areas
- Stables, private farms
- Stockyard companies
- Rodeo arenas, showgrounds
- Local educational institutions
- Racetracks

Small Animal/Exotic/Wildlife

- Kennels/boarding facilities
- SPCA/humane organizations
- Veterinary hospitals
- Animal Control facilities
- Wildlife rehabilitation centers

Large Animal Care & Holding Facilities

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Small Animal Care & Holding Facilities

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Facility Name _____

Facility Address _____

Owner's Name _____

Phone _____

Chip Scanner Available? ___ Yes ___ No

Large Animal Feed & Supply Stores

Hay and grain for large animals, and halters and lead ropes may be secured through donations from local feed and supply stores. Private farms may be an additional or alternate source for feed and ropes. Trail marking tape (colored rolls of thin plastic) may also be available to use around an animal's neck for identification. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Pet Supply Stores

Pet supply stores may offer to meet your small animal needs by donating pet food, carriers, crates or other supplies. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Allied Industry Suppliers

Pharmaceutical and medical supply companies or distributors may offer to donate drugs, bandaging material, intravenous fluids, etc. You can include their name(s) in news releases and radio announcements to acknowledge them when appropriate. Pharmacies may also offer to donate drugs for animal use during a disaster. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Other Sources of Supplies

Grocery stores may offer to donate pet food, food for staff, and potable water. Restaurants/fast food establishments may offer to donate breakfast, lunch, and/or dinners for your staff during a disaster. Also, restaurants and groceries may have extra 5-gallon plastic containers that would be useful for water storage during a disaster. Collect these prior to the disaster. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Store Name _____

Representative's Name _____

Business Phone _____ Home Phone _____

Emergency Phone _____ Pager _____

Supplies Available _____

Communications Resources

This list should include all resources for ham radios, cell phones, etc and expertise regarding their use. Remember that C.B. radios may work well when other equipment has failed; equip them with cigarette lighter adapters and mobile antennas to increase mobility. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Donor _____ Home Phone _____

Business Phone _____ Pager _____

Supplies Available _____

Donor _____ Home Phone _____

Business Phone _____ Pager _____

Supplies Available _____

Donor _____ Home Phone _____

Business Phone _____ Pager _____

Supplies Available _____

Donor _____ Home Phone _____

Business Phone _____ Pager _____

Supplies Available _____

Donor _____ Home Phone _____

Business Phone _____ Pager _____

Supplies Available _____

Introduction to the Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is a state-wide California system police officers, firefighters and other disaster responders use in disaster events. The primary goal of SEMS is to aid in communication and response by providing a common management system and language.

As a result of the 1991 East Bay Hills Fire in Oakland, a law was passed by the legislature to improve the coordination of state and local emergency response in California. The statute directed the Governor's Office of Emergency Services (OES), in coordination with other state agencies and interested local emergency management agencies, to establish by regulation the Standardized Emergency Management System (SEMS). State agencies and local governments are required to use SEMS to participate in disasters.

The basic framework of SEMS incorporates the use of the Incident Command System (ICS) (developed under the Fire Fighting Resources of California Organized for Potential Emergencies (FIREScope) Program,) multi-agency or inter-agency coordination, the State's master mutual aid agreement and mutual aid program, the operational area concept and the Operational Area Satellite Information System (OASIS).

SEMS is designed to be flexible and adaptable to the varied emergencies that can occur in California, and to meet the emergency management needs of all responders. By law, state agencies must use SEMS when responding to emergencies involving multiple jurisdictions or multiple agencies. Local governments are strongly encouraged to use SEMS, and they must use SEMS in order to be eligible for state funding of certain response related personnel costs. While local governments are not required to take the State Approved Courses of Instruction on SEMS, they are required to maintain minimum training competencies in SEMS.

SEMS is a **management** system. It provides an organizational framework and acts as the umbrella under which all response agencies may function in an integrated fashion. Training is essential to the effective use of SEMS at all levels. The State has developed and provided an approved Course of Instruction that can be used at each of the five levels in SEMS. Agencies at all SEMS levels may use the Approved Course of Instruction developed by the State, or use an internal training program to meet required training competencies. Training competencies are described at each level of the State's training curriculum as performance objectives.

Common SEMS terms and definitions

In order to gain a better understanding of SEMS, and to allow you to more effectively use the system, it is important to be able to describe the following terms and know their relationships in SEMS.

Action plan: When a disaster occurs, a written or oral plan is drafted by the Planning Section with the Incident Commander which establishes goals and identifies the operational period.

After action report: A written report is submitted to the EOC within ninety days of a declared disaster that details your response and what you plan to do to improve it.

Command post: A physical location designated at the beginning of any disaster where the Incident Commander is stationed. Depending on conditions, the command post may be moved. Multiple incidents would have multiple command posts.

Demobilize: When specific personnel or equipment are no longer needed, they are returned to the original dispatch location.

Disaster Service Worker: All volunteers (including veterinarians) must be sworn in as disaster service workers BEFORE a disaster. Taking this oath affords them coverage if injured through the State Worker's Compensation Fund. It also allows for more protection than the Good Samaritan Act with respect to liability issues.

Emergency: A condition of disaster or extreme peril to the safety of persons or property. Emergencies can be small or large.

Emergency Operations Center: A location that monitors and coordinates the disaster response. EOC facilities are found at local governments, operational areas, regions and state.

Emergency response agency: Any organization responding to an emergency or providing mutual aid support to such an organization whether in the field, at the scene of an incident, or to the operations center.

Emergency response personnel: Personnel involved with an agency's response to an emergency.

Incident Commander (IC): This may be a local government official or the primary Veterinary Disaster Team Coordinator. If the primary Veterinary Disaster Team Coordinator has this designation, their duties are to organize and oversee the animal disaster response.

Incident Command System (ICS): A nationally used standardized on-scene emergency management system.

Liaison Officer: One person will be assigned to aid in the coordination of the response by being the point of contact for other agencies responding to an incident. The Liaison Officer reports directly to IC.

Memorandum Of Understanding: A written agreement between the Veterinary Disaster Team and other disaster responders must be signed prior to a response in a disaster to formalize the understanding that they will assist in the animal disaster response.

Mitigation: Before or after a disaster, there are actions that can be taken to reduce the impact of the event.

Multi-agency or inter-agency coordination: Agencies working together at any SEMS level to facilitate decisions.

Mutual Aid: Voluntary provision of services and facilities when existing resources prove to be inadequate. California mutual aid is based upon the State's Master Mutual Aid Agreement. There are several mutual aid systems included in the mutual aid program.

Operational Area: An intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county area.

Operational Period: In each action plan, there will be a period of time specified in which identified goals must be accomplished.

Operations Section Chief: If several agencies are working together in the same area, the Primary Veterinary Disaster Coordinator may direct this section of the Animal Response.

Public Information Officer (PIO): One person is designated to be the ONLY contact for the media to ensure that accurate information about the disaster response is released. Press releases are approved by the Incident Commander prior to release.

Span of control: To insure the most effective disaster response, the optimum number of people reporting to one supervisor is no more than five people and the maximum is seven people.

Triage: When there are many injuries, animals with the most life threatening injuries are treated first (if they have a good prognosis with treatment).

Levels of response using SEMS

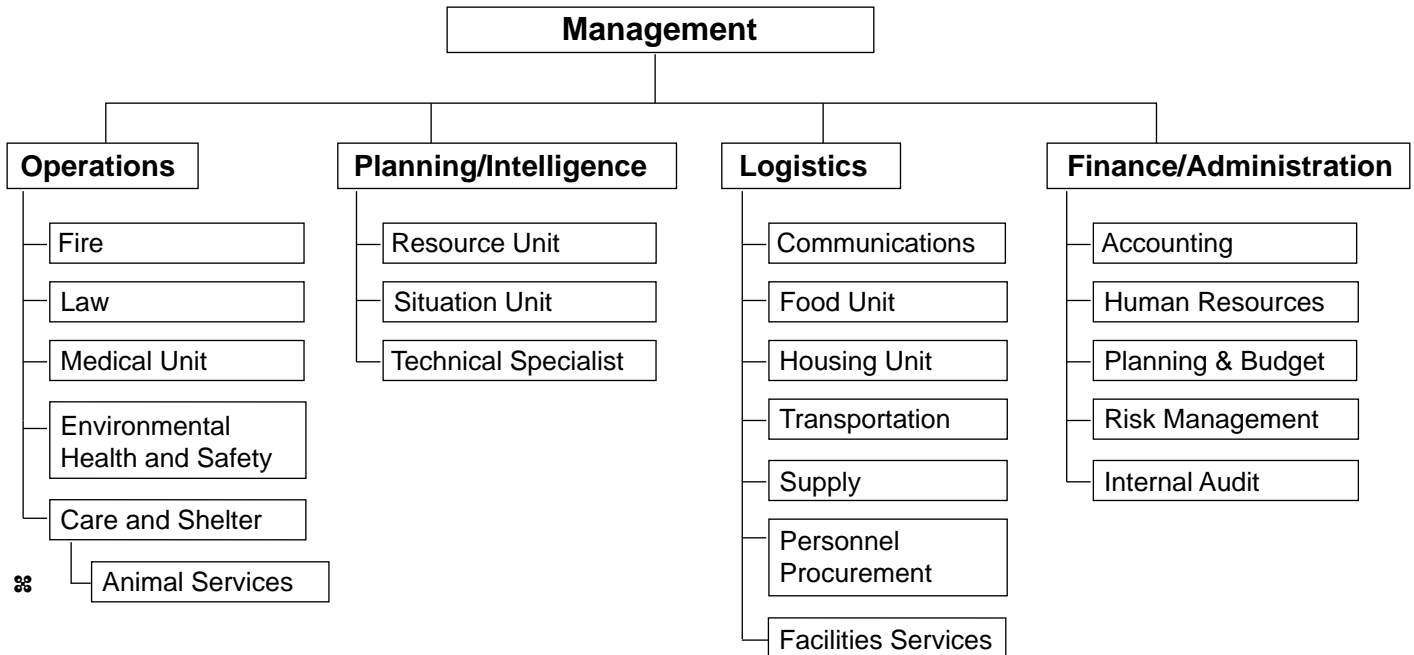
SEMS provides for a five level emergency response organization, activated as needed, to provide an effective response to multi-agency and multi-jurisdiction emergencies. SEMS allows the response to shrink and grow as the incident evolves. Only the levels needed to respond are activated. Each level utilizes the same Incident Command System.

1. Field level: commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
2. Local level: manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
3. Operational area level: manages and coordinates information, resources, and priorities among local governments and special districts within the operational area and serves as the coordination and communication link between the local governmental level and the regional level. An operational area is the geographical boundaries of a county.
4. Regional level: manages and coordinates information and resources among operational areas within the mutual aid region and between operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
5. State level: manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

Why is it important to train our disaster team to use SEMS?

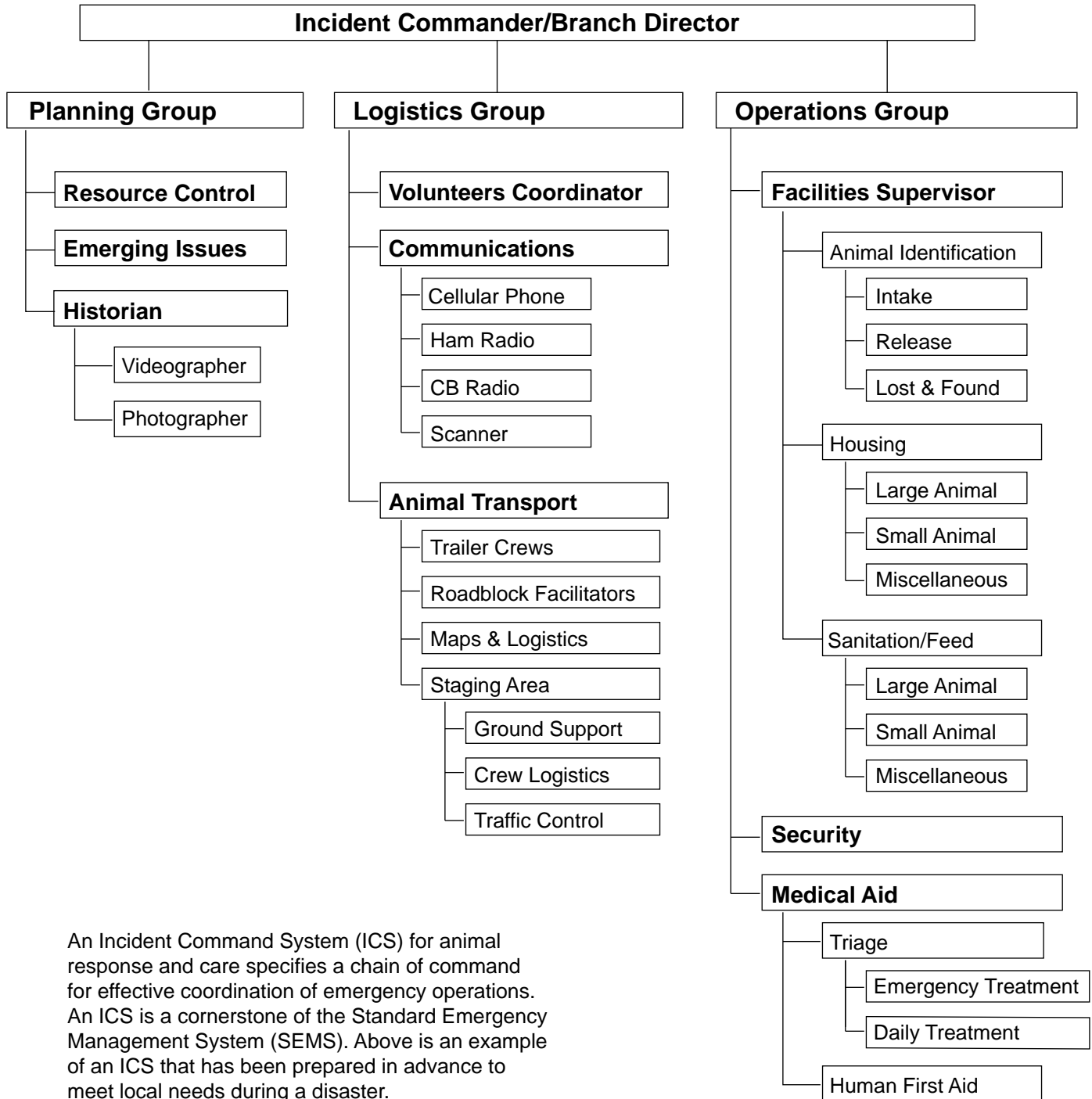
The number one reason to use SEMS is that it is required for disaster response. In addition, it provides the team with an effective way to communicate with other agencies. This allows the team to respond more quickly to disasters, to focus team resources where they are most effective, and to avoid duplication of efforts. It also helps the team understand state-wide organization and the team's role in these larger responses.

Standardized Emergency Management System in the Emergency Operations Center



The Standardized Emergency Management System (SEMS) provides the model for all levels of emergency operations—local, regional and statewide. During a disaster the SEMS serves as an "incident command system" (ICS) with a manager (the "incident commander") to coordinate leaders in each of four areas—operations, planning/intelligence, logistics and finance/administration—through a definite chain of command. The ICS is set up in an Emergency Operations Center, where the leaders of each unit can be present at a single site in order to quickly facilitate communication and coordinate the response. If a need exists, for instance, at the local level, the person in charge of filling that particular need may contact the person who serves in a parallel position at the regional level—that person may be able to access resources located elsewhere. The Animal Services Coordinator (⌘) is a veterinarian, animal control officer or other knowledgeable person trained in disaster response, animal care and animal rescue.

Animal Services Branch



An Incident Command System (ICS) for animal response and care specifies a chain of command for effective coordination of emergency operations. An ICS is a cornerstone of the Standard Emergency Management System (SEMS). Above is an example of an ICS that has been prepared in advance to meet local needs during a disaster.

SEMS in action

The key to SEMS power and the ICS is the system's ability to shrink or grow as the incident demands. In a small disaster, the Incident Commander may fill all ICS roles. As the size of the disaster increases, (s)he may activate committees, officers and other team members to fill team's needs. Each time the number of people working under one supervisor exceeds 5, that person can create another level of supervision to maintain the optimum ratio. This process is simply reversed as team needs decline. By dynamically controlling team structure and size, optimum communication can be maintained with a minimum of confusion or redundancy. Please review the following examples.

The Veterinary Disaster Team receives an activation call from the local OES:

1. There has been damage to a house on the edge of town and help is needed caring for the owner's two dogs and one cat until the owner can return to his house. The Veterinary Coordinator would be the IC and would probably need little help locating boarding facilities or a foster home for the animals.
2. A fire involving a large apartment complex and several blocks of houses has left 20 cats and dogs injured and in need of medical attention and housing. In this case, the OES officer would be the IC. The Veterinary Coordinator would be acting under Animal Control, who would be acting under the IC. The VC would need to activate the small animal response coordinator, the supply committee, and the volunteer coordinator. The VC would brief these coordinators on the situation, and they would in turn activate other team members as necessary to provide for the immediate response and the housing needs of the injured animals.
3. A levee unexpectedly gave way, flooding an entire town and forcing most of the residents to evacuate without their animals. The area is under a stage 2 roadblock and a significant number of small and large animals are stranded in the water. As in #2, the VC would be working under the Animal Control arm of the ICS. This case would require activation of both the large and small animal response coordinators, all committee members, the public information officer and probably all team members. By having volunteers respond to the volunteer coordinator, who then works with the response coordinators under the supervision of the VC, the team can efficiently and rapidly mobilize and begin addressing animal needs.

Role of the primary veterinary coordinator before a disaster

The Veterinary Coordinator has a number of responsibilities assigned by the CVMA. You are designated to complete the county guide and send a copy of completed guide to CVMA and to the Disaster Response Committee of the local VMA. CVMA will keep one copy for backup reference and will reproduce copies for the Coordinator to distribute to the appropriate agency contacts.

The Coordinator must select at least one Assistant Coordinator to serve as resource contact in the event that the Coordinator is unavailable and to aid the coordinator in the event of a major disaster. Both the Coordinator or Assistant Coordinator must be available at all times to respond to disasters either by phone or pager.

The Coordinator serves on the Disaster Response Committee of the local VMA. The Coordinator and alternates should attend appropriate media training provided by CVMA. It is also recommended that the Veterinary Coordinator join the disaster committee for their local American Red Cross chapter, and the VC should work closely with the American Humane Association, which has extensive experience in disaster planning.

Some Key Elements in Developing a Disaster Plan for Animal Care

Identify the most likely disasters in your area

Preparing for all disasters—although it may not seem practical—would be tremendously helpful in dealing with disasters actually encountered. Possible disasters to consider include: earthquake, fire, flood, landslide, oil spill, toxic spill, disease outbreak (domestic or wild animal, human), riot, act of terrorism, bomb, plane crash, explosion, extreme heat or cold, drought, heavy snowfall, avalanche, high wind, tornado, hurricane, volcanic eruption, or nuclear fallout.

Consider the impact of each disaster you have identified. Determine the areas likely to be affected by different disasters, average duration of disaster and problems that may arise because of the disaster to confound the issue. For example, an earthquake only lasts seconds with aftershocks over a period of days, but the damage can be severe. Often damage from the earthquake can lead to secondary problems such as spreading fire, contaminated water and extensive power outages. Remember, anytime warnings are put out to the human population or evacuations undertaken, sister plans for animals should be activated.

Assemble a disaster response team (see page 45)

A personnel list should be developed prior to any disaster. Individuals included in your disaster response team should be farm advisors, 4-H Youth Development advisors, other appropriate DANR personnel, and veterinarians or other individuals who may strengthen your disaster response team. Special skills, training or experience can determine where volunteers may best be utilized. Work with the Health Department to insure all animal responders have pre-exposure rabies and tetanus vaccinations made available to them.

Survey existing laws

Certain agencies and groups are designated by law to handle certain situations in the state involving animals (e.g. control of stray animals may be the responsibility of county animal control agencies or local humane organizations.). The disaster committee should research the responsibilities of various agencies (see “Role of the California Office of Emergency Services,” etc. on page 7). If there are any overlapping functions, a written memorandum of understanding (see page 12) should be developed that specifically identifies each agency’s function.

Local regulations regarding foster or adoption of lost or abandoned pets should be defined. Regulations governing carcass disposal should also be reviewed. Natural resources and wildlife agencies have legal responsibility for wildlife, thus care of wildlife affected by disasters must be coordinated through these agencies. Volunteers may become “Disaster Service Workers” registered with the Office of Emergency Services (OES). Volunteer veterinarians may be immune from liability for rendering services in an emergency under Article 2 of the Veterinary Practice Act.

Take an animal census

A census should be taken of the animal population in your area. Include the location, type, and number of animals, including all livestock and poultry. Once this information is assembled, it should be keyed onto a map for easy reference. Emergency responders will be able to use the map to know immediately the location, type and number of animals involved in an emergency area.

Companion animals: Calculate the approximate number of companion animal located in your county as follows. First visit the California Department of Finance webpage (www.dof.ca.gov) and use the demographics page to determine the number of households in your county. Enter this number in the blank spaces marked (1).

AVMA determined the average number of pets per household and distribution of pets to be:

	Percentage of Households Owning a Pet	Number of Pets Per Household
Dogs	31.6	1.69
Cats	27.3	2.19
Birds	4.6	2.74
Horses	1.5	2.67

You can then multiply these figures together to get an estimate of companion animals in your county.

Dogs: _____(1) x 31.6% = _____ x 1.69 = _____ (3)

Cats: _____(1) x 27.3% = _____ x 2.19 = _____ (3)

Birds: _____(1) x 4.6% = _____ x 2.74 = _____ (3)

Horses: _____(1) x 1.5% = _____ x 2.67 = _____ (3)

Total: add all numbers labeled with (3) _____

The Department of Natural Resources may be able to provide some estimates as to the location, type and number of feral animals in the area.

Large animals: The State Department of Agriculture can provide numbers for brucellosis tests for cattle and Coggins registrations for horses. Directly contacting commercial operations, large animal veterinarians and farriers will provide your team with the most accurate information regarding the location of animals. It will also provide you with an excellent opportunity for public education.

Once you have developed contacts with these operations, you can forward them preparedness brochures and encourage them to develop their own disaster evacuation plans. By helping them understand the risks to their operations and providing a means to decrease those risks, you can greatly decrease the impact of a disaster before it ever occurs. Once these plans are completed, they should be filed with Emergency Management or Animal Services, so that facilities can be checked by the assessment team following a disaster.

Exotics: These are defined as animals not native to the state or those normally found to be wild. The State Game & Fresh Water Fish Commission may be contacted with a list of zip codes for your county from which they can provide the number of exotics permitted in your county. However, no permits are required for a variety of pocket pets and birds, which are more appropriately classed as companion animals.

Care for exotics following a major disaster falls under the authority of the California Department of Fish and Game. Information received by your team regarding care of wildlife or exotics should be forwarded to the CDFG contact in your county.

Assess local resources for animal rescue and care

In addition to people who are willing to volunteer for animal rescue and/or animal care, team members can assist by working on committees to identify and cultivate a variety of resources (see page 45).

Determine an incident command system

An example of an incident command system is included in this guide. Individuals listed as personnel should be notified of their responsibilities, where they fall in the chain of command and how they will be directed to respond. The success of any emergency operations plan depends on the effectiveness of the chain of command. Voluntary helpers usually are plentiful at the time of a disaster. Coordinating their efforts is the challenge.

Provide alternative communications resources

Phone lines are often down during a disaster. Coordination with the Office of Emergency Services (OES) and fire, police and rescue squads is important. A “phone tree” that organizes communication should be arranged to prevent unnecessary overloading of the phone lines. Some OES offices have telephone autodiallers that they will make available to you for use instead of establishing your own phone tree.

A list of people willing to provide ham radios, cellular phones, portable satellite telephones, facsimile machines, walkie-talkies and expertise regarding their use should be obtained (page 32). Prior arrangements can be made with phone companies to establish open lines between the disaster team's headquarters and the EOC (Emergency Operations Center at the Office of Emergency Services). Communications for responding to disasters can also include pagers and numerical codes (e.g. “1111” means “meet at primary animal shelter”). Responsibility for communications can fall to the Communications Committee (page 46).

Plan for the care of injured, sick and stray animals

Care of sick or injured animals will depend on the conditions at the emergency site. In some cases, normal veterinary procedures can be used. In others, a triage system will have to be developed, especially if there are mass casualties. Decisions regarding treatment versus euthanasia should be made by a licensed veterinarian. Stray animals need to be caught and confined, or euthanized by the appropriate officials. Plans need to be developed in advance, then modified for specific circumstances during a disaster. The primary concern in handling sick, injured or stray animals should be to alleviate an animal's pain and suffering and to provide normal treatment, if possible, while minimizing injury to human beings and preventing/controlling the spread of zoonotic diseases.

Prepare a master plan for disaster

The team should develop general procedures and protocols that are appropriate for responding to any activation situation. This plan should encompass all aspects of disaster response from planning through team inactivation. Modifications to this boilerplate for each individual type of disaster should be noted, but the response will function more efficiently if the general plan is standardized.

The easiest way to develop this plan is to visualize the entire disaster response from start to finish in a sort of table-top exercise. There is a (insert type) disaster. How would the team be activated by the government? How would volunteers be contacted? Where would they meet? Do they know this location in advance? What about supplies? and so on. Repeat this procedure for a number of different types of disasters. As you do this, you will begin choreographing the response in your mind and recognizing things that can be standardized. Once it has been transcribed to paper at this point, team members can start looking for gaps in the plan and sections that require clarification.

Remember, the master plan is a work in progress. It will continue to improve with each planned exercise and each response. Don't allow the fear of missing a few details to become overwhelming. Just remind yourself of all the progress you have already made.

Provide training sessions for all key personnel

All key personnel must be educated about their responsibilities in order to function efficiently. This may be done using training sessions, handouts, and other educational modalities. Certain training courses may be required by the county OES or other agencies in order to be recognized as a partner in disaster response. Disaster Service Workers may obtain identification cards after completing the required SEMS training and filling out the necessary paperwork.

Disaster training is also provided by the CVMA at its annual meeting and in workshops advertised in the California Veterinarian (journal of the CVMA). Training is encouraged for all veterinary participants in the disaster preparedness program. In addition, the veterinary team should engage in several training exercises throughout the year—at least some of which should not be announced ahead of time. A mixture of table-top, functional and full-scale exercises should be used, all of which require written scenarios or scripts.

Table-top exercises involve running personnel through the main steps in a response and the main roles of different individuals. They are a good way to find flaws or inconsistencies in your standard operating procedures (SOPs). Like table-top exercises, *functional exercises* are generally confined to the team EOC or a classroom, but they involve more dynamic situations and players receive information as they go along. *Full-scale exercises* are basically disaster dress rehearsals. They take place in the field, tend to involve more agencies or groups, and allow the team to put everything it has learned into action.

One general recommendation on planning exercises is to contact your local OES officer before you get started. They have a lot of experience in organizing training exercises and can offer guidance and assistance in setting up exercises. Your local OES officer is also the person who will make the decision on whether to offer you access to training exercises conducted by their office.

Each exercise should begin with a team briefing—just as any activation would. This is a time to make announcements and clarify the mission. It is also a good time to distribute surveys to members which can be filled out throughout the exercise; a sample is enclosed on page 61. Once the exercise begins, it is important to have designated moderators who can monitor the progress of the exercise and make adjustments as needed. Above all, do not make an exercise so challenging that it no longer is fun for participants! Team members are volunteering their own time and won't return if they have a bad experience.

At the conclusion of each exercise, gather team members together for debriefing. Emphasize the positive things you noticed and ask others to contribute their comments and criticisms. Share suggestions and feedback that people had listed on their surveys. After debriefing, write up a summary of the exercise. List the things that need to be improved (and how you intend to improve them) as well as exceptionally strong points about the response. This will show members their feedback is taken seriously and will allow them to incorporate changes while the response is still fresh in their minds.

Designate a public information liaison

Prior to events and emergencies an individual (e.g., media liaison or public information officer) should be designated to provide information to the public as necessary. This person should be familiarized with the press release policy of their local OES office, as well as with CVMA protocol.

Complete CVMA Disaster Reports and team reports

It is important to complete CVMA disaster reports on every disaster of any size that you respond to in order to identify problems in the general response that should be addressed on a large scale. It will also facilitate collection of data for analysis on disaster medicine. Finally, collecting and reviewing this information as a team will allow you to highlight all the things your team did well and your weaknesses so

that you can improve as a team. The team report should include a variety of general and specific information, including the following:

General Information

1. Nature of the disaster
2. Date and duration of the disaster
3. Geographical Boundaries (e.g., address, county, area)
4. Number of animals affected (list by species)
5. Number of animals treated and released to owners
6. Number of fatalities (list by species)
7. Number of stray pets claimed by owners
8. Number of pets unclaimed by owners
9. Number of pets placed with new owners
10. Injuries of volunteers (if appropriate)

Veterinary Response Information

1. Number of veterinarians donating services
2. Number of registered veterinary technicians and veterinary staff donating services
3. Number of veterinary clinics that received patients (list species and number assigned to each clinic)
4. Total number of veterinary hours

Contributors: to be used for acknowledgements

1. Name
2. Address
3. Brief Description of Contribution

Develop disaster preparedness programs

Public education is your best disaster plan. By educating the public and encouraging private and professional development of disaster plans, you can greatly mitigate the impact of disasters. The final goal in developing a successful disaster plan is to educate the public sufficiently to make the plan unnecessary. There will always be individuals who need help, but the *goal* is to make your team redundant.

Encourage all veterinary clinics and services to develop written disaster plans, including tie-down systems for trucks and mobile units, regardless of their interest in assisting in disasters. If they must evacuate, pre-plan an evacuation to another clinic that is not in jeopardy. Emphasize to clinics that wish to house animals during the disaster that precautions such as hurricane shutters and proper construction of the facility are essential. All disaster plans should be submitted to the appropriate government agency for inclusion on the post-disaster assessment list.

There are a number of informative brochures at the California Department of Food and Agriculture website (www.cdffa.ca.gov) that can be printed for distribution to local veterinarians, livestock producers and youth groups. Other helpful information is included in the Public Education Section of this guide.

Your team might increase public awareness by encouraging pet supply stores to develop animal disaster preparedness kits for display in a prominent location. Stores might offer a 10% discount on the complete sale for anyone purchasing such a kit to help increase public awareness while improving the stores' public relations.

Forming Your Veterinary Response Team

1. Call each veterinary clinic in your area and ask if you can mail/fax a veterinary questionnaire (see page 59) about your new Veterinary Disaster Team (VDT).
2. Invite your staff and clients to join your VDT. Identify and assign support functions that can be handled by non-veterinary volunteers. There are many roles on the various recommended committees that do not require veterinary experience.
3. Form your Primary Veterinary Disaster Team from the clinics and individuals that responded to the questionnaire. This group will make policy decisions, edit the enclosed supply list, and divide up organizational tasks. The Primary Veterinary Disaster Team will take the lead in an actual disaster.

- a. **Supply and Equipment Section:** this section would develop a list of supplies for hands-on animal care during an emergency that includes suppliers. The section would also make provisions for the feeding of both animals and human caretakers. A depot could be stocked with a minimum amount of supplies.

Existing facilities such as feed mills, veterinary hospitals, hardware stores, pharmaceutical distributors and poison control depots may serve as sources. Also consider unorthodox sources of supplies. For example, empty and cleaned 5 gallon buckets from local paint stores make excellent water buckets.

Useful forms and lists can be found on pages 28-31 and 72-74 along with instructions for their use. Don't forget the importance of sending out thank you letters after a response to any businesses or individuals who contributed resources or supplies to the team. This is your best means of retaining support and recruiting additional sponsors.

The supply section is also responsible for getting adequate copies of all necessary forms and storing them with other supplies. Some of the forms are designed to be printed using carbonless duplicate or triplicate for legal purposes (pages 66, 69, 70, and 78). Notations at the bottom of these forms instruct volunteers how to distribute the copies.

- b. **Transportation Section:** this section would provide for assistance to vets and animal shelters, zoos, etc., if they needed to evacuate. A list of the types of vehicles that could be used to evacuate animals and the sources of such vehicles should be prepared in advance (see page 22).

The section would also provide for shipment of animal care supplies to outlying areas and to care facilities from the central distribution location. Finally, it would procure necessary equipment for tie-down systems for trucks and trailers.

Routes for evacuation must be coordinated with the Department of Transportation and EOC. These routes should be separate, if possible, from routes used to evacuate people.

- c. **Shelter/Evacuation Site Section:** this section would attempt to secure properly constructed buildings which would agree to shelter people and their pets if County Animal Control cannot oversee it (see page 25).

- d. **Volunteer Coordinator(s):** this section is responsible for the recruitment and screening of volunteers for placement in appropriate positions. During a disaster, these coordinators are also responsible for coordinating feeding of volunteers with the Supply Section and assessing volunteer well-being. If morale seems low, organization of a stress-relieving event during a lull in relief work may be warranted. Also, Red Cross mental health workers may be requested to assist with demoralized volunteers.

Convergent volunteers, volunteers responding to media coverage of the disaster, should be

instructed to fill out volunteer applications for future disasters. It is important that these volunteers understand how valuable their help can be, but that they cannot be utilized without appropriate training and certification as Disaster Service Workers. It is very rare that any willing volunteer cannot be properly used if appropriately screened and placed.

- e. **Identification Section:** this section is responsible for arranging the necessary training and identification cards for team members in coordination with County OES. Identification procedures for animals would include development of systems for photographing and tracking animals with appropriate paperwork. And, finally, this section would also need to develop a system for photographing and recording details of dead animals.
 - f. **Communications Section:** this section would develop a plan for communication between the various animal care sites, distribution centers, County Emergency Operations Center, etc. A list of people willing to provide communication resources should be developed and periodically updated. Prior arrangements can be made with phone companies to establish open lines between the disaster team's headquarters and the EOC (see page 32).
 - g. **Animal Care Section:** this section would be responsible for training assigned volunteers to provide hands-on animal care such as exercising, grooming, sanitation of animal facilities, etc. This section should include veterinarians, veterinary technicians and other medical personnel.
 - h. **Animal Rescue Section:** this section would determine if your county plan contains provisions for the placement of search and rescue teams throughout the county. If so, this section would work to add an animal component to each of these teams. This will facilitate treatment of animals identified by human SAR teams.
4. Contact your local OES officer. Outline your goals and how you wish to assist. Discuss how (s)he would like to have members of your team identified (by ID card etc.) to allow access to disaster sites. Have volunteers sworn in as Disaster Service Workers. Work with your OES officer to draft a memorandum of understanding to formalize the cooperation between your team and the other disaster service providers. This individual will be key in developing relations and cooperation with the organizations listed below.
 5. Contact your Animal Control, Animal Regulation, HS or SPCA disaster coordinator. Decide how you can best work as a team to meet the needs of animals affected by disaster. They will welcome your support and expertise.
 6. Contact the Red Cross and Salvation Army to inform them that you are there to assist them when pet owners, affected by disaster, begin to report to their shelters with their pets.
 7. Complete the one page summary of your team members and mail to CVMA. If you practice in a state other than California, give your one page summary to your local veterinary association and your state veterinary association.
 8. Have exercises to practice your response (see page 42). The more you practice, the better your response!

Immediate Response Flowsheet

Legal and medical protection is provided to State Disaster Service Workers only if the team has been activated by the local Emergency Services representative. It is important, therefore, that the team not be self-activating.

1. Following team activation, the Veterinary Coordinator will go to the Emergency Operations Center (EOC) to get the mission. If the primary Veterinary Coordinator is unable to go to EOC, the alternate coordinator will report.

The VC will then go to the designated Command Post to brief the team on the mission (open phone line, probably coordinator's hospital or home). Prearrange members of disaster team to automatically meet at command post if unable to contact by phone.

Veterinary clinics should check in by calling the local phone number and an out of state contact phone number which is determined in advance. The out of state number will allow individuals to report their availability when local lines have been shut down but the system is still intact. These phone numbers are only used for reporting whether or not the clinic can receive patients. If clinics cannot get through, they should report their status via ham radio or to the local police department.

2. After assessing the extent of the disaster, a temporary shelter site should be set up in the least affected area. This may require moving the command post and setting up alternate communications system. Alternate Veterinary Coordinators should be advised of the shelter site (by phone, ham radio, or a note posted at a predetermined location).

The VC will survey the temporary shelter site to record any preexisting damage to the property. They will complete the site evaluation form, sign it, and have the site owner/manager sign it to confirm the preexisting damage (see page 78).

The Veterinary Coordinator and the core volunteer team can then work together to set up the shelter site.

3. The planning team will then develop an action plan and set an operational period, for example:
 - a. Map the extent of area affected.
 - b. Determine the number of veterinary hospitals needed for treatment and housing. Check the veterinarian call-in number and the veterinarian out of state call-in number to determine who has checked in to help with the disaster. Provide the estimated need and list of available volunteers/clinics to the volunteer coordinators.
 - c. Assess transportation needs and communicate them to the transportation committee.
 - d. Identify liaison (e.g., veterinary coordinator or assistant veterinary coordinator) to communicate resources and needs of the team during the disaster to the resource coordinator for the disaster (Incident Commander) should the disaster become large scale.
 - e. Contact American Red Cross and locate Red Cross shelters. Coordinate transportation from Red Cross shelters to veterinary hospitals.
4. The communications committee should be working to develop alternate communications if phone lines not operating. They will activate the telephone chain of priority resources if phone line or fax is intact. Fax lines and cellular phones do not operate on public switch lines and are therefore more likely to be open during a disaster.
5. The supply committee should be notified that supplies you have in storage need to be delivered to the shelter site. If the disaster is severe, the committee should begin contacting pharmaceutical companies to insure adequate amounts of medications are available. There is a list of medications in this note-

book for review and editing on page 72.

If your response kit is being cycled into use at another location, it must be picked up and delivered to the shelter site.

6. Designate Veterinary Response Historians to record the disaster. A journal should be started immediately and previously identified photographers/videographers should be recruited to visually record veterinary efforts during the disaster.
7. Send out trained and certified personnel to assess animal needs during the disaster. Safety first! A good relationship with local agencies (city, county, state) prior to the disaster (especially local fire and police) may facilitate entrance to a closed area. ID Cards do not ensure automatic access to a disaster zone.
8. Formulate a safety plan and always review hazards prior to embarking on disaster assessments. Review with photographers/videographers as well.
9. The volunteer coordinators can begin scheduling veterinarians and volunteers to staff the shelter 24 hours a day, and should make up reasonable shift schedules for all volunteers and members of the veterinary disaster team. Refer staff to appropriate counseling if stress and fatigue are severe. Remember to brief all your volunteers as they are assigned tasks (operations, logistics, planning, financial).
10. Contact the local American Humane Association as they often are already coordinated with the Red Cross shelters for animal pick-up.
11. Work with the phone company to open a dedicated pet hotline number which can be communicated this to CVMA spokesperson, American Red Cross, and appropriate media resources for lost pets during and after a disaster.
12. Make it clear to all volunteers that the Public Information Officer is the *only* person that will give information to the media. Have them contact CVMA spokesperson in your area to send out media announcements.
13. Reevaluate and adjust your goals and operational periods regularly.
14. Determine when to demobilize your volunteers. Remember to express your gratitude to them.

Guidelines for Volunteer Animal Care Personnel

In General

- This is a completely volunteer program. There is no team reimbursement fund available for fuel, damages, injuries, etc. Please check, however, whether food, housing and fuel needs are covered under the MOU for this disaster. Volunteers must provide their own medical insurance.
- In order to work at your triage animal shelter, all volunteers must be sworn in as state disaster service workers before assuming any duties. If a volunteer has not been sworn in, please notify the veterinary coordinator. Those transferring pets must also be sworn in as well.
- Do not talk to the news media yourself. *Only* the Public Information Officer speaks to the media. Please refer any reporters to the media liaison. If you are not sure who that is, refer them to the nearest person in charge.
- You must have completed appropriate training and have your ID card with you in order to be allowed on the crew.
- Vehicles, trailers and drivers must all have current insurance.
- Be sure your own animals are safe and cared for before you join the crew, even if you need to bring them with you.

Protocol

- *Sign in* before reporting to your team; *sign out* before leaving.
- If you are able to donate feed, please bring *only*:
 - grass hay, oat hay, bran, adult formula dog or cat food, potbelly pig adult diet
- Do *not* bring (*for livestock*: alfalfa hay, cubes or pellets; grain of any kind; supplements or additives) (*for pets*: puppy or kitten chow, or adult “performance” diet)
- Do *not* remove an animal from a cage or stall, exercise an animal, or feed an animal until your section leader gives you explicit instructions.

Safety

- There are no stupid questions. If you are given an assignment and the instructions don’t make sense, ask questions until they do.
- Smoke only in designated areas.
- Report evidence of self-injury or illness to the volunteer coordinator.
- Please be careful. Avoid putting yourself or others in additional danger. You are strongly encouraged to wear back support belts. Ask for assistance in lifting any pet or supply over 20 pounds.
- If you are pregnant, or have significant health problems, let us know and volunteer only for tasks that will be safe for you! At all times use good sense in preventing injury to yourself, other people and the animals in your care.

Security

- One should not discharge any animals out any of the facilities until sure of the animal’s identification, the identity of the person taking the animal, and the safety of the animal’s destination. This is to prevent theft of animals. It is also necessary to help reduce the numbers of animals returned to inadequate facilities.
- Unfortunately, some dishonest people try to take advantage of disaster situations for their own gain. Please do not be offended if you are asked to allow a vehicle inspection prior to leaving the facility, in order to protect the animals and keep track of donated feed and loaned equipment.

Facility Management Plan

In addition to using volunteers in the positions described on the following pages, there are a number of positions requiring greater leadership. These roles should be filled by members of the core team, preferably those on committees with related duties.

Small Animal Response Coordinator—1 per team

Responsible for managing volunteers, supplies, identification and communications for small animal responses

Large Animal Response Coordinator—1 per team

Responsible for managing volunteers, supplies, identification and communications for large animal responses

Logistics Coordinator—1 per team

Responsible for coordinating all committees and interfacing with the Small and Large Animal Response Coordinators to ensure they have all the resources and volunteers they need

Facility Manager—1 per 8 hour shift, 3 shifts

Oversees operation of the animal facility and is responsible for two major units:

- Animal Intake and Identification (intake/release and lost animal reporting)
- Animal Housing (care, feed, water, and sanitation)

Briefing the next shift should include updates on:

1. Situation status
2. Objectives and priorities
3. Current organization
4. Resource requested
5. Resource assignments
6. Resources en route
7. Facilities established
8. Communication plan
9. Prognosis, concerns, related issues

Animal Intake and Identification Leader—1 per 8 hour shift, 3 shifts

Makes sure that forms are correct, updated and properly filed, and that volunteers have a clear understanding of procedures.

Assists whenever and wherever possible.

Animal Housing Leader—1 per 8 hour shift, 3 shifts

Sees to all of the following:

- Animals are fed, watered and exercised correctly, and information is logged.
- Housing units are clean.
- All waste materials are disposed of or placed in designated area.
- Inventory of housing units is available.
- Resources (food, bedding, etc.) are ordered in a timely manner.

Volunteer Positions

Listed below are the other positions that are routinely used to staff temporary shelters. The number of volunteers needed to fill each position is determined by shelter need and volunteer resources. One volunteer may be assigned a variety of positions as disaster response needs vary.

Animal Food Preparer—Reports to Animal Housing Leader

Responsible for feeding and watering the animals on a regular schedule while they are being cared for at the animal disaster relief shelter.

Animal Intake/Reclamation Assistants—Reports to Animal Intake and Identification Leader

Responsible for assisting in the processing of all incoming and reclaimed animals into the animal disaster relief shelter. This person has to like to do paperwork and must be someone who works well under pressure. (S)he is also responsible for ensuring the filing in the Animal Intake Area is kept up to date. If photocopying is available and needed, this position is responsible for completing requested copying.

Animal Search and Rescue Worker—Reports to Volunteer Coordinator

Responsible for assisting in the search and rescue of animals affected by the disaster. Must have experience handling aggressive animals and be familiar with different rescue equipment to include catch poles, grasper poles, traps, nets (throw and pole types), and squeeze cages. Experience with large animals, to include horses and other livestock, required in some disasters. These volunteers are often RVTs or AHTs closely associated with the team.

Animal Transportation Worker—Reports to Volunteer Coordinator or directly to Transportation Committee

Responsible for transporting animals to and from veterinarians, groomers, boarding kennels, animal shelters, or rescue sites.

Data Entry Clerk—Reports to Animal Intake and Identification Leader

Responsible for entering information onto established data bases for purposes of tracking animals during a disaster.

Historian—Reports to Public Information Liaison

Responsible for assisting the Public Information Liaison in keeping a daily log on major events; statistics on the numbers of animals rescued from the field, and arriving and/or departing from the animal disaster relief shelter. This information is supplemented with still photos and video footage taken by the Public Information Liaison and the Historian volunteers.

Information Table Assistant—Reports to Public Information Liaison

Responsible for interacting with the public that arrives at the animal disaster relief shelter. Requires the ability to learn information quickly, deal with the public in a patient manner, the ability to assess situations quickly and provide members of the public with information that is correct and helpful.

Kennel Attendant—Reports to Animal Housing Leader

Responsible for moving animals in and out of cages/runs, as they arrive and depart from the animal disaster relief shelter. Moves animals around the facility as the population fluctuates. Notifies the Animal Housing Leader of any situations they notice involving animals that need special attention, i.e. an aggressive animal, a sick animal, an animal in need of grooming.

Lost and Found Information Recorder—Reports to Animal Intake and Identification Leader

Responsible for working with members of the public who have lost an animal during a disaster. Helps these people complete the Lost Animal Form, if necessary. As new animals arrive at the animal disaster relief shelter, the Lost Information Recorder volunteer tries to match animals at the facility with ones that have been reported missing. This position requires being patient and sympathetic with those who have lost an animal.

Veterinarian (license required for the state where the disaster has occurred)—Reports to Volunteer Coordinator for assignment to field or shelter duty

Responsible for providing medical care and treatment of animals in the field or at the animal disaster relief shelter that are injured or sick as a result of the disaster. These services are coordinated with local veterinarians, state veterinary associations, and the American Veterinary Medical Association. Must provide a copy of current medical license.

Veterinary Technician, both RVTs and AHTs—Reports to Volunteer Coordinator

Responsible for assisting the veterinarians in the medical care and treatment of animals at the animal disaster relief shelter that are injured or sick as a result of the disaster. Written certification of experience required.

Procedures Guide: Intake, Housing, Feeding, Exercise

Note: If an animal is too aggressive or cannot be handled by volunteers, notify the veterinarian in charge who will determine if the animal(s) can be housed in your facility. Animals may be admitted to the county or city animal control.

Intake

Processing incoming animals is one of the most important things done during a disaster. There are three classifications of animals that arrive during disasters, and they are described below along with the steps for processing them into the shelter:

How to Intake A Living Animal

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 if 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. Litters will be assigned to one form and given one number. If litters are with the mother, they will be registered on her form under her number.
5. Complete identification process:
 - Take two Polaroid pictures of the animal if stray, one if owned. If owned, include the owner in the picture if available.
 - Write intake date, number and sex of the animal on the white portion of each picture.
 - Attach (1) picture to the lower right corner of the Animal Intake form. If the animal is a stray, place the other photo in the Stray Animal binder under the category and the sex of animal.
 - File the Animal Intake form in the appropriate binder. Record intake information on the Intake Log as well.
 - Fill out the neck band with intake number, date, sex, and breed. Attach it to the animal's neck.
6. If there is a chance the animal might bite, put a Caution–Biter sign on the cage or if it is a quarantined animal 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.

How to Intake a Dead Animal

1. Take animal to the area designated for disposal of dead animals.
2. Take a picture or pictures of the animal. It is important to take as many pictures as needed so the animal might 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 file in the Dead Animal Binder.
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.

Strays

All strays are admitted through the Animal Intake desk. They will receive the maximum standard of care. All uninjured strays will go to the shelter if space is available. This will allow owners looking for lost pets to only have to go to one location. In the event the animal shelter or a designated holding facility cannot accommodate all strays, 1-2 participating veterinary clinics will be designated for strays. These should be clinics with isolation facilities. This will decrease the number of stops a worried pet owner must make to locate their pet.

If possible, set up a digital camera to photograph all strays and download information onto a computer for posting on a website. This will allow worried owners to search all strays from one central location.

With seriously injured pets, consult SPCA/AC as to whether pets will be transferred to a veterinary clinic or shelter. The transportation unit notifies SPCA/AC for transport when the pet is stable. Try to combine transfers so SPCA/AC make as few trips to the shelter site as possible.

Lost/Found Pets

Make sure there are lost and found forms at the preadmission station. Use the forms provided in their binder as a template or use forms from the local animal shelter.

Found sheets are only used for people who are **not** leaving strays at the shelter. Encourage all Good Samaritans to leave the found pets at the shelter. This is their best chance of finding their owners. If a stray is admitted to the shelter, a found form is not needed. In that case, only fill out the admissions form.

Have owners fill out a lost form prior to accessing any animal photographs online or in found books or files. Only show the photos that fit the description on the lost form.

Housing

A complete inventory will be taken and maintained of all supplies/materials on hand needed to operate the facility.

Each housing unit will be pre-numbered with attached duct tape as follows:

Small cages (small animal, bed, food and water dish)	001–099
Medium cages (small animal, cat(s), bed, food, water and litter box)	100–299
Large cages (medium animals, bed, food, water)	300–499
Pens (large animals, bed, food and water)	500–699
Stalls (large animals, bed, food and water)	700–799

Loaner cages will be numbered in sequence following cage numbers. Tags will be attached to the cages with blue ribbon (surveyor's tape) with the owner's name and phone number. Tags should be placed on cages so they are not accessible to the animal. The housing manager will be responsible for returning cages to owners.

A housing tag will be placed on the housing unit. When an animal is housed in the unit, the date in and time out will be noted. The tag will then be placed on the housing control board, and when the unit is cleaned and ready for occupancy, the tag will be placed back on the unit with the date and time cleaned. The tag will be initialed by the volunteer.

When advised, two housing volunteers will respond to animal intake personnel and take the animal to its housing unit (the owner may accompany volunteers). Try to house strays away from owned pets and non-domestic away from domestic if possible. Volunteers who are assigned to housing may be requested to assist in animal intake, depending on the demand.

A care/feeding log will be placed on a clipboard outside the housing unit, and out of the animal's reach. The volunteer will note the animal's housing unit number on the log. The volunteer will also check to be sure all information matches the animal being housed.

Animals will be given a food dish and a water dish filled with water, if approved by the onsite veterinarian. If an animal has not been fed, and it is past the regularly scheduled feeding time for animals in that area, it will be fed. This information will be noted in the housing log.

The housing unit tag will be updated by the housing volunteer. The housing volunteer will then advise intake personnel of the animal's housing unit number, which will be added to the animal intake form.

The animal's chain, leash or lead rope will be hung outside its housing unit (out of reach of the animal).

Feeding

Special diets: Alfalfa, Equine Senior, Bran, Puppy Chow, etc. will be treated as prescription diets and will be stored in a medical area with restricted access.

Check the housing log for cautions, special foods, etc. Read the log carefully and be aware of the animal's history. Note the following on the housing log:

What food and how much is being fed.

Has the animal eaten its food? How much?

Clean water and refill. Is the animal drinking its water? How much?

Has the animal defecated in its cage or has defecation been noted on log by the exercise volunteer?

Does stool or urine appear normal?

Does the animal appear mentally and physically OK?

If the answer to any of the above questions is "no," then advise the veterinarian and housing leader personally and enter this information in the housing log.

Exercise

Check the housing log for cautions and history. Animals should not be exercised more than every three hours, and for not more than 15 minutes. Note the following:

Is the animal moving OK?

If the animal is a horse, check its feet. If the animal is lactating, check her teats.

Log whether or not the animal eliminated, and how feces or urine appeared.

Log exercise and amount of time.

Log anything unusual, and advise the veterinarian if there are any questions.

Transferring animals from the triage site or holding facility

Pets must be transferred either by the owner or a registered volunteer with correct identification. Do not release any pet to anyone without identification.

The pet must be wearing our ID collar and must have the white admission form, exam sheet/treatment sheet, and cage card (if pet was admitted) to be admitted to a referral veterinary clinic. Pets must be in carriers or on a leash or harness for transfer. Volunteers transferring animals should not handle any animal or remove them from the carrier. These animals can injure them or escape.

Encourage the owner to transfer their own pet. If the owner cannot transfer the pet, transportation volunteers will do so. After the pet is transferred, the transportation volunteer will staple the yellow admission sheet and yellow treatment sheet together and give to one of the veterinary support staff to update the summary by recording the transfer location, date and time.

Releasing animals

Pets will be released to the owner on presentation of their driver's license or social security or a copy of it. It will be compared to the original admission form and the owner will sign the release portion at the bottom of the admission form. Problems with release can be addressed by the Operations Sections Chief. Should a pet owner fail to contact you within 3 weeks, transfer the pet to SPCA/AC.

Triage site

Remember, this is a **temporary** holding facility. Transferring pets to a designated holding facility or participating referral veterinary clinic is essential for the safety and health of all pets.

All pets will be examined by a triage veterinarian to determine if they are stable to transfer. Animals that are in a life threatening situation (with a reasonable prognosis) will be designated Triage #1 and should be treated first. Triage #1 should be housed closest to the triage area to allow regular reevaluation by the veterinarian on duty. Animals that are injured but not in a life-threatening situation will be designated as Triage #2. Animals that appear uninjured will be designated Triage #3 and should be transferred to holding facilities.

Wildlife should not be triaged because pets are our priority. They can be treated as time permits if requested by the Department of Fish and Game.

Safety of both the pets and the volunteers is the number one priority. Only veterinary staff will handle the animals for treatment and cleaning. For everyone's safety, you must insist that a trained veterinary staff volunteer hold the pet for all examinations and treatment. **Never let an owner restrain their own animal!**

It is also a good safety practice to use muzzles for any treatment of dogs and catbags and muzzles for any treatment of cats. Explain to the owner why the muzzle is necessary for your protection and their pet.

Euthanasia

If the owner is present and an animal needs to be euthanized, the owner must sign a euthanasia form. This should be **immediately** stapled to the admission form to prevent problems or confusion in the disaster aftermath.

If an owner refuses treatment or euthanasia of a critically ill animal, please work to get this approved during your examination with the owner. If the pet is critical and could die, notify SPCA/AC. They will take custody and release the pet for treatment or transfer.

Regarding deceased animals

Contact mental health for counseling if appropriate. Pets that are brought to the shelter deceased should be admitted as any pet. If the owner wants a veterinarian to do an exam to determine the cause of death, they may choose to have the animal submitted for autopsy at the owner's expense.

If a deceased animal has bitten anyone, the pet is taken to the triage area and tissues must be submitted for rabies. Keep the tissue sample cool. Before disposing of any deceased pet, check to see if pet has bitten anyone; remember to check the admission sheet, collar, cage card, and treatment sheets.

If an animal dies at the shelter

1. Note on the chart sheet date and time it died. Have the veterinarian write differential diagnosis for the cause of death if possible.
2. Leave ID collar on.
- 3. Confirm it has not bitten anyone by checking for bite notations as above.**
4. Try to notify the owner.
5. Update the yellow admission as to the day and time the pet died. Have a volunteer update the summary by writing deceased under the transfer column and the date and time the pet died. Staple admission sheets, exam sheet/treatment sheet, and cage card together with the yellow admission sheet.

Referral veterinarians

Only disaster related injuries will be treated at no charge. Other (non life-threatening) treatment should be discussed along with charges when the owner contacts the referral vet. If (s)he performs an elective procedure or treats a condition that is not life-threatening without the owner's consent, they may refuse to pay the vet.

It is essential that the referral vet keep a running summary of drug amounts and supplies. While they will not be reimbursed for their time, accurate records increases the chance they will be reimbursed for supplies and medications. After the crisis is over, ask them to make 2 photocopies of all records (including those sent with pet from shelter site). These will be turned over to the city and to the disaster team coordinator.

Equine and livestock

The response for horses and large animal is similar to the small animal response. Animals found loose will be processed the same as stray small animals.

Animal Disaster Response Volunteer Contract

ID Card

When you have completed necessary paperwork, completed required training and passed the examination, you will receive a photo identification card. This identification card must be on your person at all times while you are volunteering during a disaster or drill. If you do not have your ID card with you, do not expect anyone, from your agency or any other agency, to accept you as a bona fide member of the disaster team. Volunteers who have not completed training and received an ID card are not eligible to participate in a disaster response.

Insurance

You are expected carry your own medical insurance and vehicle insurance for personally owned equipment used during a disaster.

Attire

If your attire is inappropriate for a task, you will be reassigned to a safer position. This is for your co-workers' safety as well as your own. Please do not wear open-toed shoes or orange outer garments.

Health

If you are not in robust health, do not attempt front-line duty. There are many positions where only a healthy mind is required. Specifics of your health status do not necessarily need to be disclosed, but it is your own responsibility to be sure that your work assignment is appropriate to your own health status. As an incident wears on, medical problems that are not usually limiting become significant; if you begin to have difficulty, please notify the incident commander, first-aid doctor or your immediate supervisor promptly so that you can be reassigned or excused.

Please remember that blood on the surface of an animal may not necessarily have originated from that animal; i.e. it may be human blood inadvertently spilled on the animal's coat during a disaster or an attempted rescue. Because of certain blood-borne viruses such as hepatitis and AIDS, your potential exposure to human blood—especially if you have any open sores that contact the blood—is generally a much greater risk than exposure to animal blood. Please use rubber gloves, CPR masks and take other appropriate measures to protect yourself from exposure to human blood. Please keep your tetanus vaccines up to date—carry a doctor's certification of your most recent inoculation. Rabies is a very serious risk in a disaster situation, especially in endemic areas. Please do not handle wildlife. Take proper precautions to avoid animal bites, and if bitten, please report immediately to the incident commander or human medical officer. If the biting animal is not available for either quarantine observation or direct brain examination, you are advised to go through the rabies vaccination and immunoglobulin series (at your own expense).

Behavior

Exemplary behavior from all volunteers is expected at all times. The command structure is to be respected and neither usurped nor ignored at any time. The incident commander currently on duty is the ultimate decision-maker for all situations within the animal response program *on-site*. (The incident commander reports to the Emergency Operations Center at the OES, law enforcement officials, and elected officials). If a duty schedule is in force, you may be sent home if you are working outside your assigned

time slot or work position. Fatigue clouds judgment, shortens tempers and affects your quality of work on subsequent shifts. Any confrontational behavior, evidence of illegal drug use, alcohol consumption, inappropriate smoking, willful failure to follow instructions, interference with the work of others or evidence of theft may incur reassignment, surrender of badge or relief of duty for a period of time. Any other obviously inappropriate behavior will be handled similarly.

Food & Shelter

You are expected to bring whatever clothing, food, drinking water, medication, bedding, and personal care supplies that you will need during the first 48 hours of the disaster incident. If appropriate and feasible, bring your own shelter from rain or sun. You may not be able to return home or leave the facility to purchase necessary items.

Your Own Animals

If your own animal(s), home or business is at risk from a progressing disaster, please take care of your own animals and structures before reporting to help others. This includes evacuation of your own animals. If you have already committed to an immediate response, please try to let the scheduler know that you will be late or absent, especially if you are to fill a leadership position.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE RULES STATED. I AGREE TO ALL POINTS OF THIS CONTRACT. I HAVE BEEN ISSUED AN IDENTIFICATION CARD; I UNDERSTAND THAT IF I BREAK THE RULES OF THIS CONTRACT, I MAY HAVE TO SURRENDER MY ID CARD AND FORFEIT MY MEMBERSHIP STATUS PERMANENTLY.

Signature _____ Date _____

Print Name _____

Volunteer Request Survey

This survey is part of an effort to build a veterinary disaster response team. Please complete and return it at your earliest convenience to the address listed below. If you are not interested in disaster response, your completion of the first two lines would still be greatly appreciated. Thank you.

Name: _____

Home address: _____ City, Zip: _____

Area or cross streets: _____

Home phone: _____ Cellular phone: _____

Pager: _____ Fax: _____

May we call you at work? Yes / No Work phone: _____

Employer or Clinic name: _____

Address: _____ City, Zip: _____

Work days and hours: _____ Occupation/title: _____

If you are a veterinarian, please complete this section.

Species you are willing to treat: _____

Available facilities: _____ Isolation area available: Yes / No

Would you work outside normal business hours? Yes / No

Would you treat animals in another location or triage center within the county? Yes / No

Medical/surgical procedures you do not do: _____

Procedures you are especially good at: _____

It is likely that there will be little financial compensation for medical and surgical procedures on unclaimed animals. Would you still be willing to provide medical services? Yes No

If you wish to participate in field response, please complete this section.

Date of birth: _____ Driver's license no.: _____ Exp.: _____

Sex: M / F Height _____ Weight _____ Hair color _____ Eyes _____

Vehicle license plate #: _____ Vehicle description: _____

Trailer license plate #: _____ Trailer description: _____

Specialized training/certification/qualifications: _____

Emergency contact: _____ Emergency phone: _____

Address: _____ City: _____ State: _____

Physician: _____ Phone: _____

Insurance carrier and ID no.: _____

Medical conditions or limitations: _____

Applicant's signature: _____ Date: _____

Please mail this survey, a map showing your clinic, and 30 business cards to:

Office Use Only

Assigned ID no.: _____ Date reviewed: _____ Approved by: _____

Notes: _____

Veterinary Personnel Resources

Veterinarians and registered veterinary technicians who have volunteered to provide expertise and equipment during a disaster may be listed along with their experience, special training, and the name of their practice or institutional affiliation. Remember to make photocopies before filling out the forms so that you can accommodate all received information.

Name _____ ID no: _____

Home Address _____

Home Phone _____ Emergency Phone _____

Cellular Phone _____ Pager _____

Work Address _____

Work Phone _____ Fax _____

Disaster training/certifications _____

Disaster experience _____

Name _____ ID no: _____

Home Address _____

Home Phone _____ Emergency Phone _____

Cellular Phone _____ Pager _____

Work Address _____

Work Phone _____ Fax _____

Disaster training/certifications _____

Disaster experience _____

Name _____ ID no: _____

Home Address _____

Home Phone _____ Emergency Phone _____

Cellular Phone _____ Pager _____

Work Address _____

Work Phone _____ Fax _____

Disaster training/certifications _____

Disaster experience _____

Disaster Response Training Survey

Thank you for participating in the mock disaster exercise. We value any suggestions you may have to help our response run more smoothly. Please take a few minutes now to complete this questionnaire!

The position you trained for today was: _____

Your name (optional): _____

Using a grading scale of A-E, please rate the following with A being the most positive and E the least positive:

1. The exercise purpose and objectives were clearly stated at the beginning of the exercise. _____
2. The exercise as a training tool was beneficial and will help me in a real disaster or emergency. _____
3. The actions taken by the Moderators helped contribute to my learning in the exercise. _____
4. Because of this exercise, I better understand roles and responsibilities. _____
5. Because of this exercise, I am more familiar with other agencies, operations and procedures. _____
6. I got to spend a sufficient amount of time in training. _____
7. I got to spend a sufficient amount of time doing actual scenarios. _____
8. I felt that the instructor understood the position well and did a good job explaining it. _____

9. Please give three suggestions on how to improve training:

1. _____
2. _____
3. _____

10. Overall, on a scale of 1–5 with 5 being very successful and 1 being unsuccessful, how would you rate this exercise? _____

11. Can we count on you at the next exercise? Yes / No

12. Comments (write on back also if you like): _____

Please mail this to:

Sign-in Sheet (please print)

Date	Shift	Last Name	First Name	Position	Time in	Time out

Supervisor/Section chief: _____

Master Intake/Registration List

Animal ID	Owner Name	Animal Name	Species, Breed	Housing	Remarks	Transferred?

Note: If a pet is transferred, please check relocation log. If transferring a pet, please remember to fill out relocation log.

Animal Relocation Log

Date/Time	Animal ID	Species/Description	Reason moved	Moved from	Moved to	Moved by

Animal Intake Form

Date _____ Animal ID no. _____ Animal name _____
Owner _____ Phone _____
Address _____
City _____ Zip _____
Temporary address _____
Emergency contact (location/phone) _____

Veterinarian or Veterinary Hospital _____ Phone _____

If this animal is being submitted by a Good Samaritan:

Where was it found? _____

Do you wish to adopt the animal if owner is not found? _____

Animal Identification (see Animal Identification Chart)

Species _____ Other ID no. and type _____

Breed _____ Size _____

Coat color _____ Coat length _____

Age _____ Sex: M F M/Neutered F/Spayed

Vaccination dates:

Canine: Rabies _____ Distemper/Hepatitis _____ Parvo _____ Bordatella _____

Feline: Rabies _____ Respiratory diseases _____

Other species: _____

Any medical problems? Yes (Please explain) / No _____

Current medications _____ Provided by owner? Yes / No

Special dietary needs _____ Provided by owner? Yes / No

Is animal aggressive toward: Men Women Children Other animals

Has this animal bitten anyone within the last 10 days? _____

Due to the declared emergency, I am requesting authorized agents to board my animal listed above and agree to all of the following:

1) I understand that my animal may be exposed to diseases and other risks while being housed at the shelter or other facilities and therefore I will not hold them responsible for the health or death of my animal.

2) I agree to attempt to find alternate housing for my animal as soon as possible. 3) I agree to contact the agency on a daily basis to keep the county updated on my whereabouts and possible alternate housing.

4) I understand that this boarding agreement is temporary and I agree to make arrangements for or claim my pet within five working days of the close of the Field Disaster Shelter. 5) I understand that I will be subject to boarding fees starting the sixth day after the close of the Field Disaster Shelter.

Owner Signature _____ Date _____

Volunteer/Witness _____ Date _____

Transport: Time called: _____ Time Pkup: _____ Pkup by: _____

Lost Pet / Found Pet

Today's Date _____ Date Lost or Found: _____

Is this for a found or lost pet? (circle one) Found / Lost

Owner _____ Phone _____

Address _____

City _____ Zip _____

Temporary address _____

Emergency contact (location/phone) _____

Veterinarian or Veterinary Hospital _____ Phone _____

Location of animal loss or find: _____

Cross street and neighborhood: _____

City _____ Zip _____

Photo available? Yes / No Other missing animals on file? Yes / No

Pet information

Species _____ Other ID no. and type _____

Breed _____ Size _____

Coat color _____ Coat length _____

Age _____ Sex: M F M/Neutered F/Spayed

Detailed description _____

Date of last rabies vaccination: _____

Any medical problems? Yes (Please explain) / No _____

Current medications: _____

Special dietary needs: _____

Is animal aggressive toward: Men Women Children Other animals

Has this animal bitten anyone within the last 10 days? Yes / No

Owner Signature _____ Date _____

Volunteer/Witness _____ Date _____

Animal Identification Chart

Species	Cat	Dog	Cattle	Horse	Sheep
Breed	Domestic Shorthair Domestic Longhair Siamese Burmese Manx Other	Labrador German Shepherd Chow chow Poodle Terrier Setter Hound Other	Holstein Hereford Angus Jersey Shorthorn Charolais Brahma Other	Arabian Quarter Horse Thoroughbred Pinto/Paint Appaloosa Pony Palomino Donkey Other	Black-faced White-faced
Size	small large	small medium large giant	n/a	small large	large large
Coat Color	solid black solid white solid gray black & white gray & white gray tabby orange tabby calico	solid black solid white solid gray black& white brown & white tricolor light brown dark brown brown & black	solid black solid white red roan black & white blue roan	solid black gray black & white brown bay chestnut palamino	white wool black wool
Coat length	short long	short long	n/a	n/a	n/a
Age	kitten adult unsure	puppy adult unsure	calf adult unsure	foal adult unsure	lamb unsure
Sex	male female castrated/spayed	male female castrated/spayed	male female	male female	male female
ID	county license # rabies tag # ID chip tattoo	county license # rabies tag # ID chip tattoo	brand tattoo	brand lip tattoo	iron brand paint brand tattoo

Animal Rescue Request Form

Date sighted _____ Time _____

Name of requesting party _____

Agency or owner (if different from above) _____

Address _____

City _____ Zip _____ Phone: _____(work) _____(home)

Temporary address _____

Is there a key available? _____ Location _____ If no, is keyless entry authorized? _____

Signature of person completing form _____ Date _____

Location of animal or sighting (Address, cross streets, landmarks) _____

Animal:

Species _____ Breed _____ Sex _____ Castrated? _____

Distinctive markings _____

Did the animal appear to be injured or in immediate danger? _____

Rescue Use only

Request received: Date _____ Time _____

Action taken _____

Emergency medical treatment provided to animal _____

Treatment given by _____ Phone _____

(circle one) Rescue team member Veterinarian Other _____

Animal taken to _____

Address _____

City _____ Zip _____ Phone _____

Name of person completing this report _____

White copy: Field shelter Yellow copy: Disaster team

Log #: _____

Animal Release Form

Date _____ Animal ID No. _____

Species _____ Breed _____

Other property _____

Housed at _____

I hereby acknowledge that I am the owner/responsible person for the above animal, have taken custody of my animal on _____ and that I am now responsible for its transport and care. I also acknowledge that I have received my animal in satisfactory condition. I release this facility, all of its volunteers, and any sponsoring agencies associated with this facility's animal care from any further responsibility.

I have also been advised that the premises to which I am returning the animal should be thoroughly checked for damage (fences down, holes, hot spots, chemicals and any other animal-endangering conditions) before returning the animal to its premises, and before the animal is released from this facility.

Date _____ Signed _____

Identification _____

Released by _____

Housing Unit/Animal Care Log

Date _____ Name _____ ID No. _____
 Housing unit _____ Species _____ Breed _____
 Description _____
 Feeding instructions _____
 Special needs _____
 CAUTION: _____

Date & Time	Examination/ SOAP	Initials

* F=Food W=Water E=Exercise C=Clean O=Other

Important supplies to keep on hand

If disaster is severe, request a generator from EOC– this will be critical! Remember, this list is for a small to medium sized team. Adjust to fit your team needs. Please forward any recommended additions or deletions for future versions of this guide.

General

rubbing alcohol: 6 gallons
bleach: 3 gallons
tackle box for crash kit with lock
cage cards
Polaroid cameras: 2
clipboards: 15
dictionary: spanish/english
euthanasia forms
flashlights with fresh batteries: 6
hydrogen peroxide: 2 gallons
lime: 30lb. in 10lb. bags
light bulbs
paper clips
paper towels
step on scale
scissors: 12
sharps containers: 2
scrub brushes for cages: 5
staplers: 5
tape: masking 1", 2", and duct: 5 rolls each
towels: at least 40-50
varikennels: 30 small, 20 medium, 20 large
shoeboxes (plastic) for birds, mice, reptiles: 3
back support belts: 4 small 6 medium 6 large
betadine solution and scrub: 3 gallons each
bucket: 2
calculators: 4
manual can opener: 3
control drug logs
digital camera
film: Polaroid 600 instant film, high definition
generator
labels for prescriptions
light fixture that clamps on with light bulbs: 3
newspapers
paper plates: large, small
pens and highlighters
gram scale
Sharpies, wide and thin point: 24
s-hooks to hold fluids
spray bottles: 3
strong box for controlled drugs and lock
tarp with poles and sides
30 gallon trash bags
wire ties

Small Animal

Medications

Advantage: dog and cat in all sizes
Amoxicillin: 100 mg 500 tabs
Amoxicillin suspension: 13
Baytril 22.7mg 100 tabs
Baytril injectable: 12 bottles
Betadine solution: 1 gallon
50% Dextrose: 1 bottle
Dopram: 1 bottle
Epinephrine 1:1000: 1 bottle
Ketamine: 1 bottle
Opthane
PBN ophthalmic ointment: 6
Rompun: 1 bottle
Yohimbine: 1 bottle
Fluids:
LRS 1L bags: 15 cases, NaCl: 2 cases, LRS 250 ml bags: 8 bags
Acepromazine inj.: 1 bottle
Amoxicillin 400 mg 250 tabs
Baytril: 5.7mg 100 tabs
Baytril 68 mg 100 tabs
Betadine scrub: 1 gallon
Chloroelase
Dexamethasone Phosphate: 5 bottles
Euthanasia solution: 1 bottle
Fluorescein stain
KY lubricant: 6 tubes
Polyflex injectable: 2 bottles
Torbugesic, 5 mg and 10 mg inj.: 5 bottles each
Silvadene creme

Medical supplies

AD food: 2 cases
alligator forceps: 2
cast material: 4 rolls
battery operated clippers: 2
40 blades: 3
e-collars: 10 each #30, 25, 20, 15, 12.5, 10, 7.5
cotton rolls: 30
Elasticon
gauze rolls: 10 dozen
exam gloves, 1 box each medium and large
hemostats: 6
IV catheters: 12 each 20 g and 22 g
leashes: 100
needles: 25 g (400), 22 g(500), 20 g(600)
pill vials
Qtips: 100
Rx labels
padded splints: 12 each size
scrub brushes for hands: 3
surgical masks with and without eye shields
thermometers: 6
hand towels: 6
wire cutters: 3
adhesive tape 1 and 2 inch: 50 rolls each
bottles, squeeze: 1/4 oz, 1 oz
catbags and nets: 3 each
batteries for clippers
cold sterile solution
collars, ID
disinfectant for kennels: 4 gallons
feeding tubes, red: 2 each size
gauze, 3 X 3: 4 dozen
surgery gloves, size 7 and 8: 1 box each
IV sets: 21
butterfly catheters: 3 dozen
muzzles, cat and dog-all sizes 3 sets
pen lights: 12
pooper scoopers
rabies poles: 5
silver nitrate
bandage scissors: 4
stethoscopes: veterinarians bring their own
syringes: 1 cc, 3 cc, 6 cc, 12 cc, 35 cc, 60 cc
tourniquets: 3
Vetwrap, 2" and 4": 3 boxes each

Large Animal

Remember not to use any medication on livestock unless you know its withdrawal periods and any restrictions placed on its use by regulatory agencies!

Equine Medications

Acepromazine inj.: 2 bottles
Banamine inj. and granules
Butorphenol 10 mg/ml inj.: 2 bottles
Dipyron inj.
Epinephrine 1:1000: 1 bottle
Fluids: LRS 56 liter bags (20 liters per horse)
Furacin cream
Guaifenesin inj.: 2 bottles
Ketofen inj.: 2 bottles
Panalog ointment
Phenylbutazone injectable and paste
Predef 2X inj.: 2 bottles
Toxiban granules: 2 pails
Atropine ophthalmic
Betadine ointment
Dexamethasone 4 mg/ml inj.: 2 bottles
Detomidine inj.: 2 bottles
Euthanasia solution: 1 bottle
Fluorescein stain
Gentamicin 100mg/mL inj.: 4 bottles
Ketamine inj.: 2 bottles
Lidocaine 100mg/ml: 2 bottles
PBN ophthalmic
Procaine Penicillin G: 4 bottles
TMPS 906 tabs
Xylazine (Rompun) 100 mg/ml: 2 bottles

Livestock Medications

Acepromazine injectable
Banamine inj. and granules
Butorphenol 10 mg/ml
Calcium chloride powder, 100gm boluses
Dexamethasone 4 mg/ml inj.: 2 bottles
Dipyron inj.
Euthanasia solution: 1 bottle
Fluids: LRS 56 liter bags (20-40L per cow)
Guaifenesin inj.: 2 bottles
Ketofen inj.: 2 bottles
Lidocaine 200mg/ml: 2 bottles
Panalog ointment
Poloxalene (Therabloat): 6
Predef 2X inj.: 2 bottles
Xylazine (Rompun) 100 mg/ml: 2 bottles

Atropine ophthalmic
Betadine ointment
Calcium gluconate inj.
Detomidine for analgesia, sedation
Dextrose 500ml bottles: 12
Epinephrine 1:1000: 1 bottle
Florfenicol (Nuflor): 2 bottles
Fluorescein stain
Ketamine: 2 bottles
LA-200 (oxytetracycline)
Micotil 300mg/mL inj.: 1 bottle
Phenylbutazone inj. and paste
Procaine Penicillin G : 6 bottles
Tetanus toxoid and antitoxin

Remember not to use any medication on livestock unless you know its withdrawal periods and any restrictions placed on its use by regulatory agencies!

Large Animal Medical supplies

balling gun: 2
cast material
drains
Elasticon 3": 5 dozen
4" x 4" gauze: 12 pkg.
exam gloves, all sizes: 1 box each
heavy leather gloves: 1 each size
hoof knives: 6
all instruments for 2-3 LA surgery packs,
more if disaster is severe
cattle marker crayons: 12
needleholders, 3 sizes
IV lines and extensions: 24
nose leads: 6
splints (PVC)
suture materials: 3, 2, 1, 0, 00 Vicryl; 3, 2, 1, 0 Vetafil
syringes: 3 cc, 12 cc, 35 cc, and 60 cc
twiches, nose and ear: 6 each
Vetwrap 4": 5 dozen

blankets or coolers
sheet cotton
earplugs, Caskel cushions: 3 sizes
6" brown gauze: 4 dozen
4" Kling gauze: 4 dozen
surgery gloves, size 7 and 8: 1 box each
cotton or leather halters: all sizes, horse and cow
hydrogen peroxide: 2 gallons

mineral oil: 1 gallon
IV catheters 14 g 5 1/4"
needles 18 g 20 g 25 g
stretch knit cotton bandages for leg wraps
suture needles
trocars: 12
ultrasound equipment
xray equip: cassettes, aprons, gloves

Ropes:
cotton lead ropes, 15' with bull snap: 8
manilla ropes 50' by 3/4": 2

foot ropes, 15' : 4
cotton ropes 100' each: 4

Supply Resource List

Vendor/Source	Work hours	Contact numbers (work and after-hours)	Item needed	Cost	Payment method

This list should be updated periodically, as phone numbers may change or vendors may go out of business.

Controlled Drug Log

Drug: _____ Form: _____ Strength: _____ Size: _____ Serial #: _____

Date	Time	Last name of owner	Animal ID	Species	Initial amount	Amount used	Amount remaining	Signature

Site Survey

The site survey should be completed before the triage animal shelter is set up. It should be performed by the incident commander or designated member of the Site Committee. Please note any pre-existing damage of the site under the following categories. **This form must be signed by the responsible agent of the site.**

Date: _____

Outside

Fence: _____

Landscape/foliage: _____

Grounds: _____

Inside

Walls: _____

Light fixtures: _____

Doors: _____

Floors: _____

Equipment: _____

Other: _____

IC or Operations sections chief of VDT

Owner or responsible agent of site

Disaster Volunteer Liability Fact Sheet

What is a Registered Disaster Service Worker?

A Registered Disaster Service Worker is a person registered with the state to provide assistance during a disaster or emergency. State and local laws require disaster assistance volunteers to be registered to protect the safety and security of the people and property effected by a disaster, as well as ensure that those providing assistance are qualified to do so. Local authorities may ask unregistered volunteers to leave a disaster area, and can arrest those who refuse. A Registered Disaster Service Worker is covered under Workers' Compensation if they are injured during a disaster.

Who is qualified to become a Registered Disaster Service Worker?

Anyone can become a Registered Disaster Service Worker if they register with their local disaster council. Anyone ordered to perform services during an emergency by a person or body with that authority, is also considered a Disaster Service Worker and will receive the same benefits as if they had registered with their local disaster council. All public employees are considered Disaster Service Workers when ordered to assist during disasters by their superiors. Members of volunteer fire departments are not considered Disaster Service Workers (Title 19, CCR, §2570.2.a)

Registered Disaster Service Workers are assigned a classification based on the work they are qualified to do during a disaster. There is a classification for Animal Rescue, Care, and Shelter (Title 19, CCR, §2572.1)

A Registered Disaster Service Worker must either work under the authorization of a "duly constituted superior in the emergency organization" or under the supervision and direction of the American Red Cross. (Title 19, CCR, §2572.2)

Who is included in the Animal Rescue, Care, and Shelter Classification?

Veterinarians, Veterinary Support Staff, and Animal Handlers who provide skills in the rescue, clinical treatment, and transportation of all animals are included in this category. (Title 19, CCR, §2572.1.a)

How do I become a Registered Disaster Service worker?

A Disaster Service Worker must be registered with a disaster council or the Governor's Office of Emergency Services (OES). Disaster councils may require each Disaster Service Worker to complete a disaster training course, refresher courses, or require proof of professional certification or licensing. (Title 19, CCR, §2573.1)

A disaster council is a local public agency which can register and direct activities of disaster service workers at the county or city level. The disaster council must be accredited with the State of California. The disaster council acts as an instrument of the state with regard to disaster services. (Title 19, CCR, §2570.2.d)

Can a volunteer be sued for actions occurring while they are helping during a disaster?

Registered Disaster Service Workers and volunteers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities. However, they are not protected if their actions were "willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious flagrant indifference to the rights or safety of the individual harmed

by the volunteer.” They are also not covered if they are operating a vehicle that causes damage. (Volunteer Protection Act of 1997– P.L. 105-19, Sec. 4)

What happens if a volunteer is injured during a disaster?

Registered Disaster Service Workers are covered under Workers’ Compensation if they are injured while doing disaster service work. Workers’ Compensation covers all medical care required at no cost to the injured person. If the injury disables the Disaster Service Worker for more than three days, they can receive disability benefits. (From “Information for the Disaster Service Worker about Workers’ Compensation Benefits” from the State of California Office of Emergency Services)

Is a volunteer's personal property covered for damages?

The state does not cover personal property of Disaster Service Workers. A volunteer’s vehicle should be covered under the individual’s collision and comprehensive insurance. Collision insurance covers contact with other vehicles or objects hit by the vehicle.

Comprehensive insurance covers damage caused by objects hitting the vehicle. (For example, if a car hits a house, it is covered under collision insurance. If a house hits a car, it is covered under comprehensive insurance.) Trailers must be insured separately from the vehicle. Auto insurance will only cover the trailer if it disconnects from the vehicle and hits something.

Other property may be covered under homeowners or business insurance. Some policies only cover a certain amount when the item is “off property.” Car insurance may also cover a portion of items damaged in the vehicle. It is best to have the Disaster Service Workers contact their own insurance company to verify coverage if they will be using their personal property during a disaster.

Animals being transported during a disaster are not covered by the state. They may be covered under vehicle insurance, but the Disaster Service Worker should contact their insurance company.

Can someone injured in a shelter sue the organization running the shelter?

No. The law states that “There shall be no liability on the part of one...who maintains any building or premises which have been designated as a shelter... or as other necessary facilities for mitigating the effects of a... emergency, for any injuries... sustained by any person... when such person has entered or gone upon or into said building or premises for the purpose of seeking refuge, treatment, care or assistance therein. (CA Civil Code 1714.5)”

Disaster Planning for Your Pet

Pets are not allowed inside emergency public shelters for public health and safety reasons!

Plan Ahead!

Advance planning is essential—it could save your pet's life and make your life easier during an emergency.

Before a disaster...

- Acquire a pet carrier (portable kennel) or crate for each house pet. The carrier should be large enough inside to allow your pet to stand up and turn around. Take time to familiarize your pet with the portable kennel—this can be a difficult experience. The top and bottom of the kennel can be separated to prepare a bed, which may help the pet adjust to the kennel.
- All pets should have identification tags attached to a collar that they always wear. It should have your name, address, phone number, your pet's name and an out of state phone number (of a friend or relative that can be contacted in a time of disaster). If your pet is on daily medication, this medication should also be on the identification tag.
- Take the extra precaution of microchipping your pet or tattooing your pet in a easily identified place. It may greatly increase your chances of being reunited with your pet should you be separated!
- Survey your home to determine the best location away from windows to place your pet(s) during a disaster, such as a utility room, bathroom, kitchen or other tiled area that can be cleaned easily.
- Prepare a disaster kit for your pet. It should contain:
 1. Food for seven days. This must be rotated to insure freshness.
 2. Water for seven days. For dogs, this is one gallon per day for a forty pound dog and one quart per day per cat.
 3. Medications your pet regularly takes. Please mark on your calendar a day to remind you to cycle it in to use before it expires. Call your veterinarian to provide you with new medications with a later expiration date.
 4. Leashes for **both** dogs and cats. Carriers for small dogs and cats should be stored in an easily accessible area.
 5. A copy of vaccination records and current photographs of all your pets in your disaster kit.
 6. Plastic bags and scoopers to pick up and store pet waste.
 7. Extra collars, leashes, and heavy food bowls in your kit.
 8. The following first aid supplies: gauze rolls for bandaging and making muzzles, towels, blankets, and a manual can opener.
- Determine your options should a disaster make it necessary to leave your home. Unfortunately, emergency public shelters cannot allow pets for public health and safety reasons. In case you need to use an emergency public shelter, you must make other arrangements for your pet's protection and safety.
 1. Call motels if you plan to take your pet with you during an evacuation. You may wish to check with several motels away from known hazard areas. Make sure they allow pets, and ask if there are any restrictions on the size and number of pets allowed.
 2. Survey boarding kennels to determine specific locations where kennels are available. Find out

who stays on the premises with the animals in the event of a disaster, and what provisions would be made if the kennel should have to evacuate.

3. Locate veterinary clinics that have boarding facilities.
 4. Ask dependable friends or relatives who live away from coastal areas, river areas or fire hazard areas if you and your pet(s) could stay with them during an emergency.
- Be sure your pet's vaccinations are up-to-date. This is especially important if you plan to board your pet, since most boarding facilities will require proof of current rabies, distemper, parvo and *Bordatella* vaccinations.

During a disaster...

- Stay calm.
- Take shelter.

After a disaster...

- Evaluate your pet's injuries. **Remember** your pet may be in pain. You must prevent injury to yourself so you can help your pet. Muzzle your dog using gauze rolls from your disaster kit. Place a towel over your cat to handle it. Even the most gentle pet will respond defensively when frightened or in pain.
- Apply direct pressure to any areas that are bleeding.

Often your pet will not show evidence of injury. Have your pet examined by your veterinarian as soon as possible.

If your pet is lost...

1. Fill out a lost pet report and take current photographs to ALL the shelters within a 30 mile radius.
2. **Do not rely on phone calls to the shelter to locate your pet. Go to each shelter daily to look for your pet.**
3. Provide descriptions and current photographs to local veterinarians, local veterinary emergency clinics and the Veterinary Disaster Team.
4. Do not stop looking for your pets. They are counting on you to find them!

Preparing the Farm and Farm Animals for Disasters

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Introduction

Disasters such as hurricanes, tornadoes, floods, earthquakes, severe winter weather, hazardous material spills, or nuclear power plant accidents can occur at any time. The event may occur suddenly or be anticipated for several days in the case of an approaching hurricane or flood. The time to prepare for these events is long before they occur. Even at the farm level, procedures should be written. They should be kept in a safe, fireproof, quickly accessible place with other important documents. (These and any other important documents should be taken along if it becomes necessary to evacuate the farm.) Each member of the farm family and herd personnel should know of and practice the plan so that action may be taken even in the absence of key management personnel.

The first step in planning for a disaster is to determine what type of disasters could occur on the farm, and how often they could occur. It would be useless to spend time and money, for example, to plan for severe winter weather if the farm is located in a tropical environment. If the premises are near a nuclear power plant, even though the risk of an accident occurring is slim, the owners would want to consider how to protect their animals from radioactive fallout. If the farm is near a major highway, one might want to consider a hazardous material spill from a road accident in the planning. Living next to a river or stream would put planning for flooding or a barge accident in the forefront.

Only after the owners of each individual farm have considered their risks can they decide what priority of planning, money, and resources they wish to allocate to each. An all-hazards plan is most desirable; however, plans should also be customized for specific situations. Once the risks are known, decisions can be made about what action can be taken in advance, and what actions would be required when the disaster occurs. Generally the effects of a disaster on livestock are lessened by avoiding the disaster, mitigating its effect if it cannot be avoided and sheltering the animals. The approach taken would depend upon the type of disaster anticipated. Sometimes only one approach may be appropriate, such as sheltering. In some instances combined approaches such as mitigation and sheltering may be required. In other events such as floods or firestorms sheltering may be the wrong thing to do.

Mitigation

Hazard mitigation is defined as any action taken to eliminate or reduce the long term risk to lives and property from natural or technological hazards. Some examples of hazard mitigation might be hurricane seeding to reduce the intensity of a storm, tying down homes or barns with ground anchors to withstand wind damage, redirecting the impact away from a vulnerable location by digging water channels or planting vegetation to absorb water, the establishment of setback regulations so building is not allowed close to the water's edge, and the construction of levees or permanent barriers to control flooding.

The farm and farm buildings should be surveyed to figure out what mitigation procedures should be followed based on the hazard risk. Barns and buildings can be built or repaired so they exceed building codes. Construction or moving the buildings to higher ground could be done. Glass windows and doors could be replaced or boarded with sturdier material. Drainage furrows could be kept sodded. Trash piles and burial sites could be cleaned and moved. (Many farms contain burial sites contaminated with lead-based paints, machinery grease, motor oil, lead-lined tanks, batteries, roofing nails, asphalt, shingles, caulking compounds, linoleum and plumbing lead. During flooding this material may leach

into the crops or feed supply or be carried to a more accessible area where animals could consume them.) Toxic chemicals, pesticides, herbicides and rodenticides could be moved or stored in secured areas to prevent their washing onto pastures where animals may be exposed. Loose items could be secured. Ponds that could cause flooding could be drained or levees could be constructed around their perimeter.

A list of resources and people should be developed by the farmer and kept with important papers. This list should contain emergency phone numbers, suppliers, truckers, and people that can help with the animals, especially if normal working conditions are disrupted.

Supplies that may be needed during or after the disaster should be obtained. Many of these items may not be obtainable after the disaster. Also, by obtaining them in advance more reasonable prices will be paid—unfortunately, disasters attract individuals who gauge and prey on the misfortunes of victims. Items that could be obtained in advance are portable radios and TVs, extra batteries, flashlights, candles, portable generators, salt, gravel, litter, fuel, antifreeze, stored feed such as hay (the amount to store would depend on the hazard—after the Washington state flood most producers vowed never to inventory large amounts of hay due the excessive flood damage and spoilage), ropes, halters, animal restraint equipment and medical supplies. Once obtained they should be stored in such a manner that they will be usable after the disaster. While in storage they should be checked at regular intervals (ie: once a week to assure that they do not spoil and that electrical or mechanical appliances are still working). They should also be checked and re-evaluated after the event to assure they are still usable. A log should be kept to remember when and how often the items were monitored. Animals should have appropriate, up-to-date vaccinations and booster shots before the disaster. Keep a written record of the products given and the date of injection. The stress of the event and disruption of the environment could cause an increase in the spread of infectious disease. Proper vaccination could protect the animals.

Representation to Governmental Agency Managing the Disaster Response

As the disaster approaches, or after it arrives, the most important thing the farmer needs is truthful, accurate and current information. Government's response to most disasters is coordinated by a county, state, or federal emergency management agency. Representation to this agency for the farmer is critical. In most instances, this is competently done by a member of the division's Department of Agriculture. It is strongly suggested that farm organizations lobby for veterinary representation either through the Department of Agriculture or separately to this agency. Often, the needs of animals during disasters are given low priority. Veterinarians, who are aware of these needs and can also verify the validity of requests for help, are most suited to bring animal problems to the forefront. Often actions required to protect animals such as sheltering or evacuation must be done before a similar action is taken for people. (To move animals to shelter from pasture or evacuate them to other locations takes considerable time and many workers.) Governmental agencies will not issue such directives for animals before similar instructions are issued for people. They fear that a panic situation would occur and people might be critical about why the animals are being protected before them. (Animals can always be released from the shelter or returned from their point of evacuation if the disaster does not materialize.) What they do not consider is that it must be done while it is still safe for people to do the task since animals cannot shelter or evacuate themselves. After the disaster, government usually limits access to the disaster area. Animals will have to be fed, watered, and milked. Who is better suited to do this than the owner? Designation of farmers as emergency workers by the government solves the problem of who will be responsible for this task. A veterinarian located in the emergency operations center can get these messages across.

Evacuation

If evacuation of the animals (which may not be practical) is being considered to avoid the hazard, then evacuation procedures, places and routes should be planned. Since all animals may not be able to be evacuated, owners should decide ahead of time which are the most important ones to save. Various decision criteria can be used such as sale value, breeding quality, stage of pregnancy, stage of production, or simply sentimental preference. These animals should be identified ahead of time and a written list kept. If the owner is not home when the disaster threatens, others would then know which animals to save. Routes must not interfere with human evacuation routes. Alternate routes should be found in case the planned route is not accessible. Places where animals are to be taken should be decided in advance and arrangements made with the owners of these places to accept the animals. Trucks, trailers, and other vehicles should be obtained in advance. Acclimate the animals to such vehicles so they will not be frightened when the vehicles have to be used. Restraint equipment, food and water supplies should be available to use and move with the animals. Sufficient numbers of people should be on hand to help move the animals. The animals should be photographed and permanently identified by metal ear tag, tattoo, brand or microchip with registration papers. A permanent record of the identification must be kept. This information will be useful to resolve arguments of ownership in case the animal gets loose. Papers documenting the identification should be kept with other important papers. Ultimately the decision to evacuate will depend on the distance to be traveled, the amount of time available before the disaster is due to impact the farm, and whether there is any advantage to moving the animals to the place selected. Sometimes, evacuation may be done after the disaster providing the roads are passable, and the equipment needed for travel, usable. If this is the case, caretakers of the accepting location must be contacted to find out its condition.

Sheltering

Whether to move farm animals to shelter or leave them outside will depend on the integrity and location of the shelter being used and the type of disaster. During Hurricane Andrew, some horses left outside suffered less injury than those placed in shelters. This was because some shelters selected did not withstand the high winds. Horses were injured by collapsing structures and flying objects that may have been avoided on the outside. Another reason for possibly leaving animals unsheltered is that flood waters inundating a barn could trap animals inside and drown them. During severe winter weather, shelter animals from icy wind, rain, and snow. Generally, if the structure is sound, the animal should be placed indoors. Once they are inside, secure all openings to the outside. As mentioned previously, the sheltering should be ordered and completed before similar action is taken for humans.

Farm cats and dogs should either be placed in a disaster-proof place or turned loose, as they generally will stay close to their home in the immediate period following a disaster. If they are loose, however, attempts must be made to immediately catch them again after the threat is over, to prevent these animals from becoming feral and a public health hazard. Some farm dogs are dangerously aggressive, and under normal circumstances should be kept chained. These dogs cannot be kept chained or turned loose during a disaster. If an inside shelter cannot be found, then the only safe and humane thing to do is to euthanize these dogs as a last measure before evacuation.

Human Evacuation

What can be done with the animals if there is a need to evacuate the premises, and the animals have to be left unattended? There is always the risk that animals left unattended for extended periods could die or suffer injury. Sometimes, this may be the only option to protect human life, which should always take priority in planning. After the animals are secured in appropriate shelters, food and water should be left

for them, which they can reach on their own. The amount necessary for survival is considerably less than for other purposes. If the animals survive, then the decision can be made after the disaster whether it is worth the time and expense to bring them back to their previous condition.

Consult the following table as a guide to the amount of food and water to leave:

Dairy Cattle	Water/Day	Feed/Day
In production:	9 gallons summer 7 gallons winter	20 pounds hay
Dry cows:	9 gallons summer 7 gallons winter	20 pounds hay
Weaning cows:	6 gallons summer 3 gallons winter	8-12 pounds hay
Cow (pregnant):	7 gallons summer 6 gallons winter	10-15 pounds legume
Cow with calf:	9 gallons summer 8 gallons winter	12-18 pounds legume
Calf (400 pounds):	6 gallons summer 4 gallons winter	8-12 pounds legume hay
Swine	Water/Day	Feed/Day
Brood sow with litter:	4 gallons summer 3 gallons winter	8 pounds grain
Brood sow (pregnant):	1-2 gallons summer 1 gallon winter	2 pounds grain
Gilt or boar (150 pounds):	1 gallon	3 pounds grain
Sheep	Water/Day	Feed/Day
Ewe with lamb:	4 quarts	5 pounds hay
Dry ewe:	3 quarts	3 pounds hay
Weaning lamb:	2 quarts	3 pounds hay
Poultry	Water/Day	Feed/Day
Layers:	5 gallons/100 birds	17 lbs./100 birds
Broilers:	5 gallons/100 birds	10 lbs./100 birds
Turkeys:	12 gallons/100 birds	40 lbs./100 birds

Horses	Water/Day	Feed/Day
All breeds:	5 gallons/1000 lbs	20 lbs. hay/1000 lbs.
Dogs and Cats	Water/Day	Feed/Day
All breeds:	1 cup/8 lbs body weight	Leave dry food free-choice

Every practical effort should be made to leave animals with sufficient food and water for their survival. Enough for 48 hours should be left. Usually within that time the initial effects of the disaster will be over. During the recovery phase the decision can then be made as to the best way to mount a rescue effort.

Special Considerations

Some practices that may be followed in planning for disasters, especially during the winter, require a special alert: During winter weather it is common to use portable heaters, gritty substances on the floor to prevent slipping, and antifreeze. When using these heaters, be sure they are working properly in an area where there is adequate ventilation. Heaters not working correctly could be a source of carbon monoxide, a deadly, odorless, colorless poison. Antifreeze used in vehicles is a deadly poison. Animals seem attracted to it and will readily consume it because of its sweet taste.

Take care to properly label all containers. Do not use containers previously filled with antifreeze for other purposes especially feed and water. Promptly clean up all leaks and spills. Water supplies should be checked for freezing. Many animals have died of thirst during the winter even with abundant water sources, because they could not drink the water—it was frozen solid. If gritty material is spread on floors to prevent slipping, use only approved nontoxic materials. Recently a farmer mistakenly used Furdan, a fungicide, for this purpose by mistake. Several cows who had licked it off the floor died.

Farms can be insured against catastrophic events. Insurance policies are available for replacement of damaged materials, repair work for recovery, boarding of occupants and animals if evacuated, lost production, and relocation. These should be investigated and purchased before the disaster threatens. For a farmer to claim compensation for lost production, which in many cases is the largest economic cost during a disaster, the farmer must have substantial records that document the level of production the herd has achieved in previous years. This is generally only successful in herds with recognized herd monitoring programs, such as Dairy Herd Improvement or other programs that are available for various species. To verify the validity of these records, a herd health program should be in place that is based on a valid veterinarian-client-animal relationship. A copy of all production records should be kept in a secure place so that the details are not lost during the disaster. Many veterinarians are willing to keep copies of their clients' production records, if these are computerized and space-efficient.

Conclusion

Depending on the event, disaster preparation may or may not be successful. It is known that effects of disasters are lessened by proper planning. Economically, it is cheaper to prevent the problem or lessen its effect than to pay the costs of recovery. The time to do this is NOW, before the disaster occurs.

Disaster Preparedness Training Manuals, Workshops, Videotapes and Resource Information

AVMA and CVMA Programs

AVMA Emergency Preparedness and Response Guide. 1994, Lundin, Candace, DVM, MS, American Veterinary Medicine Association, 1931 North Meacham Road, Schaumburg, IL 60173-4360. (847) 925-8070.

Disaster Resource Guide. 1993, California Veterinary Medical Association, 5231 Madison Avenue, Sacramento, CA 95841. (916) 344-4985. The CVMA *Disaster Resource Guide* is a resource aid within the CVMA Disaster Response Program. This program consists of a network of veterinary professionals throughout the state of California prepared to provide veterinary care for rescuing, evacuating, treating and sheltering animals during disasters.

Help Us Get Them to Safety! Nevada County Unit CVMA Disaster Response Program. 1997, Nixon, Melissa, DVM, County Coordinator, Nevada County Unit, CVMA Disaster Response Program, P.O. Box 1646, Cedar Ridge CA 95924-1646. (530) 432-8538.

State, County and Local References

Florida Animal Disaster Planning Advisory Committee handouts. 1998, Ferguson, C., Sarasota County Emergency Management, 6471 Kickapoo Road, Sarasota FA 34241. (941) 924-4849.

Guide for All-Hazard Emergency Operations Planning, State and Local Guide (SLG) 101. 1996, Federal Emergency Management Agency, Washington, DC 20472 (FEMA Distribution Center, 8231 Stayton Drive, Jessup, MD 20794). *Integrating Veterinary Services Into Disaster Management Plans*. 1991, Casper, J., *J Am Vet Med Assoc.*, 199:444-446.

Kansas Veterinary Medical Association's Animal Care Disaster Preparedness and Response Plan. 1993, Fortney, W., KVMA, 816 SW Tyler, Suite 200, Topeka, KS 66612. (913) 233-4141.

Veterinary Services and Animal Care Tab. 1993, Dorn, C.R., Ohio Emergency Management Agency, 2825 West Granville Road, Columbus, OH 43235.

Veterinary Service and Animal Care Annex to the Indiana State Emergency Operations Plan. 1995, Indiana Veterinary Medical Association Disaster Preparedness Committee, 4901 Seville Court, Indianapolis, IN 46208. (317) 293-1317.

Internet Resources

California Governor's Office of Emergency Services	www.oes.ca.gov
California Department of Food and Agriculture	www.cdffa.ca.gov
DANR Natural Disaster Information Web site	danr.ucop.edu/whatsnew.htm
Extension Disaster Education Network (EDEN)	www.aces.uiuc.edu/~eden
FEMA Animals and Emergencies site	www.fema.gov/fema/anemer.htm
Veterinary Medicine Extension home page	www.vetmed.ucdavis.edu/vetext/home.html

Training Manuals, Workshops, Videotapes, Resource Information

American Red Cross courses: Introduction to Disaster (ARC 3066); ERV Workshop (Emergency Response Vehicle); Disaster Health Services (ARC 3076-1 and 2); Introduction to Crisis Intervention

Training for Disaster Workers Workshop; Going on the Disaster Assignment; and others. Contact your local Red Cross chapter for information.

Animal Disaster Preparedness for Pet Owners and Pet Professionals. Ark Animals/Big Bear Valley Emergency Services, P.O. Box 3716, Big Bear Lake, CA 92315.

Animals in Disasters (videotape). Federal Emergency Management Agency. Available to AVMA members from the AVMA Audiovisual Library, St. Petersburg, FL (800) 266-6310 (Order number G-4296).

Area G Veterinary Disaster Team Resource Development Guide. 1999, Boge, P., Iowa State University Press. Call (800) 862-6657 to order or visit their website at www.isupress.edu.

Basic Veterinary Cardiac Life Support and Emergency Care/Advanced Veterinary Cardiac Life Support. Lea & Febiger, 200 Chesterfield Parkway, Malvern, PA 19355-9895.

Conferences on Equine Rescue. Contact Dr. Richard Mansmann, P.O. Box 1575, Apex, NC 27502.

Developing a Disaster Plan. American Humane Association, 63 Inverness Drive E., Englewood, CO 80112. (303) 792-9900.

Disaster Action Guidelines for Dog and Cat Owners; Disaster Action Guidelines for Horse Owners (brochures). Write: Dr. J. Casper, Maryland Dept. of Agriculture, Office of Animal Health, P.O. Box 1234, Frederick, MD 21702-0234.

Disaster Medical Response Catalogue of Courses, Media Resources & Information Materials. National Disaster Medical System, Room 4-81, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857.

Disaster Planning for Country Property. AHOOF, Sunshine State Horse Council, Inc., Mary Lou Ward, P.O. Box 907, Arcadia, FL 33821.

“Disaster Planning Model for an Equine Assistance and Evacuation Team.” 1992, Mansmann, R.A., et al., *Equine Vet Sci*, 12:5: 268-271.

Disaster Preparedness Relief. 1992, AHOOF, The Sunshine State Horse Council, Inc., P.O. Box 907, Arcadia, FL 33821. (813) 671-3878.

Emergency Animal Relief and Disaster Plan. 1993, Helping Hands Humane Society, 2625 NW Rochester Road, Topeka, KS 66617-1201. (913) 233-7325.

Emergency Animal Relief and Disaster Planning: Operational Guide For Animal Care and Control Agencies. American Humane Association, 9725 East Hampden Avenue, Denver, CO 80231. (800) 842-4637.

Emergency Management Institute Home Study Program. Write: Federal Emergency Management Agency, Emergency Management Institute, Home Study Program, 16825 S. Seton Avenue, Emmitsburg, MD 21727-9986 or visit the website listed below.

“Epidemiologic study of cats and dogs affected by the 1991 Oakland fire.” 1998, Health, S.E., et al., *JAVMA*, 212:4: 504-511.

Guidelines for Disaster Planning. American Kennel Club, Inc., Public Affairs Department, 51 Madison Avenue, New York, NY 10010.

Guidelines for Emergency Pet Care. Sherry Carpenter, Animal-Vues, R.D. #2, Bloomsburg, PA 17815 (717) 784-0374.

“Integration of veterinarians into the official response to disasters.” 1997, Health, S.E., et al., *JAVMA*, 210:3: 349-352.

“An overview of disaster preparedness for veterinarians.” 1997, Health, S.E., et al., *JAVMA*, 210:3: 345-348.

“Participation of veterinarians in disaster management.” 1997, Health, S.E., et al., *JAVMA*, 210:3: 325-328.

Personnel Handbook, National Disaster Medical System, Disaster Medical Assistance Teams. Department of Health and Human Services, U.S. Public Health Service, Office of the Assistant Secretary for Health, Office of Emergency Preparedness. Reutershan, T.P., 1993, Rockville, MD. (800) USA-NDMS.

Proceedings of the Symposium on Disaster Medicine: 1993. *J Am Vet Med Assoc.*, 203:985-1010.

Resources of Biomedical and Zoological Specimens. The Registry of Comparative Pathology, Armed Forces Institute of Pathology, Washington, DC 20306-6000.

United Animal Nations - Training workshops: Call (916) 429-2457 for dates and locations.

When Disaster Strikes: A handbook for the media. FEMA, P.O. Box 70274, Washington, DC 20024.

Your Family Disaster Plan; Your Family Disaster Supplies Kit; Emergency Preparedness Checklist (brochures). Contact your local Red Cross office or write: FEMA, P.O. Box 70274, Washington, DC 20024.

Materials for Responding to Oiled Wildlife

A Guide for Establishing and Operating a Treatment Facility for Oiled Birds. Tri-State Bird Rescue & Research, Inc. 110 Possum Hollow Rd. Newark, DE 19711. (302) 737-7241.

Dein, F.J., and L.S. Frink. 1986. Rehabilitation of Oil-Contaminated Birds. *Current Veterinary Therapy IX Small Animal Practice.* Ed. R.W. Kirk. W.B. Saunders Company, Philadelphia, PA.

Frink, L. and E.A. Miller. 1995. Principles of Oiled Bird Rehabilitation. *Wildlife and Oil Spills.* The Sheridan Press, Inc., Hanover, PA.

Rescue and Rehabilitation of Oiled Birds. Zoological Parks Board of New South Wales. 110 Possum Hollow Road, Newark, DE 19711. (302) 737-7241.

Responding to Oiled Wildlife - Training Workshops: Contact Tri-State Bird Rescue & Research, Inc. *Saving Oiled Seabirds.* American Petroleum Institute, Washington, DC.

Welte, S. and L. Frink. 1991. Rescue and Rehabilitation of Oiled Birds. *Waterfowl Management Handbook.* Fish and Wildlife Leaflet 13.2.8 United States Department of the Interior. Washington, DC.

Wildlife Rescue Volunteer & Shoreline Oil Spill Training Manual. Washington Department of Fish and Wildlife, 600 Capitol Way N, Olympia, WA 98501-1091.

Below are Divider Labels in order of Section. Please refer to the Table of Contents if you are unsure where to place them. Also below is a binder label for your convenience.

**Emergency
Services**

SEMS

**Disaster
Planning**

**Disaster
Response**

**Useful Lists
and Forms**

Legal Issues

**Public
Education**

**Other
References**

DANR Guide to Disaster Preparedness