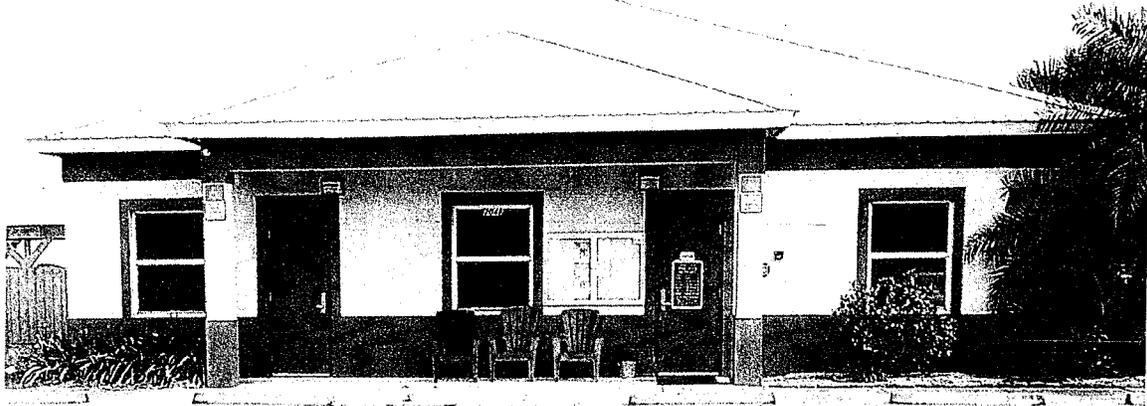




DESOTO COUNTY

DISASTER PET SHELTER PLAN



Forms and Information about Pet Sheltering

Forward

DeSoto County understands the importance of the bond between humans and their pets. Our county leads have worked to develop a pet shelter within the human shelter at the Turner Agri-Civic Center. This will help to insure that our residents will seek shelter in the event of a disaster. So please if it is necessary to evacuate please know we are here for both you and your pet/pets.

While developing the pet evacuation shelter concept, we must be prepared for the possibility of being overwhelmed by demand especially when you consider the number of people and animals we may be dealing with. With the prospect of limited space available our most prudent line of operation would be to try to help pet owner make arrangements to have their pet(s) relocated as soon as possible to safe areas outside the storm (disaster) area.

Pet evacuation shelters will only accommodate dogs/cats/ pocket pets. Any building used must meet hurricane standards. Owners will be required to provide proof of vaccinations, an appropriate sized cage or crate for each pet and the care and maintenance of their pet during their stay in the shelter.

Volunteers will be needed to help manage the in-take processing, monitoring, and owner assistance with the pets.

It is obvious we may not be able to handle all the potential demand for sheltering, but we would like to make a first step towards helping those we can. The following plan provides a general guidance for establishment and management of a pet evacuation shelter.

PET EVACUATION SHELTER

Standard Operating Procedures

PURPOSE; This SOP sets forth the requirements for implementing, activating and operating a pet evacuation shelter in Desoto County.

SCOPE: This SOP will be implemented when there is a local state of emergency declared and a **mandatory** evacuation is called for in the county. It applies only to the pet shelter(s) managed by Desoto County and does not apply to any municipal run pet friendly or evacuation shelter(s). It does not apply to special needs or general public shelters that are **not** also designated as a pet friendly or evacuation shelter.

PROCEDURES

GENERAL: Desoto County has instituted plans for an emergency evacuation pet shelter located at;

Turner Agri-Civic Center
2250 Roan Rd.
Arcadia, Fl. 34266

This facility will be activated for **mandatory** evacuations only.

After check-in at the shelter you will be sent over to the animal portion of the shelter. Here we will help you get your pets set up. We will have separate areas for large and small dogs, cats, and pocket pets. Owners are not allowed to remain in the shelter with the animals during the storm. Owners are welcome to come and check on their pets and to take them out for walks, as long as the weather permits.

All necessary paperwork and photos will be done at this time and then your pet will be taken back and placed in a cage. Owners are not allowed to stay with their pet, but are able to come check on them and take them out for walks as long as the weather permits. For everyone's safety pets are not allowed in the general population area.

Other options

There are a few hotels in the area that allow people to check in with their pets.

The Knights Inn	863-494-4884
Holiday Inn Express	863-494-1900
DeSoto Motel	863-494-2992

Staffing: Animal Services trained staff will be doing the pet registration and caring for your pets. This includes getting your pet setup and daily care. It is your responsibility to walk and clean up after your pet.

LOGISTICS: Pet owners are asked to supply the following items for their pet.

1. Carrier/wire crate
2. Pet food and water for 72 hours
3. Food/water bowls
4. Any medication your pet needs
5. Leash/collar
6. Your pet's vaccine records (Rabies/DHLPP/Boratella)
7. Any comfort items your pet may need

Please note it is the law that your pet have a current Rabies vaccine, but we will not turn you or your pet away but will have to keep it away from the other pets in the shelter and ask that you walk it away from the others.

Animal Services will provide the following items.

- 1) A building to use as a shelter
- 2) ID to use to match you to your pet
- 3) Staff to assist with pet care
- 4) Plastic trash bags for clean up
- 5) Cleaning supplies
- 6) Extra food/water/bowls/litterboxes/litter

TRANSPORTATION: Persons registering their pets for a place at the shelter will be responsible for transporting themselves and their pets to and from the shelter.

IN HOUSE OPERATIONAL GUIDELINES:

- 1) An animal relief area will be specified near the shelter and any owner who takes their pet out for relief or to walk **MUST** remain in the designated area.
- 2) Owners are responsible for cleaning up after their pet(s) along with feeding and exercising.
- 3) No animal may remain in the shelter more than 72 hours after the all clear has been issued.
- 4) Pet supplies and needs are the responsibility of the pet owner.
- 5) Unruly/difficult pets may be removed to a segregated area of the shelter. In a temporary shelter situation we are not able to take severely aggressive animals. These pets maybe muzzled if necessary for safety reasons.

- 6) Staff will be at the entrance of the shelter to verify that citizens have the items required upon check-in, confirm registration forms and space, attach I.D. bands, assess if the pets display aggressiveness or illness and upon return visits to verify proper person to proper animal. Severely ill or aggressive animals will be advised to seek shelter with at a veterinary clinic as such animal will be outside the scope of the emergency shelter to handle in the midst of a crisis situation.

DISASTER PET SHELTER PROCEDURAL PALN

PURPOSE: To provide specific instructions on set-up, activation and management of the Pet disaster Shelter.

SET UP

REGISTRATION: Front lobby area of Turner Agri-Civic Center at reception desk. I.D. bands. (Animals and owners will be required to have bands with matching intake numbers. These bands are to be worn by the animals while in the shelter and the owners bands must be presented at the shelter before admittance at every visit.) A digital camera for pet photos. Intake forms, laminator and associated supplies, pens, pencils, staplers & refills, file folders, tape & dispensers & paper clips.

ANIMAL HOUSING AREAS: Feline and canine housing areas are to be separate. No exceptions! Tarps will be placed where the animals are to be housed if needed. Crates or cages are to be place only in specified areas. Each area will have a large trash bin, plastic trash bags, broom, dust pan, floor absorb, paper towels, virus-cide & deodorizer available. Volunteers and staff will monitor animal housing areas.

VOLUNTEERS: Volunteers will have attended a training course and be on the Animal Services Volunteer listing. Volunteers will be utilized in the registration areas as well as the animal housing areas to assist staff and pet owners.

PROCEDURES:

CHECK IN: Persons must take a number and wait at the reception area with their pet(s) and fill out forms. Persons will be called in numerical order. When called a photo will be taken of the pet and an intake card made & laminated. An I.D. band will be attached to the pet with a matching band given to the pet owner. This band **MUST** be presented to staff at each visit. The pet & its owner will be shown where the pet is to be sheltered and all items belonging to the pet must be stored in the area with the pet. The pet is to be placed into its crate or cage with food & water and the owner must then depart for their shelter so they can be properly registered there before the storm arrives.

RETURN VISITS AND ANIMAL CARE: After the all clear has been given pet owners will be allowed into the shelter to care for their pets. Owners are responsible for the cleaning of their pet's carrier or crate, the pet itself and exercise. Trash receptacles will be provided along with paper towels and trash bags. Disinfectant and deodorizer will also be available. Outside walk and exercise areas will be posted. Owners will be responsible

for arranging for their pet to be transported back to their homes, or in the event of the destruction of the home, for the permanent kenneling of their pet outside the disaster area. It is recommended that these arrangements have been made before coming to the shelter to prepare for a worse case scenario. **ANIMALS WILL ONLY BE ALLOWED TO REMAIN AT THE SHELTER FOR 72 HOURS AFTER THE ALL CLEAR HAS BEEN GIVEN.** There will be the possibility that animals who remain past the 72 hours will be transported to a safe area outside the disaster area as the shelter must now concentrate on the animals of the community who are now roaming or in need of assistance because of the disaster and are being picked up by animal control and brought into the kennels in an effort to locate their families or for the safety of these animals.

When pet owners leave the shelter with their pets, both staff and the owner must make sure they have the right pet and all items belonging to the pet. Owners will remove cages, crates, pets and all belongings from the rescue area with aid of volunteers and staff. Staff and volunteers will remove garbage and roll up any tarps or floor coverings that may have been used. Staff and volunteers will also mop and disinfect the building and inspect the outside grounds for any animal waste and clean as needed.

EMERGENCY EVACUATION: In the case of the shelter sustaining a direct hit or being severely damaged in the storm, for the safety of all pets in the shelter, relocation may be instituted. If this were to be the case, all pets in the shelter will be relocated to a safe area after the storm has passed. A staff member will be on hand at the shelter to let you know where your pet can be located. The first line temporary evacuation site is at the livestock barns at the Turner Agri-Civic Center on Roan Road in Desoto County. Depending on the number of animals being cared for and the amount of damage to the shelter, it may become a necessity to cooperate with neighboring counties to relocate animals to safe areas outside the county. This decision will be made by Animal Services Management after the damage is assessed. This will be a decision of last resort if fear for the safety of all pets concerned is brought into question. If this was to become needed, you will be given the location of your pet and if time and manpower allow, you could also remove your pet to a safe area yourself before relocation becomes necessary.

Your pet I.D Band is your passport to retrieving your pet. Do not lose it. All tracking of pets will be by the number on the Band. If an animal is transported to a safe area outside Desoto County, it will be accompanied by a transfer slip that will contain all your pet's information that is on its registration application. These slips will be completed by Staff and Animal Service volunteers BEFORE any pets are transported. You will be called at the phone number you supplied at check-in and also at any alternate numbers supplied to try to alert you to this situation. Your animal's I.D. band will remain on the animal so you can be matched to your pet when you go to the alternate evacuation shelter to retrieve your pet.

REGISTRATION AND AGREEMENT RULES

I _____ the owner of the pet(s) listed on this agreement, understand that an emergency exists and that special arrangements have been made to allow my pet(s) to be sheltered at this facility during the emergency and for no more than 72 hours after the emergency has passed. I understand and agree to abide by the pet care rules contained in this agreement and failure to do so may result in my pet being asked to leave.

- 1) I certify by proof of veterinary records that my pet(s) is/are current on all vaccinations. I understand that if my animal should bite or scratch while housed at the shelter that it will have to undergo quarantine for 10 days. State mandates will supercede any rules and Environmental Health will be notified.
- 2) I understand that no aggressive animals are allowed.
- 3) I understand that if my pet becomes unruly or aggressive or begins to show signs of stress related conditions, I may be asked to remove the pet to another location.
- 4) I understand that no animal will be accepted that show any signs of contagious disease (mange, etc) or are infested with parasites (fleas, ticks, lice, etc). I will permit Animal Services staff to examine my pet to determine this.
- 5) I agree to provide a crate or cage for my pet(s) to be contained in while staying at the shelter.
- 6) I agree to furnish any needed medications, blanket or mat, toys, food and water (3 days supply) or any other comfort item(s) that my pet may require to make its stay as comfortable as possible.
- 7) My pet will remained contained in its crate or cage except for those times when I take the animal to be exercised or am cleaning the crate or cage.
- 8) I understand that my pet MUST be on a leash whenever outside its container.
- 9) I agree to properly feed, water, medicate, clean up after, and provide general care for my pet during its stay.
- 10) I agree that one designated person will care for my pet and be allowed in the shelter area if I am not able to get to the shelter.
- 11) I will maintain proper identification on myself and my pet at all times.
- 12) I will not permit any other person to handle or approach my pet.
- 13) I understand that this is a temporary shelter and must have made arrangements to have my animal moved to a permanent location within 72 hours. I understand that any animals that are not moved with in the 72 hour time limit may be relocated to a safe area outside the disaster area by the County and it will be my responsibility to reclaim my animal at that location.
- 14) I understand that any decisions concerning the care and welfare of my pet and the shelter population as a whole are within the discretion of the Animal Services Official.
- 15) I understand and agree that if at any time I fail to follow the rules as set forth in this agreement, I may be asked to leave the facility.

Owner signature

Date

Witness signature

Date

REGISTRATION AND AGREEMENT

I, the animal owner signed below, request the emergency housing of my evacuated pet because of a pending or occurring disaster. I do hereby release the person(s) or entity receiving the animal from any and all liability regarding the care and housing of said animal during and for 72 hours after the emergency. I, as the animal's owner acknowledge that if emergency conditions pose a threat to the safety of the animal, additional relocation of the animal may be necessary, and this release is intended to extend to such location.

I further acknowledge that the risk of injury or death to the animal during an emergency cannot be eliminated and agree to be responsible for any or all veterinary expenses which may be incurred in the treatment of said animal. It is required that the owner or his/her agent take responsibility for the care, cleaning, feeding and maintenance of the animal. By signing below, I confirm that I have read, understand and agree with all points contained in this Pet Emergency Shelter Packet.

Owner name (print) _____
 Owner signature _____ Date; _____
 Address _____
 Phone # _____ Alternate # _____
 Alternate care giver (print) _____
 Alternate care giver phone # _____

ANIMAL NAME	BREED	AGE	SPECIES
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DO NOT WRITE BELOW THIS LINE

STAFF USE ONLY

I.D. BAND #(S) _____
 STAFF SIGNATURE _____ DATE _____
 ASSIGNED AREA _____

CHECK ALL THAT APPLY

Crate/Cage (required) _____ Bedding (required) _____ Food & water bowls (required) _____
 Leash (required) _____ Collar (required) _____ 3 Day supply of food & water (required) _____
 Vacc. Record(s) (required) _____ Cat Litter (required if boarding feline(s)) _____
 Litter scoop (required if boarding feline(s)) _____ Litter box (required if boarding feline(s)) _____
 Toys _____ Meds. _____ Can opener (required if supplying canned food) _____
 Muzzle _____

Please list any other items belonging to or accompanying animal(s).

COMMENTS

Skin Condition _____
 Parasites noted _____
 Open Sores _____

Aggressive tendencies _____

Any other important or useful information or relevant observations.

ATTACH PHOTO BELOW

(Original application & photo to be kept in file. Copies are to be given to pet owner)