



THE HUMANE SOCIETY
OF THE UNITED STATES

Emergency Animal Sheltering Checklist

PHYSICAL FACILITY:

Access from a main road

- Hazard-free access
- Signage identifying the facility and its purpose
- Safety markings and signage
- Separate entry for rescue teams, etc.
- 24/7 access for staff and volunteers (*if shelter is in curfew area, obtain clearance*)
- Easy access for large trucks and supply vehicles to get in and out
- Minimal hazards for staff and volunteers, as well as for animals
- On or near a main evacuation route

Parking area

- Signage directing the public bringing animals in; emergent volunteers; in-kind donations; people looking for lost animals; etc.
- Safety – hazards mitigated and/or marked, etc.
- Poop area for dogs coming in, plastic bags, garbage cans
- Parking for response equipment: RVs, trailers, trucks, etc.
- Parking for the public
- Parking for staff & volunteers
- Able to accommodate 50' transport trailer and PetsMart Charities trailer
- Able to accommodate large numbers of vehicles to enter/exit easily and not obstruct parking areas or roads
- Solid surface for parking areas to avoid getting vehicles stuck in mud, sand, ice, or snow
- Security

Facility entrance

- Signage directing the public bringing animals in; emergent volunteers; in-kind donations; people looking for lost animals; etc

Areas where people can wait with their animals and not have animal interaction, is this area protected from the elements?

Safety – hazards mitigated and/or marked, etc.

Security

Facility Design and Construction

Non-porous floors, easily disinfected

Ventilation, heat/cooling

Electricity (lighting)

Plumbing

Utilities and Services

Power

Emergency lighting

Water (municipal supply, delivered, etc.)

Trash disposal service

Telephone

Internet access

Floor Plan and Layout

Ability to separate animals by species and health status

Logical flow for processing animals, people, and supplies/equipment

Separate public and private areas

Separate human and animal areas; allowing smooth flow of functions

Animal Related Areas

Animal intake and registration

Initial Assessment

Isolation; Quarantine facility and procedures

Triage, veterinary, and first aid

Decontamination

Small animal housing: Healthy dogs, Isolation dogs, Aggressive/Quarantine, Healthy cats, Isolation cats; Feral/Quarantine; Caged birds; Rabbits; Pocket pets; Reptiles; Ferrets; Other

Large animal housing: Cows; Goats & sheep; Poultry; Ratites; Pigs (potbelly & hogs); Horses (separate stallions individually; pregnant mares & mares w/foals); Horse with unknown Coggins status

Food preparation and storage, food sanitation (wash bowls, etc.)

Cleaning station for cages

Animal exercise and dog relief areas

- Animal visitation and reunion processing
- Grooming / bathing

Security

- Personnel
- Medications
- Equipment
- Personal effects
- Procedures - screening of volunteers and staff
- Human service areas
- Donations management security,
- Animal housing areas

Human Service Areas - Areas available and delineated:

- Bathroom/shower facilities
- Staff break area
- Volunteer intake/orientation
- Canteen area with food and drinks
- Quiet office area
- First aid station
- Housing
- Team information (bulletin boards) for staff and volunteers)
- Public information

PROCEDURES:

Animal intake

- Accountability paperwork – personnel trained and supervised how to complete paperwork and secure identification to animals
- Waiting area for owners – seating, separation from other owners and animals
- Triage set up – identify infectious diseases, emergency situations, critical illness
- Decontamination area

Keeping Track of the Animals

- Identification
- Daily care schedule
- Lost & found
- Foster
- Adoptions
- Euthanasia



Transfers to rescue (chain of custody)

Intake Procedures

- Written procedures
- Forms
- Identification photo – cameras, printers, etc.

Special Policies and Protocols

- Vaccines
- Spay/neuter
- Euthanasia
- Presence of endangered or protected species

Initial Assessment

- Animals assessed for pre-existing or potential medical problems; behavioral or temperament issues affecting care or handling (aggressive, fearful, high-stress, timid, feral, etc.)

Identification Protocol and Supplies:

- Jiffy tags; Hospital ID bands; Microchip
- Halter tags; Paint sticks; Shaver; Neck ID bands

Daily Care Record

- Keep track of Food; Water; Exercise; relief; Medication; Behavior changes; Any unusual observations

Lost & Found Protocol

- System of logging & cross referencing found and lost records
- System of notification of owners
- Photo books – Polaroid / digital photos
- Owner provides photos of lost pets
- Shelter takes photos of incoming animals
- Internet database of found animals in shelter

Strategy for Special Need Animals

- Special interest/fanciers clubs or groups to assist with special needs animals
- Pre-existing foster/rescue networks as primary source of off-site care

- Veterinary clinics and boarding kennels for overflow or animals with medical, behavioral or emotional needs

Adoption

- Holding period protocol and adoption guidelines established
- Transfers to rescue groups

Animal Mental Health Issues

- Recognition of and meeting emotional and environmental needs of animals

Ongoing Procedures

- Limit people in shelter
- Log when care provided
- No visitors except animals' owners during authorized visitation hours
- Monitors condition of animals – notify vet staff of problems

Worker Health Issues

- Vaccinations: Rabies; Tetanus; Hepatitis A and B; Influenza and others suggested
- Control of and protection from environmental hazards
- Use of “Universal Precautions” in dealing with animals and humans
- Protective clothing available and in proper use
- Mental health/stress management capability for staff and volunteers: peer- to-peer CISM; orientation, training, referral resources.

SUPPLIES AND EQUIPMENT:

Shelter Housing/Containment

- Appropriate physical environment
- Weather/season (can limit sheltering options)
- Temperatures match animal needs (warmer for reptiles & birds)
- Type of caging (crates, cages, portable fencing, aquariums, stables/corrals)
- Cold weather considerations including additional heat needs, check for frozen pipes, etc.

Animal Care Supplies (excluding food and water – *see equipment/supply list*)

- Adequate containment capability (crates, cages, corrals, pens, etc.) for expected number and types of animals

- S/S dog bowls
- Collars, leashes, muzzles
- Animal Handling equipment: Control pole; Muzzles; Gloves (different types for different species); Traps; Nets, etc
- Cat litter/newspapers; litter pans, scoops, paper (disposable) food containers, water bowls
- Sanitation supplies: Plastic sheets; Paper towels; Cleaners/Disinfectants; garbage bags; Covered trash containers; poop bags; cleaning gloves; nitrile gloves for decontamination;
- Blankets, towels, sheets
- Card board, metal sheeting, etc. for cage separation

Animal Food

- Protocols for food type; appropriate for species, age, and health of each animal
- Written feeding protocol and meal record for each animal
- Alternate or specialty foods
- Supplements
- Proper storage of food (covered containers)

Water

- Potable water for drinking (human and animal)
- Non-potable for cleaning (fire departments/National Guard may provide)
- Quantity sufficient for each type of animal and humans, appropriate to activity level & weather

Basic Veterinary Care:

- Basic first aid supplies; Thermometer; bandages, sponges; adhesive bandages; gauze roll; Vet wrap; splints; Gauze; Muzzles; Syringes/needles (assorted sizes); Stethoscope; medications; etc
- On-call or on-site veterinarians and/or veterinary technicians

Human First Aid

- First aid kit; Sterile gloves; Stethoscope; Thermometer; Waterless hand sanitizer;
- Eye wash; Saline, hydrogen peroxide
- Insect repellent and sunscreen
- Aspirin/Ibuprofen/acetaminophen, Benadryl, antibiotic ointment; and other over-

the-counter medications

Blankets and cots

Food and Hydration for People

Adequate water and sports drinks;

Snacks with protein and carbohydrates; appealing; single-serving packages

Food sanitation; plates, cups, utensils, etc.

Tools and Equipment

Fencing (pens & perimeter): chain link, portable panels, portable corrals, construction barricade, hog wire/field fence

Tarps (for roofing & shade)

Fans/heaters, Extension cords

Locks

Dumpster

Generators

Forklifts and pallet jacks if necessary for supply management

Sanitation and Disposal Areas:

Decontamination

Garbage

Biohazard waste

Haz-mat disposal

Dead animal holding facility

ICS SECTIONS AND OFFICES:

Incident Management

Shelter staffed according to the ICS

ICS chart posted

Distinct facilities available and marked for Incident Command; Communications; Finance and Administration; Public Information Officer (PIO) and Media; Operations staging area; Transportation staging area; Resources Staging Area; Base Camp; Equipment and supply storage; etc.

Volunteer Management

Reception desk or area – staffed – check-in/check-out procedures

Orientation and training provided

Daily briefings to include safety issues

- Information bulletin board
- Controlled area preventing access to animals until/if assigned
- Printed instructions/manual/etc for volunteers

Donation Management

- Signage saying what is needed
- Information on how to donate money
- Ability to store donated supplies properly
- Donations manager – acknowledgement, update wish list, etc.