

Edmonton Humane Society

Emergency Response Plan

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I. Introduction

The following actions and declarations by the City of Edmonton serve as triggers for the evacuation of the shelter animals. The Edmonton Humane Society will call for a **PRECAUTIONARY** evacuation first. This will be followed by a **SPECIAL NEEDS** evacuation and then finally, a **GENERAL** (city wide) evacuation.

The **DECLARATION** of a **PRECAUTIONARY EVACUATION** by the City Edmonton shall be the trigger to release and physically transport all adoptable animals.

The **DECLARATION** of a **SPECIAL NEEDS EVACUATION** by the City of Edmonton shall be the trigger for the Edmonton Humane Society to evacuate the stray and owned animals.

The Executive Director or his/her appointed designee shall be the only person responsible for activating this written plan. In the absence of a manager, the Executive Director or his/her appointed designee shall reassign the duties of the absent person.

The Edmonton Humane Society will not evacuate for a minor threat but will consider the appropriate level of evacuation for a major threat.

This plan has been put into place to prevent the loss of lives and injury to both the staff members of the Edmonton Humane Society and the animals that are under its care. In effect it will assign a duty to all positions in the shelter as to carry out effective management of any deviations to normal operations of the Edmonton Humane Society.

II. No Evacuation

The Executive Director determines if the Edmonton Humane Society will evacuate based on information from the Office of Emergency Preparedness (OEP) and the Mayor of Edmonton. In the director's absence, the Operations HR Manager makes the decision on evacuation and assumes the director's role.

A. **Executive Director**

- Liaison with City of Edmonton Animal Control and Office of Emergency Preparedness (OEP)
- Activate the Emergency Response Plan and oversee execution
- Identify evacuation sites for possible relocation of animals that is out of the disaster zone
- Notify other administrators of activation of Emergency Response Plan and verify duties with these personnel
- Notify the Board of Directors that the Emergency Response Plan has been activated
- Notify any group that we have agreements with that we are activating our Emergency Response Plan so that they know we could possibly need any equipment or supplies that we have made arrangements for, such as dog/cat food and emergency generators.
- Decide which shelter functions will be carried out and which will need to be closed either temporarily or until cleared.

B. **Operation Human Resource Manager**

- Activate the phone tree to alert staff on current status of the shelter.
- Confirm with staff who will be needed to stay overnight at the shelter if necessary
- Organize new shift rotation to care for current animals and incoming animals
- Order/obtain food and water (if necessary) for all staff that required to stay at the shelter
- Organize triage area for incoming animals (medical/dangerous animal housing)

C. **Controller**

- Back up all computer files and prepare server for transport; alert computer technician of situation.
- Ensure that the shelter has petty cash for purchase of supplies
- Ensure and maintain bottled water supply for staff (at least 1L of water/person/day) see Appendix (2)
- Guarantee that there are many working flashlights on hand and replacement batteries. A supply of clean long burning candles will also be necessary with a supply of hurricane matches.

D. Veterinary Medical Director

- Walk through kennels and determine adoptable animals
- Determine any medical supplies that will be needed in case of evacuation and to care for any animals in shelter care
- Prepare medical kits needed for evacuation
- Set up triage area alongside Operations HR Manager and determine which animal needs immediate care.
- Call out veterinarians as needed and inform HR manager of any staff requirements
- Make any health decisions concerning medications, euthanasia and space

E. Operations Supervisor

- Call staff on the phone tree when activated by Operations HR Manager. Each supervisor should have a copy of the phone tree and phone list at home and with them at all times.
- Keep track of animal inventory (this can be done by printing off the kennel inventory report from Chameleon); what is already in the shelter and incoming animals. Determine needs for transportation, food, water and supplies needed in event of evacuation. Prepare collected items to ship out.
- Make sure that there is enough space for incoming animals. Inform Executive Director and Veterinary Medical Director of space requirements.
- Tag and assess incoming animals and direct them to appropriate place.
- Inform Volunteer Coordinator of any assistance needed beyond staff help.

F. Operations Assistant

- Ensure all vehicles have fuel and are in working condition. Check tire pressure, oil levels and battery power. Appendix (13)
- Set up and arrange offsite building for receiving of animals if necessary, let the Operations Supervisor and Executive Director know of any arrangements.
- Secure all items outside of shelter. Move important equipment to the inside of rooms away from glass and windows and protect with waterproof tarps.
- Board up any glass windows and remove blinds/ curtains in case of wildfire.

G. Volunteer Coordinator

- Liaison with Operations Supervisors and Human Resource Manager to determine how many volunteers will be needed.
- Determine what volunteers may be interested in helping and what special skills can be put to use in the shelter.
- Assign duties and coordinate volunteers as needed and determined by shelter need.

H. **Communications**

- Respond to public requests for information. Provide information on how to shelter their animals as well as what will be needed to care for their animals and sources where these items are available. Prepare information on how to evacuate with animals and where animals can be taken.
- Draft and release press release on aforementioned topics to inform the public of what to do.
- Develop web updates

III. Evacuation Expected

At this stage evacuation is anticipated all preparations need to be made to for upcoming evacuation.

A. **Executive Director**

- Obtain list of staff phone numbers and phone tree
- Update each team leader who will contact their staff to advise of when we are to return to work.
- Call OEP to advise of departure and leave contact numbers where we can be reached at.
- Update the Board of Directors
- Draw up contract for turning over adoptable animals over to other organizations that are in a safe area
- Arrange location to transport animals to and make further arrangements
- Alert Chubb security company of status

B. **Operations Human Resource Manager**

- Determine exact count on all animals that are in the shelter (puppies, kittens, adults, owner surrender, strays, bite holds, adoptables, constable seizure, etc.)
- Print photos and staple to each animals paperwork; please include the medical history in paper form along with each animal's identification. Take both digital and
- Ensure every animal has a marked neckband and collar.
- Ensure that every animal has been dewormed.
- Appoint a person to work with Adoption staff member on paperwork issues advise supervisors and executive director of who this person is.
- Determine which animals are going to the various locations and call to confirm that they can handle the amount of animals that we are sending them.
- Ensure that all staff traveling with the animals are informed of where they are going and that they are aware of their responsibilities.

C. **Operations Supervisor**

- Appoint a paperwork monitor to prepare all paperwork for all animals. All original cage cards need to be photocopied to make two complete sets including a photo on each set.
- Stamp or write in large block letters the status of the animal (whether they are stray or adoptable). This is very important as it will help determine what is decided for that animal
- Pack leashes so that the transport team has them when they are moving the dogs
- Pack kitty litter with each group of cats that are being sent out
- Pack towels, pans and other supplies that will be needed by the cats and dogs
- Pack dog/cat food and bowls for both cat and dogs as well as bleach to clean bowls with.

- Provide volunteer coordinator with a list of where volunteers are needed and approximately how many are needed
- Pack originals emergency binder
- Pack boxes of carbon copy forms

D. Veterinary Director

- Vaccinate all animals that could be evacuated except bite hold animals that are under observation. Also make sure that date of vaccination is written on the kennel card.
- Pack medications that are being given to animals currently and all common medications that will be needed on the road. Make sure the keep cool all medications that need to be refrigerated.
- Choose veterinarian or animal health technician to go along with animals during evacuation.

E. Volunteer Coordinator

- Call out to volunteer that are able to come right away for immediate help and to those who can come in the following days.
- Organize a schedule for volunteer to follow when they are needed and where. Also arrange shift work as volunteers will be needed all through the day.
- Let Operations Supervisor and Operations Human Resource Manager know who will be able to come and help and when they can come.

F. Communications

- Draft possible media release including instruction for public concerning what to do with their animals and how to keep them safe.
- Act as communications liaison.

IV. Evacuation in Progress

The City of Edmonton is under major threat and the Edmonton Humane Society will begin moving animals to other locations. All animal control, adoptions, intake and veterinary care services will be suspended to allow for evacuation.

A. Executive Director

- Consult with the Board of Directors
- Update OEP on our status
- Make sure each employee traveling with us has a list of phone numbers
- Secure doors and shelter once all have departed.
- Check the crematorium to make sure that it has been properly turned off.
- Communicate with the team leaders.

B. Controller

- Ensure the safe keeping of all records vital to the EHS make sure to create double copies.
- Back up all computer files
- Ensure that there is enough petty cash and that the credit cards all have sufficient credit on them
- Pack credit card slips along with all relevant phone numbers for verification
- Obtain vehicle insurance waiver for mileage.
- Payroll early and prepare for manual payroll as there may not be the ability to do it electronically

C. Operations Assistant

- Oversee and coordinate with all facilities accepting our animals
- Assist with loading and unloading of our animals.
- Pack truck with supplies that were gathered the day before (go through list to ensure that nothing is forgotten).
- Supervisor volunteers that are assisting with transport and care
- Ensure that all members of the evacuation teams have walkie talkies/cell phones and extra batteries
- Make sure that each transport vehicle has batteries, flashlight, first aid kit and water.

D. Communications

- Issue media release

E. Medical Team

Team Leader: Medical Director

Consists of: Animal Health Technicians & Animal Care Attendant

- Walk through the shelter and determine which animals are unfit to travel and mark for euthanasia (place current pink tags on kennels)
- Euthanize animals as indicated by the veterinarian
- Tranquilize animals for travel, if needed
- Aid in loading animals onto the trucks if needed
- Prepare medication kit for traveling

F. Animal Care Team

Team Leader: Operations Supervisor

Consist of: Animal Care Attendants

- Empty freezers and load crematorium; ignite once full, if at all possible the crematorium should be burnt for 5 hours.
- Clean and sanitize cages as time permits
- Discard of all animal ashes and waste throughout all of the kennels
- Load animals onto the truck
- Secure objects in and around the shelter to make sure that they don't fly away
- When loading animals onto the truck no animal is allowed onto the truck without proper identification(neckband) and paperwork including a picture
- Ensure that leashes are packed onto the truck as well as water and a few bowls to give the animals water incase of layovers

G. Animal Control Team

Team Leader: Operation Supervisor

Consists of: Animal Protection and Humane Officers

- Prepare trucks (clean, sanitize, check fluids, batteries and tires)
- Assist with euthanasia if needed
- Assist with loading animals onto the trucks
- Ensure that all animals loaded onto trucks have proper ID and paperwork
- Ensure that all animal care attendants have a fanny pouch with a leash, pen, paper, gloves, hand sanitizer and scissors.

H. Transport Team

Team Leader: Operations HR Manager

Consist of: All qualified and designated drivers of EHS vehicles

- Provide transport to animals, volunteers and EHS staff members to safety
- Load animals onto trucks

I. Manpower Team

Team Leader: Operations HR Manager

Consists of: Staff and Volunteers

- Unload animals in their temporary new location
- Provide care for animals in their new location, this would most likely be done in shifts (morning and evening)
- Unload cages when animals return to the shelter
- Assist in all other areas as directed

J. Adoption Team

Team Leader: Education Coordinator

Consists of: Customer Service Representatives and Adoption staff/volunteers

- Ready all paperwork
- Stamp or write ADOPTABLE, STRAY or OWNED on all paperwork
- Ensure that animal photos are uploaded into the computer
- Check paperwork to make sure that the paperwork matches the animal in the cage and that all paperwork is present
- Make separate packages for each agency that the animals will be going to, keeping the originals always for the EHS
- Keep accurate count of all the animals going to each agency and coming into our shelter
- For all owned animals make sure they are recorded in the computer where they are going and send a copy of their paperwork along with them.

V. Recovery

The process of recovery will be different depending on what situation may occur. Coming back to the shelter would not be advisable until the proper authorities have cleared both the site and the building.

Precautions that may need to be taken are:

- Building inspection of gas lines, power lines and sewer
- Building structure inspection
- Protective Clothing
- Supply inventory

It may be awhile before business both at the Humane Society and elsewhere in Edmonton and surrounding region can return to normal so it is advisable to be prepared with extra supplies to last out this period.

Appendices

Appendix 1: Contact Numbers

Avid	800-338-1397
Alberta SPCA	780-447-3600
Capital Health	780-413-7934
City of Edmonton Animal Control	496-8860
City of Edmonton Animal Control: David Leeb	496-8800
City of Fort Saskatchewan Pound	780-992-1956
City of Leduc	780-498-2588
City of St. Albert	780-460-4000
Chubb Security	780-421-4841
County of Parkland	780-968-8458
EIDAP	888-346-8899
Emergency Electrical Contact	780-412-4500
Emergency Gas Contact	780-420-5585
Emergency Sewer Contact	780-496-1717
Emergency Water Contact	780-412-6800
EVEC after hours 780-433-9506	780-433-9505
HART	780-453-1866
Noah's Wish: 800-746-9390 or 877-575-0128	916-939-9474
Office of Emergency Preparedness	780-496-3988
Provincial Emergency Aid	
Public Safety & Emergency Preparedness Canada	800-830-3118
Strathcona County	780-449-0171
Sturgeon County	780-939-4321
Town of Morinville	780-939-4361
Town of Stony Plain	780-963-2151
Town of Gibbons	780-923-3331
Town of Bon Accord	780-921-3550

APPENDIX 2: Water Supply Information

Water Requirements:

For drinking purpose only (minimum): 1litre/person/day
 Hot weather drinking water (minimum): 2 litre/person/day
 Total Water (food prep & hygiene): 4L/person/day

Water Purification Methods:

Boiling:

One of the safest ways to purify water for consumption. Water must be boiled at a rolling boil for 10 minutes.

Purification Tablets:

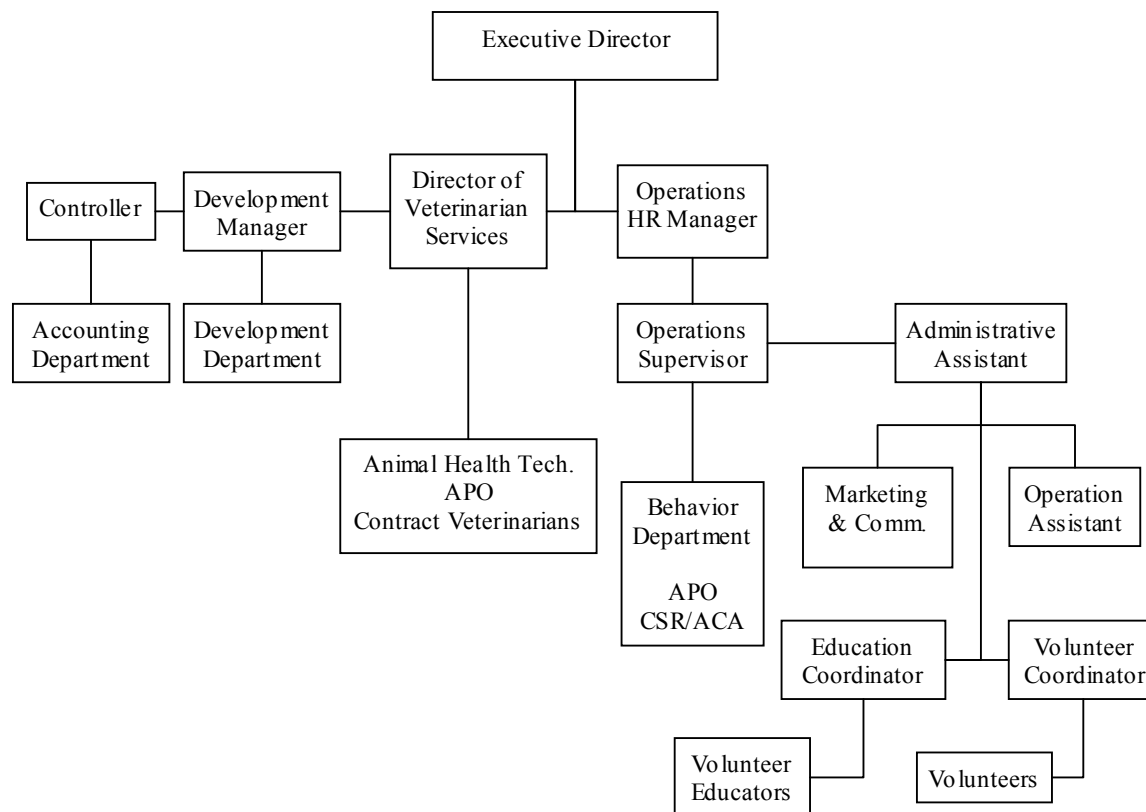
Usually one tablet is enough for one quart of water, for cloudy water the dose is normally doubled. Directions on the container need to be followed.

Bleach Purification:

Household bleach can be used if sodium hypochlorine is the only ingredient listed and there is no scent added (ex: lemon). Add bleach according to table below, stir and let stand for 30 minutes. If the water does not smell of bleach after this time add another dose and let stand for another 15 minutes. Do not use this method for long term storage of water in plastic holders.

Amount Of Water	Amount of Bleach	
	Clear Water	Cloudy Water
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallon	½ teaspoon	1 tsp.

Appendix 3: Phone Tree



Appendix 4: Qualified Drivers

Stephanie McDonald	Executive Director
Karen Klassen	Veterinarian
Michelle Caines	Operations Assistant
Diane Shannon	Marketing & Comm.
Annaka Henricks	Volunteer
Deb Pope	Controller
Corrine King	Development Assistant
Carly Grandysh	Animal Protection Officer
Lisa Callas	Development Manager
Ronald Bootsma	Volunteer
Liliana Ruetch	ACA
Bilinda Wagner	Operations HR Manager
Jennifer Ostapiw	Humane Officer

Appendix 5: Supplies Needed

Immediate supplies needed when evacuating:

- Bowls
- Leashes
- Collars
- Extra ID neckbands
- Towels
- Litter Pans
- Dog Food
- Cat Food
- Kitty Litter
- Great Crates

Supplies needed once evacuated for animal care:

- Garden hoses / buckets
- Bleach
- Dish soap
- Pooper scooper (dogs / cats)
- Watering can
- Food containers
- Scrub brushes
- Paper towel
- Medical gloves
- Portable radio

Supplies needed for employees when evacuating to be kept on person:

- Gloves
- Hand Sanitizer
- Scissors
- Pen
- Paper
- Leash
- Fanny Pack
- Identification

Appendix 6: Pet-friendly accommodations

Listing of hotels in Edmonton that are pet-friendly:

Delta Edmonton Centre Suite :10222 102 Street
Coast Terrace Inn - South: 4440 Gateway Boulevard
Holiday Inn Edmonton-the Palace: 4235 Gateway Blvd
Crowne Plaza Hotel Edmonton-chateau Lacombe: 10111 Bellamy Hill
Holiday Inn Express Edmonton-downtown: 10010 104th Street
Holiday Inn Edmonton-convention Center Se: 4520 76th Ave
Executive Royal Inn W Edmonton: 10010 178th Street
Executive Royal Inn W Edmonton: 10010 178th Street
Days Inn Downtown Edmonton: 10041 106th Street
Ramada Hotel Edmonton: 11830 Kingsway Ave
Edmonton Inn: 11830 Kingsway
Travelodge Edmonton South: 10320 45th Avenue
Travelodge Edmonton: 3414 118th Ave
Comfort Inn Edmonton: 17610 100 Ave
Travelodge Edmonton West: 18320 Stony Plain Road
Edmonton House Suite Hotel: 10205 100 Ave
Coast Edmonton Plaza Hotel: 10155 105 St
Varscona Hotel On Whyte: 8208 106th Street
Super 8 Hotel Edmonton South: 3610 Gateway Boulevard N
Best Western Cedar Park Inn: 5116 Gateway Blvd

Pet-friendly hotels in Nisku:

Holiday Inn Express Edmonton-international Airport: 1102 4th Street
Nisku Inn Edmonton Airport: 1101 4th Street

Pet-friendly hotels in Red Deer:

Service Plus Inn And Suites: 6853 66 Street
North Hill Inn: 7150 50th Gaetz Avenue
Travelodge Red Deer: 2807 50th Ave
Holiday Inn Express Red Deer: 2803 50th Avenue
Holiday Inn 67 Street: 6500 - 67th Street

Boarding kennels in Edmonton:

Whitemud Pet Boarding: 465-9496
Camp Brinx Kennel-Free Boarding: 452-1049
Bero-Adorable-Pacific Rim Boarding Kennels: 464-1723
Aminta Boarding Kennels: 922-5723
Awesome Pawsome Ranch: 963-3368

It's a dog's life: 432-2275
Tuscany Kennels: 467-7246
Finell's Family Pet Care Clinic: 459-7387
The Pampered Puppy: 732-7277
Club Mead Pet Resort: 986-3647
Spruce Lane Kennels: 967-3113

Appendix 7: Personal Emergency Response Plan

In a disaster you may not have much or anytime at all to prepare the supplies that you will need to help you and your family through the first 72 hours of a disaster. By preparing yourself and your pet for any disasters you are on your way to ensuring that you both stay safe until outside help can arrive.

Human Supplies:

- Non-perishable food for 3 days (energy bars, canned and dried foods)
- Water for 3 days for each person in the house
- Manual can opener
- First aid kit
- Flashlight and batteries
- Blanket(s) /sleeping bag(s)-enough for each person in the house
- "Grab & go" bag (containing a change of clothing, footwear, personal care supplies, toilet paper and garbage bags for personal sanitation)
- Utensils/plate/cup
- Extra copies of important documents (birth certificate, driver's license, and marriage license, insurance)
- Fire extinguisher
- Smoke detector
- Emergency contact numbers as well as a list of pet boarding facilities, etc.
- Extra month of any prescriptions
- Candles and matches or lighters
- Battery powered or wind up radio
- Extra keys for your house and car
- Cash in smaller bills and change for payphones
- Basic tools (hammer, pliers, wrench, screwdrivers, fasteners)
- Safety gloves
- Small fuel driven stove and fuel

Pet Supplies:

- Extra copies vet records/vaccination records/identification records
- Extra leashes/collars
- Food/water for each pet for 3 days
- Pictures of all your pets
- Carriers/enclosures for all pets
- Special items that you know will keep your pet calm
- A list of phone numbers and locations of boarding kennels/shelters/rescue groups your area
- A list with phone numbers and locations of hotels that allow pets should you need to evacuate

Car Safety Kit:

- Food
- Water
- Blanket
- Extra clothing
- Candle in a holder and matches
- First aid kit with seatbelt cutter
- Warning light or road flares
- Small shovel, scraper/snowbrush
- Sand or salt
- Antifreeze/windshield washer fluid
- Tow rope and jumper cables
- Fire extinguisher
- Roadmaps, whistle and flashlight
- Compass

Following is a list of suggested supplies to have in your first aid kit. Remember to check your kit every couple of months to ensure you have all the supplies you need. First aid kits should be kept somewhere accessible, ensure that all members of the family know where it is kept.

First Aid Kit:

- Disposable instant cold packs (2)
- Veterinarian wrap – 4” and 6” (1 each)
- Scissors (1)
- Tweezers (1)
- Mouth to mouth barrier device (1)
- Medical exam gloves (2 pairs)
- Antiseptic skin wipes, individually wrapped (10)
- Antibiotic ointment, individual packets (6)
- Emergency blanket (1)
- Adhesive strip bandages – 1” x 3” (20)
- Sterile eye pad (2)
- Sterile gauze pads (6)
- Sterile non stick pads (6)
- Sterile trauma pads (2)
- Porous adhesive tape (1 roll)
- Sealable plastic bags (2)
- Waterproof tape (1 roll)

APPENDIX 8: Disaster Information Sheets

These sheets are provided to inform the reader of the basic information that you will need to know about disasters that could possibly affect you here in Alberta.

The Alberta Emergency Public Warning System (EPWS) provides the public with immediate messages that affect life a property before, during or after a disaster. The system allows for information to be issued to the public by means of radio, television, and cable facilities. An EPWS may be issued for only a few city blocks, a large section of a city, town, county, region or the province.

Tornado:

Tornado Watch: Issued when weather conditions could lead to the formation of tornadoes

Tornado Warning: Issued when Doppler radar or a visual sighting has identified a tornado

Classifications of Tornadoes:

F0 - Winds of 65-115 km/h Light Damage

F1 - Winds of 116-180 km/h Moderate Damage

F2 – Winds of 181-250 km/h Considerable Damage

F3 - Winds of 251-330 km/h Severe Damage

F4 – Winds of 331-420 km/h Devastating Damage

If you are indoors go immediately to the basement or the lowest level of the house. Under stairs, a closet or the bathroom can also be used as safe places if there is no basement. Stay away from windows, glass and all doors. Protect your head from flying debris with your arms. If you are in a mobile home evacuate immediately to somewhere safely. Take a portable battery operated radio with you and listen to instructions.

If you are outdoors try to get into a building if there are none around lie in the lowest area like a ditch or ravine stay away from bridges and overpasses.

If you are in a vehicle stop the car, turn off the engine and get out and lay in a near by ditch/ravine or try to get into a building if at all possible.

Severe Thunderstorms

Common in the Prairie Provinces, severe thunderstorms can cause a lot of damage in a short period of time. Most severe thunderstorms are accompanied by hail and an extreme downpour of rain. Sewer systems often cannot handle the amount of water and as a result flash flooding can occur.

If you encounter flash flooding never try to attempt to cross any depth of water it takes only two feet of water to carry a car away and six inches of swiftly moving water to sweep a person off of their feet. The water can cover up missing manholes and collapsing roadways.

Always get to the highest ground possible and evacuate immediately if you are told to by authorities. Always follow evacuation routes given by authorities as roadways may be washed out and unsafe.

Always shut off the electricity and try to stay away from anything that is a conductor of electricity to protect yourself from potential lightning strikes.

Severe Winter Storms

Severe winter storms can cause widespread damage and disruption. Heavy snowfalls can cause transportation to come to a halt and cause many automobile accidents. Intense winds, extreme cold, and snow can isolate communities and can kill more than 100 Canadians every year.

If you are indoors, stay there and listen on the radio and/or television for emergency information. Do not travel unless it is urgent. Electricity may go out and have an alternate way of heating your home, cooking meals and providing light. To prevent water pipes from freezing open cabinet doors to let the warm air circulate around the pipes.

If you are outdoors, prepare yourself against the cold and look for shelter. More light layers are better than one heavy single layer. Make sure to wear something on your head, mouth, hands and feet to prevent heat loss and freezing. Always tell someone where you are going in case you become stranded they will know where to start looking.

If you are in a vehicle, find a shelter as soon as possible. If you are stuck in a car stay with the vehicle and provide a signal for rescuers. Keep the window open a small crack to provide fresh air and stay warm by moving your legs and arms. Start the car engine every hour or so to warm the vehicle if there is enough gas. Keep the exhaust pipe clear so fumes can escape and carry an emergency kit in your vehicle.

Floods:

Although not common in Edmonton flooding has happened here in our city. In 1944, '52, '53, '72 and '86 Edmonton experienced flooding with the worst flood occurring in 1986 when 900 people were evacuated and over \$4 million dollars in damages.

In the event of a flood, go quickly to the upper floors of your home and take your disaster kits and battery powered radio with you. Shut off electricity and gas lines and if told to leave be sure to follow all evacuation routes. If you are on foot do not walk through flood waters and always go to higher ground. If you are in a vehicle never drive through flood waters as there are many hidden dangers in flood waters.

If you must evacuate take your pets with you with their pre-packed disaster kit. If you have no other option and you must leave animals behind, DO NOT tie them up or put them in a carrier. Provide them food and water for at least three days in the highest area of your home. Make a signal for rescuers so that they are aware of the numbers and types of animals stranded. Make sure that they have proper ID so if they are found you can identify them and claim them back.

To prevent having to leave your animal behind prepare a disaster kit for your animal and make evacuation arrangements ahead of time.

Chemical Spills:

Chemical spills can become very dangerous and you should follow very closely the instructions of local authorities.

Close and lock all windows and doors. Turn off fans, heating and air-conditioning systems. Close the fire place damper. Get out your disaster supply kit and make sure your radio is working. Go to an interior room above ground level and seal all cracks around the door and vents. Remember this will also prevent replacement oxygen from entering so this is only a temporary solution. "Shelter-in-place until you hear otherwise from your radio and if you suspect contamination take shallow breaths and breathe through a towel. Call 9-1-1.

Bomb Threats:

Do not under any circumstances try to locate the bomb or touch it in any way. Most bomb threats are from a disgruntled customer or employee and although most are not real each threat should be treated as serious until proven otherwise by the proper authorities.

If the threat is by phone, listen; be calm, courteous and sympathetic. Try to record as much information as possible regarding the exact wording used. Always note the time/date of the call.

Try and obtain the following information:

When is the bomb expected to explode?

Where it is?

What does it look like?

Why did you place the bomb?

Where are you calling from?

What is your name?

Is the person a male or female?

Does the person sound old or young?

Do they have an accent?

Is there background noise?

After receiving the threat

Trace the call by using *57 on single line phones and *957 on switch board phones. Notify your company's security people/supervisor. Notify the police at 9-1-1.

Terrorist Threat:

At this time there is no identified threat to Alberta or the rest of Canada. There are five threat levels in Alberta.

No threat	No threat indicated
Low threat	Unconfirmed general threat

Medium threat	There is an unconfirmed threat. No known presence of attacker (s) in Alberta
High threat	Confirmed threat, no specific indication of an imminent attack. Presence of attacker(s) known to be in Alberta.
Imminent threat	Confirmed threat, attack could occur immediately or in near future. Capability and presence of attacker(s) have been confirmed.

To proceed in a terrorist threat follow the advisory under which level the threat it at and the level below. (For example if the threat was high follow the high level advisory as well as medium and low.)

Low threat: Review emergency plan, check your disaster safety kit and water/battery/food supplies.

Medium threat: Establish an alternate family meeting place and be alert of suspicious behavior at work or home.

High threat: Get your disaster kit out and ready to use and make sure everyone knows alternative routes home from school /work. Know your children’s school emergency plan, practice home evacuation. Your vehicle should be gassed and ready to go. Check emergency phone numbers for police, fire, ambulance, gas and electrical. Have maps of your area in your vehicle.

Imminent threat: Remain calm, listen to radio for information, follow instructions of local authorities, be prepared to shelter in place, contact work/school to determine status for the day, discuss children’s fears with them.

Influenza Pandemic:

The last three pandemics occurred in 1918-19, 1957-58 and 1968-69. Pandemics are unpredictable but most experts agree that another is likely to occur in the next 5-10 years.

The flu can spread through droplets that are sneezed or coughed into the air by someone who has the flu. You can contract the flu by breathing in these droplets, getting the droplets in your eyes or shaking hands or touching surfaces contaminated by the droplets of flu.

The people who are at greater risk of getting the flu are very young children, people over 65 and anyone with a medical condition that would depress their immune system.

The best way to prevent getting sick is to wash your hands frequently and by getting a flu shot. If you are required to work with people who may be sick ensure to wear protective eyewear, masks and gloves.

Earthquakes:

An earthquake is a wave-like movement of the earth's surface. The damage caused by an earthquake depends on its magnitude and intensity which is measured by the Richter scale. The Richter scale measures the energy released when large rock masses in the upper earth suddenly shift. The scale is in factors of 30 so a earthquake with a magnitude of 7 is 30 times more powerful than one with a magnitude of 6.

Make sure to have a working radio, flashlight and batteries. Earthquakes have the potential to trigger other emergency conditions such as fires, dam failures, power plant ruptures and hazardous material spills.

Some signs that an earthquake is occurring in your area are trembling in the ground or floor, swaying lights/planters, dizzy feelings and animals will become very nervous. If you are in a building you should find sturdy cover (under a heavy piece of furniture or in a doorway) away from windows and gas lines. After the earthquake turn off all gas line as there may be a leak.

If you are outside get away from buildings, walls, utility poles and power lines. If you are in a car stop the car and stay in the vehicle until all the trembling has stopped. Try and avoid tunnels and bridges.

Wild Fire:

Wildfire is the uncontrolled burning in grasslands, brush or woodlands. They can occur at anytime of the year but are more common in hot dry weather. A wildfire can be recognized by dense smoke, which may fill the air over a large area. Local television and radio stations will monitor the status of the fire and issue any alerts for the public.

If a fire is expected in your area you can wet down your building with hoses but be sure to not jeopardize the water supply and pressure needed by fire fighters. If you are told to evacuate do so immediately as wildfires can spread very fast and unpredictably. If you are not able to evacuate with your animals do not leave them locked up release them so that they are able to run away from the fire. However the best option is to always evacuate with your animals crated or leashed as they may become very scared and try to escape.

Appendix 9: Drill Records

This table is meant to record the dates when the following activities occurred.

Fire Drill											
Tornado Drill											
Be Prepared Workshop											

E.R.P. Simulation											
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Appendix 10: Fire Drill

Managers

- get a prewritten list of everyone in their department
- get the flashlight and reflective tape which will be kept by the list
- follow the directions on the back of their name tag as to which rooms they are to clear
- clear only the rooms they are to clear and mark with reflective tape
- exit the building by the nearest exit

Development Manager: Adoption cats, rodent room, interview rooms, store and adoption area

Operations HR Manager: Basement- Behavior, capital campaign, volunteer, staff and APO rooms.

Controller: Auditorium, garage, exam and holding rooms.

Veterinarian Medical Director: complex, exam room(s)

Supervisors

- get the daily break list which will have the animal health tech's names written on the bottom
- clear all dog kennels, observation rooms 1 and 2, small animal holding, admitting will be cleared by the supervisor
- mark cleared rooms with reflective tape
- exit the building by the nearest exit

Executive Director

- alert emergency aid
- alert alarm company
- take attendance of all members
- the executive director will be the last person out of the building

Meeting Place: By the steel fence across 67th street by the front of the building

First and foremost it is imperative that all employees have exited the building and roll call has taken place before anyone moves to a different area. It is important to get the people cleared and safe before rescuing animals either by staff or emergency personal can take place.

Appendix 11: Tornado Drill

Managers

- get a prewritten list of everyone in their department
- get the flashlight
- follow the directions on the back of their name tag as to which rooms they are to clear
- clear only the rooms they are directed to clear
- go to the basement and meet in the staff room

Development Manager: Adoption cats, rodent room, interview rooms, store and adoption area

Operations HR Manager: Stray, small, large and isolation dog kennels.

Controller: Auditorium, garage, exam and holding rooms.

Veterinarian Medical Director: complex, exam room(s)

Supervisors

- get the daily break list which will have the animal health tech's names written on the bottom
- observation rooms 1 and 2, small animal holding, admitting will be cleared by the supervisor
- go to the basement and meet in the staff room

Executive Director

- alert alarm company
- take attendance of all members
- grab the portable radio for information

Meeting Place: In the basement of Edmonton Humane Society in the staff room

In a tornado it is important to get to the lowest point of the building away from glass and possible falling objects. The strongest point of the basement is underneath the hollow stairs. It is important to remain in a safe spot until weather stations or authorities have reported clear weather. Tornadoes can be very risky as they can calm down and reappear at moments notice. Along with tornadoes flooding and downed power/telephone lines can become problematic.

Appendix 12: Evacuation Locations & Agreements

Appendix 13: Vehicle Statistics

Vehicle	Tire Pressure	Gas/Diesel	Oil	Battery Status
ATU				
MAC				
APO van #1				
APO van #2				
Truck				

Appendix 14: Supply Inventory

ITEMS	# Needed	Date & Quantity	Date & Quantity	Date & Quantity	Date & Quantity
<i>Great Crates</i>					
Extra Large					
Large					
Medium					
Small					
Leashes					
Bowls					
Collars					
Neckbands					
Litter pans					
Towels					
Kitty Litter					
Bleach					
Hoses					
Buckets					
Scrub Brushes					
Medical Gloves					
Watering Can					
Pooper Scooper					
Dish Soap					
Portable radio					
Flashlights					
Batteries					

Notes & Comments