

Colorado Generic
Large Animal Shelter (TLAS) Plan Template
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Forward

This Generic Plan is intended to provide general guidance for the sheltering of companion livestock/backyard livestock during an emergency or disaster as well as to provide a template large animal shelter plan that can be customized to meet the local Authority Having Jurisdiction's (AHJs) needs. It establishes procedures for the establishment, operation, and demobilization of Temporary Large Animal Shelter (TLAS) and provides suggestions and identification of key points and critical issues useful in the event response.

Local Offices of Emergency Management (OEMs), County/Community Animal Response Teams (CARTs) or other authorized animal response and sheltering organizations are invited to utilize this Generic Plan as a basis for their own local plan, editing and making changes to the Generic Plan as necessary to conform to local animal emergency planning and response needs. Areas of Blue Text [i.e. "insert here" types of areas] are designed to be modified to represent appropriate local jurisdictional authorities, agencies or organizations who need to be incorporated into the overall jurisdictional plan.

All emergencies are local and therefore the local AHJ always has the option and latitude to respond to an emergency involving animals in the way and method that best suits the entity involved.

NOTE: Throughout this Generic Plan an ESF6A is referenced. In Colorado, some counties are in the process of moving coordination for Animals out of their ESF11 Annex and into an ESF6A Annex. If this Generic Plan is utilized in a county that is retaining Household Pet and Service Animal coordination under ESF11 all county level references to ESF6a may be eliminated in order to prevent confusion. (At the State of Colorado level, ESF6A is utilized by the State Emergency Operations Plan (EOP) and at the State Emergency Operations Center (SEOC) for the coordination of Animals.)

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Introduction

The Temporary Large Animal Sheltering Plan is a component of the [\[insert name of Jurisdiction Having Authority \(AHJ\)\]](#) disaster response plan. This plan provides comprehensive guidance and procedures for establishing and operating a Temporary Large Animal Shelter (TLAS). The Pets Evacuation and Transportation Standards Act of 2006, requires local jurisdictions to incorporate pets into disaster preparedness and response plans at the local level. This plan is for companion or large livestock species which are not included in the Pets Evacuation and Transportation Standards Act, nevertheless many Colorado citizens keep livestock as pets or companions and expect that these animals will be treated in a similar fashion as their pets during disaster events. Thus this plan is designed for those types of animals and to meet public expectations.

This plan is divided into a base plan and several Appendixes and Supplements that provide guidance to Community/County Animal Response Teams (CARTs) or other authorized agencies for the evacuation and sheltering of animals. In this Plan the term “CART” is used to broadly describe authorized animal disaster sheltering management/staff and volunteers.

Purpose

This plan is intended to provide general guidance for the sheltering of companion and large livestock during an emergency or disaster as well as a large animal shelter plan congruent to the overall AHJ Emergency Operations Plan (EOP). It establishes - colocated/Stand-alone Temporary Large Animal Shelter (TLAS).

Scope

The plan applies to the [\[insert Jurisdictional Area Name/Description\]](#). The CART will utilize this plan for all activations requiring large animal emergency sheltering.

Direction and Control

General

This Plan shall be activated when the Incident Command (IC) or Office of Emergency Management (OEM) determines that there is a potential for a disaster that entails a

significant increase in animal-care needs in [insert Jurisdictional Area Name/Description] due to threat to public safety, property or the environment. This potential may be reached when conditions pose a threat to animals such that an appropriate response exceeds the normal capacity of the AHJ to meet animal-care needs. The decision to implement the Plan may be coordinated with neighboring jurisdiction emergency management or the State Office of Emergency Management for optimal effectiveness.

Response Requirements

The designated primary and support agencies must plan to be self-sufficient as possible during the first 72 hours following an event, when there may be only limited assistance from local or state agencies.

Functions

Animal-related services under this Plan are categorized in the following functional areas (indicated in italics), followed by the agencies assigned responsibility for leading or supporting each function.

Assist emergency responders with animal emergency care.

- [insert names of Animal Control Agency, CART, Humane Society or other primary and support agencies]

Provide humane care and handling of animals before, during, and after disasters and arrange for veterinary treatment or euthanasia, as required.

- [insert names of Animal Control Agency, CART, Humane Society or other primary and support agencies]

Provide appropriate equipment and supplies for pre- and post-disaster sheltering and care of household animals and other companion animals.

- [insert names of Animal Control Agency, CART, Humane Society or other primary and support agencies]

Provide emergency medical care to injured or ill animals.

- [insert names of Veterinary Reserve Corps, CART veterinarians, Humane Society or other primary and support agencies]

Remove and properly dispose of animal carcasses.

- [insert names of Animal Control Agency, CART, Humane Society or other primary and support agencies]

Release information to the general public through public information officials who are officially sanctioned by incident command or emergency management, regarding such issues as animal shelter locations, quarantine areas, rabies alert, public service information announcements, etc.

- [insert names of Animal Control Agency, CART, Humane Society or other primary and support agencies]

Organization and Assignment of Responsibilities

Primary Agencies

[insert AHJ]

[insert AHJ Emergency Management]

[insert Department of Health as appropriate]

[insert Department of Environment as appropriate]

[insert Animal Control Agency as appropriate]

[insert other Primary Agencies as appropriate]

Leadership

[insert AHJ Coordinator]

[insert Animal Control Agency Leader as appropriate]

[insert CART Leader(s) as appropriate.]

[insert other Agencies Leadership as appropriate]

Support Agencies

[insert Support Agencies as appropriate]

Assumptions

- The evacuation, protection and care of companion and large livestock is the responsibility of the owner.
- Any emergency resulting in the evacuation of residents to an emergency shelter will also result in the evacuation of companion and large livestock – and accommodation must be made for these animals.
- Up to 65% of evacuated or displaced residents will have the need to also evacuate and care for one or more household pets - some of these residents will also have companion or large livestock requiring evacuation and care.
- Evacuation failures will occur if residents are not provided with an option for the safe and healthy disaster sheltering of their animals during the event.
- Many displaced residents will require disaster sheltering of their animals for the duration of the event or longer in order to manage the disruption of their normal work and living routines.
- Household pets, as defined by the Federal Emergency Management Agency (FEMA) are, “A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household animals do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses) and animals kept for racing purposes.” However, [insert AHJ name] may elect to shelter animals considered as pets by their owners, including horses and large livestock, although not included in the FEMA definition. The TLAS should accept these types of animals depending on training and capabilities of the shelter and personnel and approval by the AHJ.
- Most disasters will not meet the FEMA threshold for reimbursement; therefore, therefore it should not be expected that FEMA will provide reimbursement for expenses associated with establishing the TLAS.
- The CART team will direct and control all TLAS related activities, as outlined in this plan.

- A TLAS is not generally colocated with the human shelter. However, it may have many of the same attributes as a colocated shelter in that horse and large livestock owners may have the capability and choose to shelter at the site of the TLAS in order to care for their animals. Considerations for where they will house on site and provision of facilities for on-site housing for owners should be made as it will result in a safer and more sanitary environment for all concerned.
- The CART should coordinate logistics support with ESF11 at the EOC or the EOC Logistics section.
- In TLAS the CART may be called upon to provide total care for some or all of the animals in the TLAS shelter including food, water, exercise, cleaning and basic medical care. In some cases, owners may choose to shelter at the TLAS and may choose to provide services and care for their own animals. Thus a TLAS may often have the attributes of both a stand-alone and a colocated animal shelter situation.
- In the TLAS the CART team will provide, in the absence of owner care, for all aspects of security, accountability, routine care, cleaning and oversight of the TLAS.
- Animals of both known and unknown owners may be sheltered in the TLAS. Animals with unidentified owners may be housed separately, if facilities permit, from known owned animals in order to provide precautionary isolation measures.
- The CART will only provide basic first aid and emergency care to stabilize an animal. Owners are ultimately responsible for the transfer of their animals to veterinary clinics, or for obtaining a private veterinarian and for any additional emergency care for their animals at the TLAS. Services provided by CART will not be billed to the owner.
- Mutual aid may be available from other Colorado CARTs or animal response teams or the Colorado Veterinarian Medical Reserve Corps. Mutual aid requests for TLAS support should be made through the local EOC.

Authorities and References

- Animals Evacuation and Transportation Standards Act of 2006

- Federal Emergency Management Agency (FEMA) Disaster Assister Assistance Policy 9523.19, “Eligible Costs Related to Pet Evacuations and Sheltering”
- Americans with Disabilities Act, Title II and III, September 15, 2010.
- Colorado Revised Statute 25-4-603, “Animal Bite Reporting”
- Colorado Revised Statute 25-4-604, “Health Department Notice for Quarantine”
- [insert local County Emergency Operations Plan, date here].
- [insert local County Emergency Operations Plan, ESF6 Appendix, date here].
- [insert local County Emergency Operations Plan, ESF11 and/or ESF6A (if applicable) Appendix, date here].
- [insert other appropriate local statue authorities and references, date here].
- “Guidance for Planning for Integration of Functional Needs Support Services in General Populations Shelters,” FEMA, November 2010.
- “Disaster Sheltering for Companion Animals,” American Humane Association, 2010.
- “Developing and Maintaining Emergency Operations Plans,” Comprehensive Preparedness Guide (CPG) 101, FEMA, November 2010.

Relationships and Partnerships

Several agencies and nonprofit animal response organizations may have responsibilities for the care of animals during a disaster. The following describes the responsibilities and relationships of these organizations:

- **[insert AHJ here] Office of Emergency Management** is responsible for coordinating the resources necessary to assist owners in the evacuation and care of their animals during a disaster. This office will activate the agencies and organizations, listed below, to shelter animals of known owners. The local Emergency Operations Center, Emergency Support Function 11 or 6A, will assist the CART in attempting to reunite animals with owners.
- **[insert AHJ here] Community/County Animal Response Team (CART)** is responsible for establishing and managing a Temporary Large Animal Emergency Shelter

(TLAS) for animals of known owners. Usually, the TLAS shelter will be not established at the same location as the human shelter, i.e. a colocated shelter, making the TLAS a stand-alone temporary animal shelter. However, it may have many of the same attributes as a colocated shelter in that horse and large livestock owners may have the capability and choose to shelter at the site of the TLAS in order to care for their animals.

Considerations for where they will house on site and provision of facilities for on-site housing for owners should be made as it will result in a safer and more sanitary environment for all concerned. The CART will establish a TLAS that is secure and provides for the basic needs of animals (food, water, shelter), and will maintain the shelter in a manner that does not promote the spread of disease between animals, or between animals and humans.

- **[insert name of AHJ Animal Control]** is responsible for assisting with animal evacuation, rescue of stranded animals or capture of loose animals. Animal Control and the CART are responsible for the care and final disposition of animals without identified owners. Animal Control and the CART will assist with efforts to locate animal owners and reunify them with their separated animals.
- **Colorado Veterinarian Medical Reserve Corps (COVMRC)** can be activated to provide additional personnel to the TLAS, if required.
- **Other Colorado CARTs** may be available to provide mutual aid to the CART when animal sheltering requirements exceed county resources and capabilities.

Concept of Operations

Overview

- The TLAS is intended to function as both a short term and a long term shelter. A short term shelter is one that operates for fewer than 72 hours. Short term shelters will have less capabilities than long term shelters. Long-term shelters have greater capabilities that may include animal wash areas and a greater division of animals. This greater division

may include having separate areas for difficult animals, very old animals, or animals showing aggressive behavior.

- The TLAS is usually not a component of the human sheltering response.

Priorities

- The priorities of this plan are:
 1. To protect the health and safety of staff, volunteers, clients and visitors.
 2. To protect the health and safety of animals being sheltered under this plan.
 3. To protect the property/facilities used in the animal sheltering effort.
 4. To protect the environment.

Coordination with the local Emergency Operations Center (EOC)

- Utilizing the Incident Command System (ICS) and the National Incident Management System (NIMS), several EOC personnel are responsible for mass care. This includes the [insert name of AHJ Emergency Manager (EM)], with overall responsibility for all aspects of this plan; ESF 6 (Mass Care), responsible for all aspects of human sheltering; and ESF11 (Agriculture/Animals) and/or ESF6A (Household Animals/Service Animals) if applicable, responsible for all aspects of animal sheltering and care. These personnel are normally located in the County EOC, with the following phone numbers and email addresses:
 - EM: [Insert telephone number] [Insert email address]
 - ESF 6: [Insert telephone number] [Insert email address]
 - ESF 6A: [Insert telephone number] [Insert email address]
 - ESF11: [Insert telephone number] [Insert email address]

Temporary Large Animal Shelter Mobilization

Notification

- In the event of an emergency that requires an evacuation, the EM will assess whether a temporary large animal emergency shelter needs to be established.
- Once the EM has determined the establishment of a TLAS is needed, the EM or ESF11 (Agriculture /Animals) or ESF6a (Household Animals/Service Animals) will contact the CART to establish a TLAS or TLAS.
- The EM, or ESF11/ESF6A, will contact the CART Leader(s)/Coordinator(s) to provide the location of the TLAS, the anticipated number of animals based on the areas evacuated, the status of the large animal sheltering cache, and any special instructions. The CART Leader/Coordinator will then contact all other CART members.
- All designated CART members will report to the TLAS location or staging area with appropriate clothing, supplies and equipment. Minimally, this includes clothing for the anticipated temperatures, boots, leather gloves, personal medications for 24 hours, and bottled water and snacks for six hours.
- The EM/ESF11/ESF6A will attempt to provide additional personnel to help set up the shelter. However, some of these setup people may not be CART members, and may not be able to provide help beyond setup.
- ESF11/ESF6A will be the primary entity for coordination with other agencies involved in the execution of this plan. The CART will be responsible for coordination of operations with other agencies co-located at the shelter. The CART will also be responsible for assessing and determining the resources needed for implementation of the TLAS.

Activation

The following checklists are intended to guide actions before, during and after a local disaster event requiring the establishment of a temporary large animal shelter (TLAS). The time triggers in these checklists are dependent upon whether the situation provides sufficient

preparatory planning. If the event occurs without warning the activation sequence would be compressed and many of the actions listed would require concurrent actions.

Pre-Event Activities

- Monitor threat/weather advisories.
- When appropriate, issue press releases or otherwise recommend that citizens plan for evacuation needs of animals. Recommend that animal owners in vulnerable areas prepare ID Kits and Pet-Go Kits to evacuate with their animals.
- Review local jurisdiction's Emergency Operations Plan, ESF6 Mass Care Appendix, ESF11/ESF6A Animal Appendix and Large Animal Emergency Sheltering (TLAS) Plan.
- Brief appropriate jurisdictional authority leadership/coordinators on animal disaster sheltering readiness actions needed.
- Check CART leadership readiness to activate.
- Determine initial counts of available CART animal shelter volunteers.
- Check TLAS facility location(s), equipment, food supplies, veterinary supplies, intake and office supplies, vehicles and transport for readiness and availability.
- Request that ESF6 Mass Care/Human Sheltering coordinators provide contact information for human shelters for TLAS shelter locations.
- Determine initial capacity for numbers of animals requiring shelter.
- Determine surge capacity for numbers of animals requiring shelter.
- Determine additional resource requirements needed.
- Establish communications and confirm communications plan with AHJ, IC, EOC, CART large animal shelter volunteers and support agencies.
- Alert CART animal shelter leadership/staff/volunteers to standby status.
- Establish communications with all support agencies.
- Stage equipment, resources as appropriate and time permits.
- Begin resource tracking of TLAS facility locations, equipment, food supplies, veterinary supplies, intake and office supplies, vehicles and transport.

Initial Response Activities

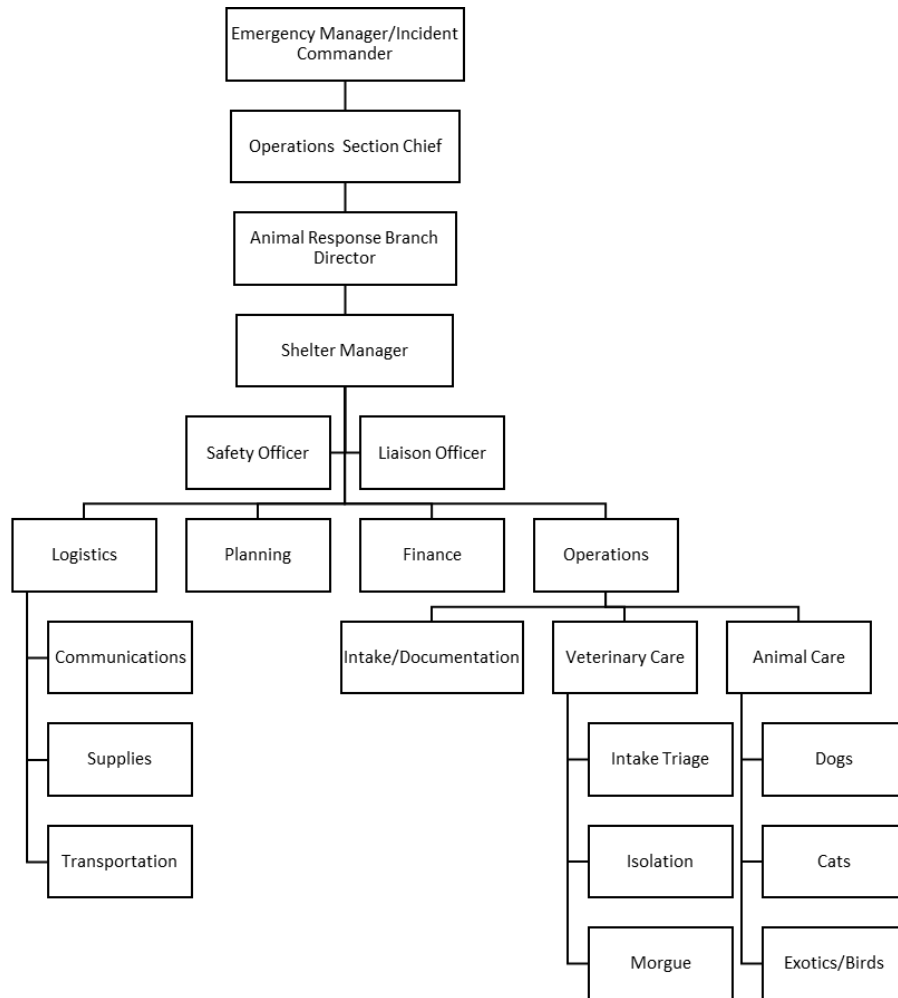
- Activate CART large animal shelter leaders, staff and volunteers.
- Mobilize human resources, TLAS facility locations, equipment, food supplies, veterinary supplies, intake and office supplies, vehicles and transport.
- Continue resource tracking of animal shelter facility locations, equipment, food supplies, veterinary supplies, intake and office supplies, vehicles and transport.
- Begin event logs.
 - Inventories of intake of sheltered animals by location, by species.
 - Inventories of release of sheltered animals by location, by species.
 - Assessment of overall health status of sheltered animals.
 - Inventory of surge capacity by location, by species.
 - Counts and names of deployed animal shelter leaders, staff and volunteers.
 - Ongoing additional resource requirements.
- Begin documentation of response activities and financial costs related to event.
Capture expense receipts, hours worked, mileage, etc.
- Maintain documentation and tracking of all financial costs related to the event.
- Re-evaluate the event and the situation regularly.
- Contribute to Incident Action Plan for the next operational period.
- Brief the EOC on the status of large animal shelter response and planning.
- Take all necessary actions to preserve life and property utilizing available resources.
- Coordinate response and support functions with outside agencies and volunteer organizations.
- Coordinate large animal shelter operations, logistics, planning and administrative/finance functions with overall Incident Command structure.

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Incident Command System (ICS)

- The CART will utilize the Incident Command System (ICS) for the organization and management of the TLAS. Below is the organizational chart for the Temporary Large Animal Shelter. Depending on the scale of the event a compressed form of this organization chart may be utilized:

Temporary Large Animal Shelter Organizational Chart



Personnel Requirements and Shift Operations

- (See [Appendix A](#) for job titles, job descriptions, and responsibilities)
- Shelter personnel should minimally include one Temporary Animal Shelter Manager (TASM) and 4-6 operational staff members. The operations staff includes:
 - One person for Intake, Release and Documentation
 - Two to four persons for Animal Care Team (kennel/cage operations), and two persons for the Safety and Sanitation Team
 - One to two persons for Logistics
 - One on-site or on-call Veterinarian Team Lead
- The shift operations are managed by the TSAM, as many CART members may not be able to stay for an entire 8-12 hour shift.
- The night shift can be limited to two people for security, as no owners will be allowed into the shelter at this time. For safety reasons, at no time will a single CART person be responsible for, or left at, the shelter alone. The TASM will ensure that a form of communication (cell phone or radio) is available to the night shift in case assistance is required.
- Shelter hours are generally [##:00 a.m. to ##:00 p.m].
- Each time there is a change in personnel, the on-duty person will provide a briefing to their replacement prior to departing. All CART personnel must sign into and out of the shelter for their shift.

Logistics

TLAS capacity

- The TLAS is equipped to shelter [\[insert capacity here\]](#) animals. The TLAS equipment cache contains [##] large, [##] medium and [##] kennels. The number of large and large animals (by kind) to be sheltered will determine the total number of animals that can be accommodated.

Large Animal Emergency Sheltering Cache

- The CART cache trailer is maintained at [insert address] at [insert location]. See Appendix 3 for equipment list.
- When the CART is activated, ESF11/ESF6A will coordinate for the movement of the cache trailer to the TLAS location. If both a small animal shelter and a large animal shelter are established, the EOC must coordinate with the Temporary or Co-located Small Animal Emergency Shelter (TSAS and CO-TSAS) Team and TLAS Team leads to obtain their caches in the most expeditious manner possible.

Increasing the Capabilities of the TLAS

- The EOC ESF11/ESF6A lead must anticipate the need to increase the capabilities of animal shelters. If an increase is anticipated due to the opening of additional human shelters, ESF11/ESF6A will identify the requirements as soon as possible and order additional resources. Mutual aid may be available from several state and non-profit organizations but must be requested through the EOC ESF11/ESF6A Desks.

Supplies and Services

- The EOC Logistics Desk will assist with most logistics support to the CART members at the TLAS. This includes food, water, restrooms, and break area for CART personnel. The EOC Logistics Desk will also accept and pass supply and equipment requirements to the EOC for items that the CART cannot provide. However, only those items critical to TLAS operations should be considered for procurement, because funds expended for response operations will most likely not be reimbursed by the State or FEMA.

Donations

- The CART should not accept donations of tack, supplies, equipment, or volunteer help without the approval of ESF11/ESF6A Desk. Anyone wishing to donate or volunteer should be referred to ESF11/ESF6A, the donations warehouse, or the donations center (if those facilities are established).

Shelter Establishment

Locating the Colocated TLAS and support areas

- The Emergency Manager and ESF11/ESF6A are the lead for allocating “property” for the TLAS if the TLAS facility has not been previously established, and will make the final decision on where the CART TLAS will set up at the shelter site.
- Most TLAS’s will be set up at a facility designed for livestock use such as a fairgrounds, livestock barn or similar facility. The CART TLAS leader on site should determine where the TLAS should be set up. Refer to Appendix B of this Plan for site considerations. The CART TLAS leader should conduct a walk around/assessment should include the use of other buildings in the area for the TLAS.
- That CART leader will then find the facility manager to coordinate the location of the TLAS. In some cases the location of the TLAS will have been pre-determined.
- The CART Lead or the TASM should request the most appropriate space for the TLAS, including separate buildings if available. If this request is not approved by the facilities manager the CART lead should not argue this point. However, if the facilities manager places the TLAS in a location that is unsuitable for the CART, and the facilities managers is unwilling to make any changes, the lead CART person will notify ESF11/ESF6A [insert ESF11/ESF6A Desk phone number(s) here] or the EM [insert EM EOC Desk phone number here].

Configuring the TLAS

- Once the TLAS area is identified, the lead CART person is responsible for providing guidance to all other CART members on where and how to set up the TLAS. The working areas of the TLAS must be arranged in a manner that provides for smooth processing and management of companion animals.
- The large animal shelter should have several designated areas:
- **Intake and release areas** must be located at areas that are accessible to the arrival and departure of horse and livestock trucks and trailer units. Intake and release areas should

be large enough to accommodate the separation of individual animals as well as species and should have chairs and tables available to accommodate waiting periods and the filling out documentation by animal owners.

- **Field rescue team drop-off area** should be separate if possible from owner intake areas. Field rescue teams will bring in animals with documentation that will need to be kept separate from owner intake documentation and stray animals may need to be housed separately from owned animals.
- **Secure perimeter** should be planned for at the intake area to prevent escapes, particularly when animals are being unloaded from trailers.
- **Stall areas** rather than group pens. Horses should be housed in stalls and not in group pens as they can be aggressive resource guarders during feeding times. Stallions should be kept in areas separate from other horses and in a more secure area so that only the owners or expert handlers have access to provide care. Any mares with un-weaned foals will need additional space. Animal housing spaces should be large enough to provide appropriate separation between individual animals, particularly between stallions.
- **Multiple animal and species from common families** should be planned for. Whenever possible house family animals near each other. These animals may be bonded and may suffer distress if separated. If there are multiple species they may need to be separated into different housing areas depending on the capabilities of the facility and setup. If it is determined to be unsafe to house any animals together they should be separated.
- **Medical and isolation areas**, separate from the general population and separate by species, with stallions separated from other horses. Should have hot and cold running water, capability for supplemental lighting and sufficient electrical outlets for equipment and for a refrigeration unit if appropriate.
- **Cleaning/sanitation area** must accommodate several large cleaning tanks, have good drainage and appropriate disposal for gray/black or otherwise contaminated water.
- **Outside dog walk area** should be spacious enough to prevent close encounters between individual animals and allow for instant and easy cleaning of fecal matter.
- Any other areas that the TASM may find appropriate

- Post signs with arrows at the TLAS entrance to direct animal owners to the appropriate TLAS areas. Basic signs are part of the TLAS Cache. If additional signs are required, they can be copied from the samples at Appendix C.

Shelter Operations

Pre-Operations Check

- The TASM is required to conduct a pre-operations check before allowing the shelter to open. This is to ensure the safety of animals, owners, and volunteers. A pre-operations checklist is at Appendix D.

Daily Care Routine

- (See Appendix N for Daily Care Routine checklist)
- A Daily Care Routine will be established by the TASM. This will include a shift-change briefing for CART members; shelter inspections (at every shift change); barn, animal health, and accountability checks (hourly); feeding times; kennel cleaning times; times for owner visitation, and check-out for exercising; lights-out schedule, and security checks (night time only).

Temperature Control and Ventilation

- The shelter must be maintained at a temperature that is healthy for the animals. Arranging the shelter to allow for frequent air exchanges is also important. There are various methods to enhance air exchanges and temperature control in the shelter, such as fans, opening windows and doors, and in some cases utilizing air conditioning units for warm weather and heating units for cold weather.

Intake

(See Appendix E for Intake Checklist)

What animals are eligible for sheltering

- The TLAS is designed to shelter the animals of evacuated residents. These residents may be staying at a human shelter, with family or friends or on site at the TLAS. The TASM will determine what animals will be accepted in the TLAS.
- Stray animals may be sheltered in the TLAS. If someone brings a stray into the shelter and does not know the owner, then the CART will place the animal in a separate area for shelter and care. If an animal is dropped off by someone who knows the owner, such as a neighbor who evacuated the animal, the CART will shelter the animal until the owner can be located and advised of rule for further animal care. Extremely aggressive animals and some exotic animals may not be admitted into the shelter, for safety reasons, and for the limited capability to care for exotic animals. The TASAM has the authority to refuse admittance of any pet into the shelter.

Animal Registration

- Residents must check their animals into the TLAS before checking themselves into the human shelter. Animal registration consists of completing three forms:
 - Animal Intake form (one per animal)
 - Stall Card (one per animal)
 - Owner's Waiver / Emergency Veterinary Authorization form
- These forms will be filled out by a CART volunteer with clear handwriting, or by using a computer and pre-approved software. These forms will be signed by the owner. One copy of each of these forms will be provided to the owner; a second copy will remain with the CART in its files.
- The State of Colorado requires that owners of horses, cattle, mules and donkeys provide proof of ownership in the form of a brand certificate. The intake process for these animals should include identifying and documenting animals with brand certificate information. A Colorado State Brand Inspector may be on hand to assist with this documentation.

- Each animal will also be assigned a unique ID number, which will be recorded on all forms and should be associated with the owner's last name, followed by pet name and ID number. Unique file numbers are sequential with the first horse assigned H001, the next horse regardless of owner will be assigned H002, Goats start with G001 and so forth for sheep, llamas, alpacas, chickens, etc. Juvenile animals that will be in same kennel as their mother will have the mothers unique file number followed by an alphabet letter (mother is H007, foals are H007a etc). No number is assigned more than once. Owners of multiple animals will be assigned multiple numbers and will have multiple files. For example, if Jane Doe is the first person to check in animals, and checks in one horse and one goat, her files would be marked: Doe, Jane/Trigger/H001; Doe Jane/Billy/G001.
- If a camera is available, a photo of the owner with their animal will be taken and kept in a computer file with the owners file number noted.
- The stall card will be filled out and signed by the owner. The stall card will always remain with the animal unless the owner has checked the animal out for exercise or for release. The right top corner of the kennel card will be marked with a red dot if the animal is aggressive. The animal's ID number will be written on the kennel card.
- At the time of registration owners must identify who, by name, is allowed to check their animals out for exercising and release. Only those individuals on the list will be allowed access. Only those 13 years of age and above will be allowed to check out animals.
- A magnetic board will be used to track the stall location of animals. Each animal will be represented by a magnetic tag that records the owner's name, pet's name, and pet ID number. This tag will also display a red dot if the animal is aggressive.
- The animal will be tagged with a mare band or halter or butt tag. As a minimum, the animal's ID number will be written on the animals band/tag.

Animal health check

- During intake, the CART member will conduct a cursory health check of the animal. If a Veterinarian or Veterinary Assistant is available, the health check will be conducted by them; otherwise, the most appropriate CART member will conduct the health check. Any

animal believed to be sick will be placed in the medical/isolation area until deemed well by the Veterinary Medical Lead.

- If during the health check an animal is suspected of being abused, the CART member and/or veterinarian will notify the TASM. The TASM Manager will notify ESF11/ESF6A. The Veterinarian will also make all legally required notification to the appropriate law enforcement agency.
- During the health exam the veterinarian will attempt to verify if the animal has current inoculations and paperwork. Animals will not be turned away from the shelter if the owner cannot provide proof of vaccination. Any pet that shows signs of illness will be placed in an isolation area until release by the veterinarian.

Decontamination

- Some animals may require decontamination during intake. This consists of washing the animal with a animal-friendly soap, such as Dawn dishwashing soap and warm water. The need for decontamination will be determined by the Veterinarian, Veterinarian Technician, or the TASM. The owner can request that their animal be decontaminated as well.

Stalls and containers

- Once the owner has completed the intake process, the owner will lead the animal into the shelter (escorted by a CART member) and place the pet into the stall designated by the CART. The CART member will place the stall card on the stall. The water bucket for the animal will be filled.
- If the owner is to provide animal care he CART member will show the owner where to find hay and grain and mucking tools and will also show them where to dump manure and dirty water buckets.
- If the owner has led the animal into the shelter with a lead the owner's lead may be utilized by the CART. The Animal Intake form will note that the owner has provided a lead and will record the general size and description of the lead.

Owner equipment

- The CART will choose what, if any, owner-owned animal equipment to accept in the TLAS which may include:
 - Buckets
 - Halters and leads
 - Brushes
 - Animal medications
- Owners must take all non-accepted equipment with them; these will not be accepted by the CART for safe keeping. The CART will maintain leads for internal CART use.

Verifying identity of owners entering the TLAS

- At the TLAS owners may be allowed to enter the TLAS several times per day to care for and exercise their animals. CART members must verify that each person entering the TLAS is authorized to do so. Initially this will take a minute to verify the name on the owners' list; as CART members begin to recognize the owners, this process will take less time.
- Proper identification is picture ID, such as a driver's license or military ID card. If CART members can visually recognize the person, that is also a proper method of ID.
- Owners must sign once to check the animal out of the shelter, and once to check the animal back in. Owners who are permitted free access to the shelter area are not required to be escorted into the shelter to obtain their animals. The CART will place at least one person in the stall area to supervise owners and animals and ensure that the owner is taking only their animals.

Animal Care

- Owners may be responsible for caring for their animals while in the TLAS or the CART team may be responsible depending on owner availability. It is the owner's responsibility to provide daily care for their animal unless there are mitigating circumstances.

- The CART may be asked to help people with disabilities care for their animals in the TLAS. The TASM will decide whether to support these requests, based on availability of CART people and the temperament of the animal.

Barn/Stall Operations

- Barn and stall areas will be organized to separate species as well as possible. Mothers with young who may be stressed by noise and the shelter environment will be placed in areas that are as quiet as possible.
- Aggressive animals will be stalled in locations that prevent their aggression towards other animals. These animals may be placed in an area by themselves or their stalls may be separated by additional stall spaces to avoid aggression to animals in stalls that are next to them. The stall cards of aggressive animals will be marked with a red dot in the upper right corner (see Pet Registration).
- Stalls will be organized as well as possible to provide fresh air to the animals, utilize air-flow to prevent the spread of communicable disease, provide for security, and ensure the best possible sanitation of the barn areas. Animals will be stalled in family units if possible. This may include placing animals in the same stall if room permits or next to each other in individual stalls. If multiple animals are to be kept in a single stall, the owner must agree to this in writing.

Feeding and medications

- In the TLAS owners should be encouraged to be responsible for feeding or medicating their animals. Owners can request that the CART temporarily feed their animal, but only as an exception until the owner can obtain food.
- The CART should assume that many animal owners will not have evacuated with food and should be prepared to provide food for animals for at least 24 hours. Upon activation of the TLAS, the TASM must immediately order animal food through the EOC Logistics Section or EOC ESF11/ESF6A.

- Owners must sign in when they care for their animals. The CART will check the daily check-in log twice per day (see Appendix N: Daily Care Routine checklist) to ensure that all animals have been fed. CART staff will contact any owners who have not checked in to feed their animals. If the owner cannot be contacted, the CART will provide food to the animal. The owner will be contacted as soon as feasible and advised of this.
- Owners feeding their own animals at the TLAS will be advised to decrease the animals feeding portion unless they are able to maintain their pet's normal exercise level. The CART will accept, for storage, any foods required of owner's animals. Owner-provided food will be placed in a separate and labeled area.
- If CART team members are providing daily animal care they should be familiar with the species, the types of food they require and health and behavior changes indicating the need for medical attention or environmental modifications. It is also important to know what each species cannot eat. Certain species can't have mineral salt or certain types of hay such as alfalfa. Horses can be particularly sensitive to changes in diet which can have life threatening health issues. The TLAS will feed only grass hay to animal being sheltered in the TLAS. Any medications, supplements or feed other than grass hay must be itemized and approved in writing by the owner and kept in a locked stall and fed only by a designated CART team member.

Water

The CART will provide water, but owners at a TLAS are responsible for ensuring that their animals' water buckets are cleaned and full at each throughout the day. During the CART's hourly checks, any water buckets that are less than half full will be filled by CART members. CART members will make a note on the Stall Card when water is given and the TLAS manager must be notified if an animal is not drinking.

Pet health and welfare checks

The CART will perform animal health and welfare checks every two hours at a minimum. These checks will include a check for stall cleanliness, animal health or injuries, water,

damaged stalls that can cause injury, and any other items to ensure the good health and welfare of the animals.

Any animal that appears to be ill or injured will be moved to the Medical Section for treatment or isolation, until released by the Veterinary Medical Lead.

Sanitation and cleaning

- Shelter cleanliness is vital to the safety of both people and animals. CART members and pet owners must do their best to keep the shelter area clean of trash.
- For specific procedures for cleaning the shelter and its equipment, see “Appendix M: Shelter Sanitation and Cleaning”

Animal washing and grooming

- The short term TLAS is not designed to include an animal washing area. If the TLAS will be open for long term operations, the TASM should consider adding this capability if facilities and weather permit.
- An animal washing area will be established, even in a short-term shelter, if the Veterinary Medical Lead, Vet Assistant, or TASM determine that animals must be decontaminated before entering the shelter (see Decontamination)
- Owners are permitted to groom their own animals with their own grooming tools. Grooming supplies may not be left at the shelter. CART members will not groom animals.

Animal handling

- CART members in the TLAS must be trained in large animal handling before being assigned duties in the shelter that include animal handling. CART members will not handle an aggressive or hostile animal. If animals are aggressive or hostile the TASM should assure that one or more professional large animal handlers are assigned to the animal or see that the animal is transferred to an appropriate facility for further sheltering and care.

- It is critical that shelter procedures minimize the opportunity for animals to get loose from their cages. This includes having only the owner handle the animal, and using pre-established techniques for removing animals from a stall if required for medical or sanitation reasons. If the owner is present, the owner is responsible for catching their animal. CART members will assist but will follow the directions of the owner. If the owner is not present, CART members will attempt to catch the loose animal. The TASM will determine how the pet was able to get loose and take corrective action.

Animal exercising

- In the TLAS, particularly in the very short term, the daily exercise is not necessary and may create unnecessary opportunities for animal escapes. If horses are sheltered for more than 24 hours they should have at least 10 minutes of exercise each day. This can be done when the stall is being cleaned or at another time throughout the day. Exercise should only be done when it can be done safely by experience handlers or preferably by the owners. However, some sheltered animals may be in training for competition so the owners will want to try to maintain some exercise routine with the animal. It is up to the TASM to determine if these exercise routines will be accommodated. If so, owners are responsible for exercising their animals. Owners must check their animals in and out at the Intake/Release Desk; CART members may require a photo ID to verify the identity of owners (see Verifying identify of owners entering the TLAS).

Support to people with disabilities/service animals

- Service animals are individually trained to do work or perform tasks to assist people with disabilities. The Americans with Disabilities Act (amended in March 2011) requires that service animals be supported in public accommodations and facilities. The requirements of the ADA allow the entrance of service animals into shelters, to allow persons with access or functional needs to shelter with their service animals. Service animals allowed in shelters include *miniature horses*. Miniature horses have been recognized as service animals, but four criteria must be met before they can be allowed into a shelter: 1) the horse must be housebroken; 2) horse must be under the owner's control; 3) the shelter

can accommodate the horse and 4) the horse's presence will not compromise legitimate safety requirements that are necessary for safe operation of the shelter. The human shelter manager will determine whether to admit miniature horses into the shelter. The CART should be prepared to provide support to service animals that are allowed into the human shelter.

- When a person with a service animal checks in at the human shelter, a human staff member will notify the CART. The Veterinary Medical Lead will go to the human shelter check-in desk, and perform a health check of the animal to ensure that it has no medical issues. If the service animal is a miniature horse, the Veterinary Medical Lead will provide a health check only if they feel qualified to do so. At the same time, the Veterinary Medical Lead will ensure that the owner signs the Emergency Veterinary Care Authorization Form; the signed form will be given to the Documentation Team for filing. The Documentation Team will note on the kennel white board that service animals are in the human shelter.
- The CART may be asked to help support service animals for people who are sheltered in the human shelter. This may include exercising the animal, providing food and water, or providing emergency medical care. The CART will support these requests to the best of its abilities and staffing. If the person with disabilities has a family member at the human shelter that is able to care for the animal, the family member should do so; the CART should be a last resource for these tasks.

Release

- When the owner desires to permanently remove their animal from the shelter, the owner will sign the animal release form; the CART will maintain these forms in the owner's file. The files for each owner will be pulled from the active file and placed in an inactive file/storage box. This file will be passed to the County EOC when the shelter has been closed, or on a daily or weekly basis if the shelter is open long term.

Documentation

- The CART must maintain all documentation for each animal and provide all documents to the EOC when the shelter closes. At a minimum, the CART will maintain the following documents for each pet:
 1. Animal Intake Form
 2. Intake Checklist
 3. Kennel Card
 4. Owner's Waiver/ Emergency Veterinary Authorization Form
 5. Animal Daily Care Form
 6. All Veterinarian records for treatment
 7. Release Checklist
- **The Owner's Waiver/ Emergency Veterinary Authorization Form is required:**
- If the owner of an animal refuses to sign the form, the CART member will note this on the form and advise the owner that the animal cannot be sheltered in the TLAS.
- If the owner of a service animal refuses to sign the form, the owner will be advised that the CART cannot assist in any manner. All CART members will be advised of this situation.
- All forms for each animal will be maintained under the owner's last name followed by the animal's name and file number (e.g. Doe, Jane/Trigger/H###). The owner's last name is used on the file folder to make retrieving the files easier in case the owner cannot remember the animal's ID number. Each animal will have its own folder; therefore an owner of three animals will have three file folders assigned to them.

Shelter and CART demobilization

- Owners should be notified by all means possible of the date of the TLAS closing. The TLAS may be closed once all animals have been removed from the shelter by their owners or when a date for TLAS closing has been approved by the AHJ. On that date the TASM will make a request to the EOC/AHJ to terminate operations. Once approved, the

shelter will be closed. If animals are still remaining in the shelter on the day of closure the TASM will work with the AHJ to determine a plan for continuing care of the animals (i.e. fostering, humane society sheltering, procedure for contacting owners for pickup, etc) or for disposition of the animals (i.e. declaration of abandonment and placed for adoption, etc.)

- Upon termination notification, the CART will provide volunteers to assist in cleaning and packing up the shelter into the cache trailer. All stalls, corrals, food and water buckets, trash cans, and other equipment must be cleaned, disinfected, and dry before placing them in the cache trailer. All cache supplies and equipment will be packed into their appropriate containers and marked before being placed into the cache trailer.
- Animal food will not be placed into the trailer. All remaining food can be claimed by the CART volunteers. Any unclaimed food will be disposed of or stored properly for future use.
- All documentation will be taken to the EOC and maintained for a period of time designated by the Emergency Manager.
- All forms required for the next shelter activation will be copied and placed into the forms container.
- The TASM will ensure that the cache is properly stored for the next use.

Medical Procedures and Guidance

- Owners are the primary caretakers of their animals. However, the Veterinary Medical Lead is responsible for all medical-related processes, procedures, issues, and actions within the TLAS.
- Below is general guidance for categories of animals that will need special considerations for kenneling. The Veterinary Medical Lead is the ultimate authority for the management of these animals.

Sick

- Sick animals, or animals that are beginning to display signs of illness, will be immediately removed from the general population area to the isolation area. The Veterinary Medical Lead and the animal's owner will be notified as soon as possible. The Veterinary Medical Lead will provide emergency medical treatment, but the owner is responsible for all other treatment of their animal. The animal will not be moved back into the general population until the Veterinary Medical Lead has approved the move.

Obese

- Severely obese animals must be considered for placement in an area that will provide for cool temperatures during hot weather. During hot weather, these animals should be carefully monitored for possible overheating.

Deceased

- Owners of deceased animals will be notified as soon as feasible. The TASM and Veterinarian Medical Lead should attempt to document all information possible about the animal including its condition prior to becoming deceased. The EOC will be notified if a animal becomes deceased in the shelter. If it is determined that the death was the result of an infectious disease, the shelter and all equipment will be immediately disinfected.

Maternity

- Animals that are pregnant, and are believed to be near birth, should be moved to the medical area for better monitoring. As the primary caretakers of their animals, owners will be notified if their animals are believed to be near birth.

Medications

- Owners may leave the animal's medications with their animal in the shelter. All medications not requiring refrigerator storage will be placed in the CART-provided plastic tub at the stall location. Medications requiring refrigeration, or medications that are controlled substances, will be stored with the Medical Section.

- Owners are responsible for administering medications to their animals. If it is determined that a pet must be given its medications and the owner cannot do so, the Veterinarian Medical Lead will administer the medications.

Dressing change and wound care

- The CART will assist owners with wound care or dressing/bandage changes, if requested by the owner. Bandaging supplies will be provided free by the CART for a reasonable time; after a reasonable time, the owner must provide the supplies. The TASM will determine how long to provide this free service.

Safety and Security

Personal Protection Equipment (PPE)

- All CART personnel will utilize proper PPE while working in the shelter. This includes proper clothing (including closed toe shoes), gloves, ear plugs, and safety glasses. All personnel (CART and pet owners) will wear disposable gloves when cleaning stalls to avoid contact with animal dung, urine, and the cleaning solution. Gloves will be thrown in a trash can when the cleaning task is completed. The CART will provide disposable gloves to pet owners. Protective eye wear and nitril gloves will also be worn by CART members when spraying water or cleaning solutions. Each CART member will be issued a pair of safety glasses and must maintain them for use. Each CART member will be issued a whistle. The whistle will be blown when a CART member needs assistance to handle emergencies such as a loose animal, a fight between animals, or a person or animal that is bitten.

Petting of animals in the TLAS is not allowed

Owners must be advised during intake that they are not allowed to pet animals that they do not own. This policy is intended to avoid potential bites and reduce the spread of disease between animals. The CART should display a sign at the entrance that

states this rule. After CART members have touched a animal, they should wash their hands or use an alcohol-based hand cleaner.

Injuries and illnesses

- Personal safety is the number-one priority for volunteers. In the case of any severe illness or injury at the TLAS, the top priority is the immediate care of the sick or injured person.
- For emergency illnesses or injuries – those that could be life threatening – call 911 for an ambulance. For non-life-threatening illnesses or injuries, the affected CART member must immediately report the injury to the TLAS Safety Officer and/or the TASM. CART volunteers will be transported to [Hospital Name], or [Hospital Name], or Urgent Care Center for any treatment. Persons, other than CART members, can obtain medical care for non-life-threatening injuries in the human shelter medical section.
- The TASM will report all injuries or illnesses to the EM or EOC ESF11/ESF6A as soon as practical. The TASM, EM or ESF11/ESF6A will ensure that the person with a non-life-threatening injury is advised to report to the County Employment, Benefits and Medical Services Office to complete any injury or Workman’s Compensation forms as soon as possible. Those transported to a hospital will be advised of this requirement as soon as possible.

Animal bites and scratches

- In addition to the above procedures for managing injuries and illnesses, the following procedures apply to animal bites or scratches:
- Any CART member receiving a non-life threatening bite, scratch, or any other injury from an animal must *immediately* clean the wound, or report to a human medical professional for wound cleaning and treatment, before reporting the bite or scratch to the TASM.
- Persons who are not CART members will be advised to immediately report to a human medical professional for wound cleaning and treatment.

- The TASM will report all bites, scratches or other injuries to the Veterinary Medical Lead and to ESF11/ESF6A.
- The Veterinary Medical Lead will place an animal causing a bite into the isolation/medical hold area if it is safe to do so. The TASM will immediately notify ESF11/ESF6A. ESF11/ESF6A will notify the [\[Local Public Health Agency\]](#) (per Colorado Revised Statute 25-4-604) for rabies monitoring, and will also notify the City or County animal law enforcement agency. If the animal is deemed to be a Dangerous Animal, the law enforcement agency will take possession of the animal. If the animal is not deemed dangerous, it must still be placed in quarantine.
- Colorado Revised Statute 25-4-603 requires that an animal causing a bite to a person be placed in quarantine for 10 days. Quarantine can normally be completed at the owner's home or a local boarding facility; the animal law enforcement agency will approve the quarantine site. Since the TLAS replicates the owner's home, the animal can be quarantined in the TLAS's medical section *if approved by the Veterinarian Medical Lead*. If this is not approved, the owner must take the animal to an approved boarding facility at their expense.
- Only those authorized by the CART Veterinary Medical Lead will be allowed to touch a animal that is in quarantine in the TLAS. Owners are still the primary caretakers of their animals while in quarantine.
- The Veterinary Medical Lead is the only person authorized to release the animal from quarantine in the TLAS.
- Once an animal has bitten anyone (including the owner) it will have a red dot placed in the upper right hand corner of the stall card.
- If an animal bites another animal, the Veterinarian Medical Lead (or other CART member) will provide emergency first aid to the bitten animal until the owner can provide for its care. If the owners of both animals were not present when the bite took place, both owners will be notified as soon as possible.

Aggressive/hostile animals

Generally, aggressive or hostile animals will not be accepted into the TLAS. This decision is made by the TASM. If the TASM agrees to accept a hostile or aggressive animal, a red dot will be placed in the upper right corner of the animal stall card, as well as on the master white board. The TASM can require an owner to remove any animal, at any time, if the animal's aggressiveness or hostility becomes a safety issue.

Tripping and slipping hazards

- To minimize tripping hazards, avoid placing cords and other objects in walking areas. If cords must be placed in walkways, tape the cords down.
- To minimize slipping hazards, remove snow from walking areas, and place pet-friendly ice melt onto ice.

Electrical cord hazards

- Electrical cords must be kept clear of the animal stalls, animal walk areas, and any areas with water (kennel cleaning area). Animals are likely to chew into electrical cords and could be electrocuted.

Severe weather

- The EOC will monitor the current weather conditions and will ensure that the CART is notified of severe weather in the shelter area. If severe weather dictates that the CART members take cover in buildings, the CART will take shelter inside the nearest designated storm shelter area.

Emergency evacuation

If an emergency evacuation is required, owners will be allowed to quickly remove their animals under the observation of the CART members. CART members will use CART equipment to assist in the evacuation of animals.

During an emergency evacuation, there will be no requirement to check in and check out owners and animals. CART members will do their best to ensure that animals are not taken by the wrong owners, but will not be responsible for any pet lost.

CART members and owners may need to take emergency refuge in the nearest designated human shelter during an emergency - which may require animals to be left unattended in the TLAS in order to secure humane safety. Once the emergency is over, the TASM will ensure all measures possible are conducted to re-obtain animal accountability. As soon as practical, the TASM will notify the EOC that an emergency evacuation had taken place.

Smoking

Smoking is not allowed in the TLAS. Any CART member, volunteer assisting the CART, or owner must smoke in the human-designated smoking area. Chewing tobacco is only allowed in the TLAS if there is no spitting involved.

Lighting

There will be sufficient lighting inside the shelter to ensure safe operations. If possible, place exterior lights near entrances to enhance the safety of people entering the shelter.

Approved spontaneous volunteers and just-in-time training

- Spontaneous volunteers approved by ESF11/ESF6A, or other person designated by ESF11/ESF6A, will receive “just in time” training (and PPE) before being allowed to work in the TLAS shelter. This training may be done at the shelter or in another designated location, and must be conducted by the Section lead or TASM. At a minimum, volunteers will be briefed or trained in safety, security, and sanitation requirements.
- Generally, the only sections in which approved spontaneous volunteers are allowed to work will be in the Documentation Team, Logistics Section, or the Safety and Sanitation Team for cleaning activities *outside* of the barn. The exception to this rule is if the

volunteer is a Veterinarian or Veterinarian Technician who will be assigned to the Veterinarian Medical Section.

- Duties in the Documentation and Logistics Section by approved spontaneous volunteers can include all section responsibilities. Duties in the Safety and Sanitation Team are restricted to activities outside of the barn such as cleaning food/water buckets. Direct animal handling by approved spontaneous volunteers is not allowed.
- Spontaneous volunteers must be provided PPE before being allowed to work at the shelter.

Security

- Medical products such as drugs will be secured (by locked container or personal security) by the veterinarian either in their work area or in the locked CART cache trailer. The veterinarian should take all drugs with them when they leave for the day/night unless they pass control and accountability to the on-coming veterinarian.
- Security for the TLAS will be provided on a 24-hour basis. Shelter security is provided by all on-shift personnel as well as by the human on-site security.
- The TLAS area should be cordoned off by traffic cones and/or barrier tape with “Do Not Enter” signs posted in areas in which the CART does not allow access. CART personnel should direct all non-CART-personnel to enter the shelter area via the intake entrance.
- When the shelter is open, all CART personnel are also safety and security assistants. In this capacity, each CART member will report any safety or security issues immediately to the TASM. When the shelter is closed, there will be a minimum of two CART members at the shelter to ensure the safety of the animals. This will include hourly walks around the shelter exterior area. Any attempt to remove an animal from the shelter by anyone during these hours will be immediately reported to the human shelter security or by calling 911. If a CART member is in fear of harm, they will immediately call 911. A report to both human security and the EOC will be made as soon as possible.
- Any supplies or equipment not currently being used to support shelter operations will be secured by the Logistics Section, in the CART cache trailer or an appropriate and secured

location on-site. The Logistics Section will keep an inventory of what items are available for use, and will issue items when requested by the team leads or TASM.

Zoonotic disease control

- Zoonotic diseases are those diseases of animals that can be transmitted to people.
- See Appendix O, “Zoonotic disease control,” for specific procedures to reduce transmission of diseases between animals, or between animals and people.

Public Information

- If CART members need to share information with the public on animal sheltering issues, that information will be passed to the EOC/ICS Public Information Officer (PIO), who is the lead PIO for the event.
- The human shelter team will generally operate an information center within the human shelter. If the TASM chooses to set up a public information area in the human shelter, this should be coordinated with the human shelter Public Information Officer.
- Any resident who wants to report a missing animal should be directed to a designated Public Information Officer or Animal Control dispatch center. The PIO, ESF11/ESF6A, [[Animal Control Agency](#)] will assist family members in reuniting with their animal. This may include information and photos via an internet site, utilizing the United Way 211 non-emergency call center, and the media.

Communications

- The CART will be provided large two way radios for use at the shelter. The TASM will identify what radio channels each agency or section will use.
- The CART must have two forms of communications at the shelter. Generally, this will be the two-way shelter radios and personal cell phones. A VHF radio, operating on a designated public services frequency, may be provided to the TLAS, if available.

- If resources are available, the Sheriff's Office Special Communications Unit will place an amateur radio operator at the human shelter to provide communications between the shelter and the EOC.

Finance

- The primary finance assumption is that [insert AHJ name here] will not receive federal or state reimbursement for large animal shelter disaster expenditures. Therefore, spending will be done in an extremely frugal and prudent manner, but documentation will be maintained at a level of detail that will allow for reimbursement if this is available.
- All logistical requirements for the TLAS will be sent to the Logistics Section of the TLAS shelter. The TLAS Logistics Section will either fill the request or forward it to EOC ESF11/ESF6A for ordering. The TLAS Logistics Section will document all TLAS-related requests, and provide that documentation to ESF11/ESF6A in the EOC.
- The CART is not authorized to make any expenditure without the approval of ESF11/ESF6A (which includes the permission of the EOC Finance section).
- If CART personnel accept donations to the TLAS, the TASM will document the donation and report it to ESF11/ESF6A. This includes accepting mutual aid or support from external nonprofit agencies.
- Volunteer time is valuable, and documentation of volunteer work is necessary for reimbursement. The TASM will ensure that all CART members and approved spontaneous volunteers sign in and out of the shelter each day, and will periodically provide this documentation to ESF11/ESF6A.

Appendix A:

CART Job Descriptions and Responsibilities

Below are job descriptions and responsibilities for each position in the Colocated Temporary Large Animal Shelter (TLAS).

Temporary Large Animal Shelter Manager (TASM)

Job Description

The TASM has overall responsibility for TLAS operations, including safety, placement and set up of the shelter, assignment of personnel, accountability, shift periods, shelter rule enforcement, and overall day-to-day operations. The TASM also has authority to establish procedures, to approve exceptions to procedures, and, when appropriate, to dismiss volunteers and to refuse to accept animals. All TLAS personnel come under the operational control of the TLAS Manger. The TASM reports to the Animal Response Director.

Responsibilities

- Coordinates with the EM/EOC for the location of the large animal shelter.
- Coordinates with the human shelter, ESF11/ESF6A or the EOC Logistics Section for support of CART members to include feeding, hydration, break area, bathroom use, trash removal location, etc.
- Identifies the location of the TLAS to CART members.
- Designates a back-up TASM.
- Supervises shelter setup, and determines the location of functional components within the shelter (check-in, stalls, sanitation area, etc.).
- Ensures that all CART members check in and out, and are accounted for while on shift.
- Ensures that all CART members are appropriately dressed and are issued and use the correct PPE .
- Maintains communications (radio or cell phone) with the human shelter manager and the EOC.

- Assigns CART personnel and approved spontaneous volunteers to appropriate shelter sections/positions.
- Conducts “just in time” training to CART members or approved spontaneous volunteers, to ensure safe operations.
- Ensures that documentation of all “just in time” training is provided to the Documentation Section lead.
- Conducts pre-operations check to ensure all shelter operations are safe and ready for animal registration.
- Provides guidance and direction to CART members as appropriate.
- Establishes the shift schedule for shelter operations.
- Determines whether to shelter animals of persons who are not human shelter residents.
- Determines whether CART members will provide day-to-day care of animals for human shelter residents (normally only for people with disabilities but other exceptions may be made).
- Provides ESF11/ESF6A a daily report of shelter status, including number of animals sheltered, number of CART members on site, any animals on bite or medical hold, animal injuries or medical emergencies, human injuries or medical emergencies, and any other pertinent information.
- Immediately reports any injuries or emergencies to CART personnel or animal owners, any accusations of animal mistreatment or abuse, and any theft of or damage to CART property to EOC ESF11/ESF6A.
- Facilitates good communications and working relationships between CART members, and resolves any issues or disputes between CART members.
- Resolves any owner issues or refers them to the PIO or ESF11/ESF6A.
- Attends any required EOC daily meetings/briefings and provides the human shelter manager with any required information.
- Attends human shelter information briefings to answer the questions of shelter residents.
- Approves all requests for supplies, equipment, and services before requests are forwarded to the ESF11/ESF6a Desks and/or EOC Logistics Section.

- Ensures that TLAS personnel (i.e. CART) follow personal sanitation rules, and keep the shelter and its surroundings clean.
- Recommends the closure of the shelter to ESF11/ESF6A.
- Upon notification of the shelter closure, ensures that all supplies and equipment are cleaned, repacked and loaded into the cache trailer, and that the TLAS area is cleaned.

Veterinary Medical Lead (must be a licensed Veterinarian)

Job Description

The Veterinary Medical Lead has overall responsibility for the medical care of animals in the TLAS, and overall authority on all veterinary medical issues at the TLAS. The Veterinary Medical Lead provides guidance and training as required to CART members. Reports to the TASM.

Responsibilities

- Advises the TASM on shelter setup and requirements for animal triage, animal stress reduction, medical section requirements, and other medical or health related issues.
- Establishes the Veterinary Medical Section. Assigns responsibilities and provides guidance to section members.
- Triage all animals prior to being accepted into the TLAS and determines, from a medical perspective, whether an animal can be accepted into the TLAS.
- Performs animal behavioral assessments and makes recommendations to TASM regarding safe handling, isolation or off-site housing of animals deemed to be aggressive or badly socialized.
- Determines when an animal must be removed from the general population and into medical isolation, or bite hold.
- Provides emergency medical care of animals, as needed.

- Determines if an animal needs to be taken to an emergency medical clinic, and contacts the owner (if available).
- Determines when animals in medical, isolation, or bite hold may be released to the owner or back into the general population.
- Provides medical advice and “just in time” training to all CART members as required.
- Provides documentation of “just in time” training to the Documentation Section lead.
- Conducts periodic inspections of the barn and stall areas and makes recommendations to the TASM to enhance safety, sanitation, pest control, and to lessen animal stress.
- Provides medical advice to owners of sick animals.
- Provides guidance to CART members and TASM on the use of chemical cleaning solutions, etc. used on animal stalls, equipment, water dishes and food dishes .
- Monitors shelter conditions for the outbreak of disease, and recommends necessary operational changes to the TASM.
- Maintains all medical documentation for animals.
- Performs animal euthanasia according to the TLAS guidelines for in-shelter euthanasia or refers/recommends off-site euthanasia as appropriate.
- Serves as an Assistant Safety Officer. Identifies and notifies the Safety and Sanitation Team Lead of any safety hazards.
- Coordinates with the TLAS Logistics Chief for obtaining any required supplies, equipment or services.
- Ensures that Medical Section members follow personal sanitation rules, and keep the Medical Section, the shelter, and its surroundings clean.
- Upon notification of the shelter closure, ensures that the Medical Section area is cleaned and all medical supplies and equipment are cleaned, repacked and loaded into the cache trailer.

Veterinary Medical Section Member

Job Description

- Veterinary Medical Section Members are responsible for assisting the Veterinary Medical Lead. Repots to the Veterinary Team Lead.

Responsibilities

- Assists with the triage of animals during intake.
- Assists with the medical documentation of animals while in the shelter.
- Assists in the care of animals that are in the Medical Section for medical or bite hold, isolation, or for other medical needs.
- Assists with the medical care of animals at the shelter.
- Assists with setup, maintenance and cleaning of the Medical Section area.
- Follows personal sanitation rules, and keeps the Medical Section, the shelter, and its surroundings clean.
- Attends “just in time” training as required.
- Maintains a professional attitude.
- Identifies any safety hazards to the Veterinary Medical Lead.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Performs other duties as requested by the Veterinary Medical Lead.

Animal Care Team Lead

Job Description

The Animal Care Team Lead has overall responsibility for all animal kennel areas and animal exercise areas (excluding medical areas), including the setup of kennel and walking areas,

daily care responsibilities, security of kennel and walking areas, and notifying the TASM of owners that are not caring for their animals. Reports to the TASM.

Responsibilities

- Establishes the Animal Care Team. Assigns responsibilities and provides guidance to section members.
- Sets up and deactivates all kennel areas. Advises the TASM of recommended locations for different animal species or family groups.
- Sets up and monitors animal exercise areas.
- Assigns animals to kennels, and advises the Documentation Section of the stall assigned to each animal.
- Ensures that section members meet owners and animals at the Documentation (Intake) Section, and lead owners with animals to assigned stalls.
- Directs the arrangement of animals within the shelter to decrease animal stress.
- Ensures that hourly shelter checks are done, to monitor the health, food and water status of each animal.
- Conducts daily safety checks of the stalls and animal exercise areas to ensure no hazards exist.
- Ensures that all documents required for daily care are completed by section members.
- Responsible for the security of the barn and stall areas.
- Verifies that owners have cleaned their animal's stall, food and water buckets once per day. Notifies the TASM of any owner who has not completed these tasks each day.
- Directs the placement of fans or heating units in the kennel areas to maintain a proper temperature for the species in each area.
- Ensures that section members monitor obese animals and provide cooling if needed.
- Notifies the Veterinarian Medical Section of any animal suspected of being ill.
- Coordinates with Logistics Section Chief for obtaining any required supplies, equipment or services.

- Provides “just in time” training to section members as required. Provides documentation of “just in time” training to the Documentation Section lead.
- Maintains a professional attitude.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Ensures that TLAS personnel follow personal sanitation rules, and keep the shelter and its surroundings clean.
- Provides assistance with animal care for people with disabilities, as directed by the TASM.
- Upon notification of the shelter closure, ensures that animal kennel areas and pet walking areas are cleaned, and all supplies and equipment are cleaned, repacked and loaded into the cache trailer.
- Serves as an Assistant Safety Officer. Identifies and notifies the Safety and Sanitation Officer of any safety hazards.

Animal Care Team Member

Job Description

Animal Care Team members assist the Animal Care Team Lead in the setup of all kennel areas (excluding medical areas) and animal exercise areas, and provide daily care to animals as needed. Reports to the Animal Care Team Lead.

Responsibilities

- Places animals in kennels assigned by the Animal Care Team Lead and advises the Documentation Section of the kennel assigned to each animal
- Meets owners and animals at the Documentation (Intake) Section, and leads owners with animals to assigned kennels.
- As directed by the Animal Care Team Lead, moves animals within the shelter to decrease animal stress.

- Conducts hourly checks to monitor the health, food and water status of each animal and notifies the Animal Care Team Lead of any issues.
- Monitors the security of kennel areas and animal exercise areas.
- Tops off water buckets in kennels when the buckets are less than half full.
- Reports any safety hazards in the kennel areas to the Animal Care Team Lead, and corrects them if possible.
- Completes all documents required for daily care.
- As directed by the Animal Care Team Lead, places fans or heating units in the kennel areas to maintain a proper temperature for the species in each area.
- Monitors obese animals and provides cooling if needed.
- Assists the Animal Care Team Lead in maintaining the security of the barn, stalls and animal exercise areas.
- Verifies that owners have cleaned their animal's stall once per day as well as their animal's food and water buckets. Notifies the Animal Care Team Lead of any owner who has not completed these tasks each day.
- Notifies the Veterinarian Medical Lead of any animal suspected of being ill.
- Provides assistance with animal care for people with disabilities, as directed by the TASM.
- Attends "just in time" training as required.
- Maintains a professional attitude.
- Identifies any safety hazards to the Animal Care Team Lead.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Ensures that TLAS personnel follow personal sanitation rules, and keep the shelter and its surroundings clean.
- Upon notification of the shelter closure, cleans the animal barn and stall areas and animal exercise areas, and cleans, repacks and loads all supplies and equipment into the cache trailer.

Intake and Documentation Team Lead

Job Description

- The Documentation Team Lead ensures that all documentation is maintained for all animals in the shelter, from intake to release. The Documentation Team Lead also maintains documentation of just-in-time training, injuries to animals or people, owner complaints, or any other information that the TASM determines must be preserved. Reports to the TASM.

Responsibilities

- Establishes the Documentation Team. Assigns responsibilities and provides guidance to team members, including any approved spontaneous volunteers assigned to the Documentation Team.
- Responsible for the set up (and deactivation) of the Documentation (Intake and Release) area, as well as assigning positions and responsibilities and providing guidance to section members.
- Ensures the completion of all intake and release documents with the owners, which includes completion of the Animal Intake Form, Kennel Card, Owner's Waiver/ Emergency Veterinary Authorization Form, and checklists.
- Maintains all document files.
- Maintains the master register of unique animal ID numbers.
- Ensures the placement of a animal ID band/tag on each animal.
- Ensures that all owners and animals are photographed (if camera is available).
- Ensures that copies of the intake and waiver forms are provided to the owners.
- Ensures that any questions that are asked by owners are properly answered by section members.
- Contacts the Animal Care Team when an animal is ready for placement into the stall area. Provides all required documentation to the Animal Care Team member.

- Ensures that the barn/stall master white board is accurate and kept up to date.
- Assists in maintaining the security of the barn area. Ensures that all owners check in and out of the TLAS.
- Coordinates with the Logistics Section Chief for any required supplies, equipment or services.
- Serves as an Assistant Safety Officer. Identifies and notifies the Safety and Sanitation Officer of any safety hazards.
- Conducts “just in time” training to team members and approved spontaneous volunteers assigned to the Documentation team.
- Documents all “just in time” training of all CART members and approved spontaneous volunteers. Maintains documentation of just-in-time training provided by other team leads.
- Maintains a professional attitude.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Ensures that TLAS personnel follow personal sanitation rules, and keep the shelter and its surroundings clean.
- Upon notification of the shelter closure, ensures that the Documentation area is cleaned, and that all supplies and equipment are cleaned, repacked and loaded into the cache trailer.

Documentation Team Member

Job Description

Documentation Team Members assist the Documentation Team Lead in maintaining all documentation for all animals in the shelter, from intake to release. They also maintain documentation of just-in-time training, injuries to animals or people, owner complaints, or any other information that the TASM determines must be preserved. Reports to the Documentation Team Lead.

Responsibilities

- Completes all intake and release documents with the owners, which includes completion of the Animal Intake Form, Kennel Card, Owner's Waiver/ Emergency Veterinary Authorization Form, and checklists.
- Assists in the proper filing of all documents.
- Assigns a unique ID number to each animal upon intake.
- Places a pet ID band on each pet.
- Photographs all owners and animals (if camera is available).
- Provides a copy of the intake and waiver forms to owners.
- Properly answers any questions that are asked by owners.
- Contacts the Animal Care Team when an animal is ready for placement into the stall area. Provides all required documentation to the Animal Care Team member.
- Maintains the barn/stall master white board.
- Assists in maintaining the security of the barn area. Ensures that all owners check in and out of the barn/shelter.
- Notifies the Documentation Team Lead of any safety hazards.
- Attends "just in time" training, as required by the Documentation Team Lead.
- Maintains a professional attitude.
- Identifies any safety hazards to the Documentation Team Lead.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Ensures that TLAS personnel follow personal sanitation rules, and keep the shelter and its surroundings clean.
- Upon notification of the shelter closure, cleans the Documentation area, and cleans, repacks, and loads all supplies and equipment into the cache trailer.

Safety and Sanitation Team Lead

Job Description

The Safety and Sanitation Team Lead has overall responsibility for all aspects of safety and sanitation in and around the TLAS. The Safety and Sanitation Team Lead has the authority to halt any activity in the TLAS that poses significant health or safety risks and to approve the resumption of activities when s/he deems the risk to have passed, sufficiently mitigated or resolved. Reports to the TASM.

Responsibilities

- Serves as the overall TLAS Safety Officer.
- Conducts a pre-operations safety check with the TASM prior to the shelter's opening. Corrects any safety issues, or mitigates those that cannot be corrected. Recommends when it is safe to open the shelter.
- Conducts daily shelter inspections for safety hazards, and corrects or mitigates the hazards.
- Is the central point of contact for the reporting of all human injuries or instances of illness within the TLAS by staff, volunteers, animal owners or visitors.
- Is responsible for the provision of basic first aid for all human injuries within the TLAS by staff, volunteers, pet owners or visitors including animal bites.
- Is responsible for the documentation of all human injuries or instances of illness within the TLAS by staff, volunteers, animal owners or visitors including Bite Reports.
- Is responsible for the proper referral of all human injuries requiring care beyond that of basic first aid or instances of illness within the TLAS to an appropriate medical care facility or response (i.e. Urgent Care, Hospital Emergency Room or 911 Response).
- Responsible for the set up (and deactivation) of the Sanitation area and assigning positions and responsibilities and providing guidance to section members.
- Ensures that hoses and cleaning solutions are available to owners.

- Coordinates with the Veterinary Medical Lead to ensure that all cleaning solutions are appropriate for the items being cleaned, and that cleaning solutions are appropriately marked to indicate their correct use.
- Conducts periodic checks of animal exercise areas to ensure that animal dung are being removed by owners. Ensures pickup of any dung not picked up by owners. Ensures that dung is properly disposed of.
- Ensures that all areas of the TLAS are cleaned daily.
- Ensures that the TLAS area is free of fleas, ticks, and other pests.
- Establishes the kennel cleaning area, and the area for cleaning food and water dishes.
- Ensures that owners are provided the necessary assistance to move equipment to the cleaning area.
- Ensures that owners are provided with supplies to clean equipment: solutions, hoses, scrub brushes, paper towels, etc.
- Ensures that owners are supervised in stall cleaning and correct disposal of dung.
- Provides assistance with animal care and kennel cleaning for people with disabilities, as directed by the TASM.
- Establishes an animal washing area during long term operations (weather permitting).
- Ensures that all shelter trash is properly placed into an approved waste container/dumpster, and coordinates with the Logistics Team Lead for the removal of all trash from the shelter.
- Coordinates with the Logistics Team Lead for any required supplies, equipment or services.
- Supervises team members, and spontaneous volunteers approved to work in the Safety and Sanitation Team.
- Conducts “just in time” training to team members and approved spontaneous volunteers assigned to the Safety and Sanitation team.
- Documents all “just in time” training of section members and spontaneous volunteers approved to work on the Safety and Sanitation Team.
- Maintains a professional attitude.

- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Ensures that TLAS personnel wear appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Ensures that TLAS personnel follow personal sanitation rules, and keep the shelter and its surroundings clean.
- Upon notification of the shelter closure, ensures that the Safety and Sanitation Team area is cleaned, and that all supplies and equipment are cleaned, repacked and loaded into the cache trailer.

Safety and Sanitation Team Member

Job Description

Safety and Sanitation Team Members assist the Safety and Sanitation Team Lead with all aspects of safety and sanitation in and around the shelter. Reports to the Safety and Sanitation Team Lead.

Responsibilities

- Serves as an Assistant Safety Officer. Identifies and notifies the Safety and Sanitation Team Lead of any safety hazards.
- Assists in the setup of the Safety and Sanitation Team area.
- Establishes the shelter cleaning area, as directed by the Safety and Sanitation Team Lead.
- Establishes the cleaning area for animal equipment, buckets, etc.
- Ensures that owners have access to cleaning solutions, water hoses, scrub brushes, and paper towels.
- Ensures that stalls, food and water buckets are properly cleaned.
- Assists owners in moving equipment between the shelter and the cleaning area.
- Conducts periodic checks of any animal exercise areas to ensure that dung being removed and bagged by owners. Cleans any dung not picked up by owners.

- Ensures that all cleaning solutions are appropriate for the items being cleaned, and that cleaning solutions are appropriately marked to indicate their correct use.
- Supervises owners in stall cleaning to ensure that dung is properly disposed of.
- Provides assistance with animal care and stall cleaning for people with disabilities, as directed by the TASM.
- Maintains the animal washing area during long term operations (weather permitting).
- Removes all trash from the shelter and places all trash into an approved waste container/dumpster.
- Attends “just in time” training as required.
- Maintains a professional attitude.
- Identifies any safety hazards to the Safety and Sanitation Team Lead.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Maintains proper personal sanitation requirements as well as maintaining a clean shelter and section area.
- Follows personal sanitation rules, and keeps the shelter and the Safety and Sanitation Area clean.
- Upon notification of the shelter closure, cleans the Safety and Sanitation Team area, and cleans, repacks, and loads all supplies and equipment into the cache trailer.

Logistics Team Lead

Job Description

The Logistics Team Lead has overall responsibility for logistical support to the shelter. This position receives all requests for supplies, equipment, and services deemed critical for shelter operations, and coordinates with the human shelter logistics or EOC logistics section to fill those requests. Reports to the TASM.

Responsibilities

- Establishes the Logistics Section. Assigns responsibilities and provides guidance to section members, including any approved spontaneous volunteers assigned to the Logistics Section.
- Serves as the point of contact for TLAS personnel requests for supplies, equipment or services. Obtains TASM approval, then coordinates with the human logistics section to fill the requests.
- Repairs (or coordinates for the repair of) all equipment in the shelter, including stalls and generators.
- Ensures that generator oil and fuel are checked twice per day, and that the correct types of oil and fuel are added as required.
- Ensures that the human shelter logistics section or EOC Logistics is kept advised of the number of CART members who require meals.
- Inventories, maintains, secures, and issues all CART supplies and equipment not in use. Updates inventories to track equipment assignments and use of supplies.
- Inventories, maintains, secures and dispenses all donations of food and equipment housed at the TLAS.
- Conducts “just in time” training to section members and approved spontaneous volunteers assigned to the Logistics Section.
- Documents all “just in time” training of section members and spontaneous volunteers approved to work in the Logistics Section.
- Serves as an Assistant Safety Officer. Identifies and notifies the Safety and Sanitation Officer of any safety hazards.
- Maintains a professional attitude.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.
- Ensures that section members follow personal sanitation rules, and keep the shelter and its surroundings clean.

- Upon notification of the shelter closure, ensures that the Logistics Section area is cleaned, and that all supplies and equipment are cleaned, repacked and loaded into the cache trailer.

Logistics Section Member

Job Description

Logistics Section members assist the Logistics Section Chief in providing logistical support to the shelter. Reports to the Logistics Team Lead.

Responsibilities

- Assists in the setup of the Logistics Section area.
- Obtains requests for all required supplies, equipment or services and coordinates with the Logistics Section lead for TASM approval.
- Repairs (or coordinates for the repair of) all equipment in the shelter, including stalls and generators.
- Checks generator oil and fuel twice per day, and adds the correct types of oil and fuel as required.
- As directed by the Logistics Section Chief, inventories, maintains, secures, and issues all CART supplies and equipment not in use. Updates inventories to track equipment assignments and use of supplies.
- Identifies any safety hazards to the Logistics Section Chief.
- Assists with setup, maintenance and cleaning of the Medical Section area.
- Follows personal sanitation rules, and keeps the Logistics Section area clean.
- Attends “just in time” training as required.
- Maintains a professional attitude.
- Wears appropriate clothing and PPE, as required by the TASM or Veterinary Medical Lead.

- Maintain proper personal sanitation requirements as well as maintaining a clean shelter and section area.
- Upon notification of the shelter closure, ensures that the area is cleaned and all supplies and equipment are repacked and loaded into the cache trailer.
- Performs other duties as requested by the Logistics Section Chief.

Assigning duties to approved spontaneous volunteers

Spontaneous volunteers must be approved by ESF11/ESF6A, or a person designated by ESF11/ESF6A, before being allowed to work in the TLAS. Spontaneous volunteers are not allowed to be assigned into the Animal Care Team, as this section requires direct contact with animals. Exceptions are spontaneous volunteers that are licensed Veterinarians or Veterinarian Technicians.

Spontaneous volunteers that are not Veterinarians or Veterinarian Technicians are only allowed in the Documentation Team, Logistics Section, or Safety and Sanitation Team for duties *outside* of the shelter. See, [“Approved spontaneous volunteers and just in time training.”](#)

Appendix B: General Shelter Site and Layout Considerations

Site considerations

- A TLAS location must have adequate space for necessary working areas.
- The location and layout of the TLAS must not impede parking for the human shelter.
- The TLAS location must allow for good sanitation, especially for water drainage and proper water disposal from the stall and equipment cleaning areas. The best locations are those pre-designed for livestock such as fairgrounds, livestock barns, boarding stables.
- Look for locations that can provide water and power outlets for the shelter.
- Avoid locations that could flood or that may need to be evacuated later in the event.

Establish separate areas for the following operations

- The medical area must be separated from the main stall/shelter area, because the medical area will include animals in medical hold/isolation due to illness.
- Keep non-family groups of species in separate areas, if possible. If family units of animals are sheltered try to shelter together, if possible.
- Consider the temperature control requirements for each species, especially exotics.
- Separate areas may be needed for animals in heat, obese animals, or aggressive animals.
- If possible, establish a logistics storage area (such as the cache trailer or secured facility area) where animal food, supplies and equipment can be secured.

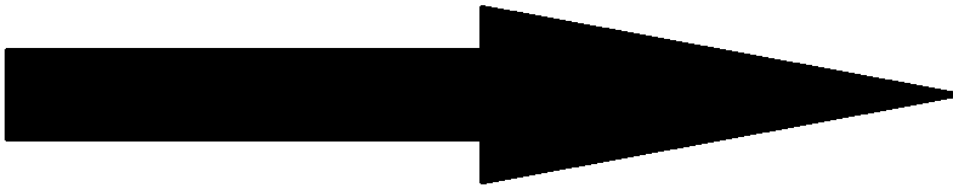
Layout considerations

- Place the Intake and Release area close to an area of easy ingress and egress for trucks and horse/livestock trailers.
- Post signs, to direct animal owners to the TLAS.
- Establish a functional traffic flow in the shelter.
- Separate stallions from other horses.

- Place appropriate space between animal stalls, particularly stallions who may require empty stalls between them and their neighbors.
- Establish an area for animal-related public information. This can include a location inside the human shelter at their information area. In any case, coordinate public information efforts with the human PIO, and EOC ESF 15 (PIO)
- Extension cords must not pass through operational areas that use water.
- Place generators a distance from the shelter to reduce constant loud noise. If this is not possible, place a sound barrier around the generator.
- Consider locating animal exercise areas away from busy streets.

Appendix C: Signs

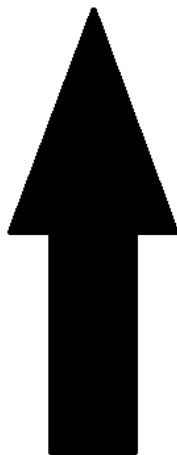
LARGE ANIMAL SHELTER



LARGE ANIMAL SHELTER



LARGE ANIMAL SHELTER



OWNERS MUST SIGN IN AND OUT OF THE SHELTER

LARGE ANIMAL SHELTER

**CHECK IN /
CHECK OUT**

**ANIMALS MUST BE
ON A LEASH
AT ALL TIMES**

**HELP PREVENT THE
SPREAD OF DISEASE.**

**DO NOT PET ANY
ANIMAL THAT DOES
NOT BELONG TO YOU**

**IF YOU REQUIRE ASSISTANCE
WITH THE CARE OF YOUR
ANIMAL PLEASE CONTACT
THE SHELTER MANAGER**

OWNERS ARE RESPONSIBLE FOR THEIR ANIMAL'S CARE

OWNERS MUST:

CLEAN STALLS DAILY

VISIT THEIR ANIMALS DAILY

CLEAN UP AFTER THEIR ANIMALS

FEED AND WATER THEIR ANIMALS DAILY

Appendix D: Pre-Operations Checklist

Before the TLAS accepts any animals, the following will be checked by the TASM:

Item	Initials	Notes
Coordination completed with Logistics Team Lead (or EOC Logistics) <ul style="list-style-type: none"> Feeding/Hydration support Latrine and break area support Identify the EOC Logistics lead 		
Required staff are signed in, assigned their duties, and briefed on procedures <ul style="list-style-type: none"> Veterinary Medical Lead Animal Care Team Lead Documentation Team Lead Safety/Sanitation Team Lead Logistics Team Lead 		
All personnel have signed in and have whistles, vests, radios, and required PPE		
Traffic cones in place to mark areas off-limits to the public		
Sanitation areas are set up and ready <ul style="list-style-type: none"> Stall cleaning: Hoses, buckets, muck racks and appropriate cleaning solutions Food and water bucket cleaning: Buckets and appropriate cleaning solutions Trash bags/trash cans placed throughout shelter 		
Animal Care Team is established and ready <ul style="list-style-type: none"> Stable areas are set up, clean and numbered Plastic boxes at stalls 		

<p>Water and food buckets</p> <p>CART leads available</p> <p>Fans or heaters in place</p> <p>Temperatures in stall areas are appropriate</p>		
<p>Veterinarian Medical Team is established and ready</p> <p>Ready for medical checks of animals at intake</p> <p>Medical hold and isolation areas established</p>		
<p>Documentation Team is established and ready</p> <p>Intake forms available and ready</p> <p>Animal bands/tags and markers available</p> <p>Shelter rules available for owners</p> <p>Master barn/stall white board ready</p>		
<p>Logistics Section established and ready</p> <p>Necessary equipment issued to personnel and sections</p> <p>Extra supplies and equipment are placed in trailer and secured</p> <p>Generators fueled and operational</p> <p>Animal food and water available</p> <p>Human Shelter Logistics or EOC Logistics has been given CART staffing numbers for feeding</p>		
<p>Signs posted providing direction to TLAS</p> <p>At Human shelter</p> <p>At TLAS entrance</p>		

Safety check for trip hazards, animal hazards, people hazards		
Generator, heating units, etc. have barrier tape placed around them for safety		
All areas well lighted		
Animal exercise areas identified (optional)		
Signature of TASM:		

Appendix E: Intake Checklist

Owner Name: _____ Date/Time In: _____

Pet Name(s): _____

Task / Item	Initials of CART Personnel	Notes	
To be Completed by: Documentation Team			
Animal Intake Form completed and signed by pet owner <i>(Give forms to Veterinary Medical Team Lead.)</i>			
Copy of Shelter Rules explained and given to pet owner			
Animal(s) receive(s) unique identification band/tag <i>(animal owner to place band on animal(s).)</i>			
Each piece of animal owner's property receive(s) unique identification tag <i>(buckets, halters, lead, medication)</i>			
Photo of animal(s) with pet owner			
Stall Card(s) completed and clipped to forms <i>(Mark if animal is Aggressive, Medical Needs, etc.)</i>			
Animal(s) logged into Master File Identification Numbers form			
Magnetic label(s) completed for each animal. Place label(s) on shelter white board marked with: Owner Last Name/Animal name/ Unique ID#		Example: <table border="1" data-bbox="1286 1614 1555 1673"> <tr> <td><i>Doe/ Trigger / H####</i></td> </tr> </table>	<i>Doe/ Trigger / H####</i>
<i>Doe/ Trigger / H####</i>			

To be Completed by: Veterinary Medical Team		
Incoming Health Check		
Negative Coggins, current CVI _____		
Medical issues _____		
Veterinary Medical Team member signs Owner's Waiver/ Emergency Veterinary Authorization Form or Animal Care Record Form		
<i>– Give forms to Documentation Team</i>		
To be Completed by: Animal Care Team		
Stall(s) assigned		
Animals(s) placed in stall by owner.		
Property – including food, medications, and Animal Daily Care Form – properly marked and stored in plastic container.		
Fill water bucket, show where hay, grain and mucking tools are located.		
Place Stall Card(s) on stall(s)		
Heat source in stall/bucket (optional)		
Remaining paperwork inserted in document protector and placed in Intake Box at Intake and Release Area.		
Magnetic label(s) moved to stall location(s) on shelter white board, and stall number identified.		
To be Completed by: Documentation Team		
Animal Intake Forms organized in document protector and filed in alphabetical order by owner's name.		

Comments or Notes:		
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Appendix F: Release Checklist

Owner Name: _____ Date/Time Out: _____

Pet Name(s): _____

Task / Item	Initials of CART Personnel	Notes
To be Completed by: Documentation Team		
Animal Intake Form pulled. Release Section completed and signed by owner.		
To be Completed by: Animal Care Team		
Animal(s) obtained by CART staff and owner		
Property returned to owner (Refer to Animal Intake Form for list of property.)		
“Animal Daily Care Form” given to Documentation Section		
To be Completed by: Veterinary Medical Team		
Outgoing Health Check:		
Animal(s) OK _____ Outstanding issues: _____		

Veterinary Medical Team member signs Owner's Waiver/ Emergency Veterinary Authorization Form or Animal Care Record Form <i>– Give forms to Documentation Team</i>		
To be Completed by: Safety and Sanitation Team		
Water and food buckets cleaned.		
Stall cleaned.		
To be Completed by: Documentation Team		
All forms, records, checklists and Stall Cards stapled and placed in the Inactive File.		
Barn/stall white board updated. Magnetic label(s) cleaned and moved for re-use.		
Owner complaints or comments:		

NOTES: Unique file numbers are sequential with the first horse assigned H001, the next horse regardless of owner will be assigned H002, Goats start with G001, and so forth. Juvenile animals that will be in same kennel as their mother will have the mothers unique file number followed by an alphabet letter (mother is H007, foal is H007a. No number is assigned more than once.

NOTES: Unique file numbers are sequential with the first horse assigned H001, the next horse regardless of owner will be assigned H002, Goats start with G001, and so forth. Juvenile animals that will be in same kennel as their mother will have the mothers unique file number followed by an alphabet letter (mother is H007, foal is H007a. No number is assigned more than once.

Appendix I: Master File Identification Numbers (Exotics)

OWNER LAST NAME, FIRST	PET NAME	UNIQUE ID/FILE NUMBER

NOTES: Unique file numbers are sequential with the first horse assigned H001, the next horse regardless of owner will be assigned H002, Goats start with G001, and so forth. Juvenile animals that will be in same kennel as their mother will have the mothers unique file number followed by an alphabet letter (mother is H007, foal is H007a. No number is assigned more than once.

Appendix J: Animal Intake Form

Owner Name:		
Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	
Cell Phone:	Other phone:	
<p>Is owner staying in an emergency shelter? YES NO</p> <p>If so, name and address of emergency shelter.</p> <p>If owner is not in shelter, list address where staying:</p>		
Driver's License State/#:	Other info:	
<p>Did owner provide equipment/tack? YES NO</p> <p>Bucket(s)? YES NO</p> <p>Halter? YES NO</p>		

Food? YES NO

Medication? YES NO

Provide brief physical description of animal:

Provide brief behavioral description of animal

Provide any additional information about the animal that emergency shelter staff should be aware of:

Please list anyone authorized to care for your animals while they are here at the Companion Animal Shelter.

*(*No one under 13 years is allowed in the kennel area)*

Name	Relation to owner:
Name:	Relation to owner:
Name:	Relation to owner:

Name:	Relation to owner:
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Animal Information (completed by CART member)

	Animal 1	Animal 2	Animal 3
Unique ID Number			
Stall Number			
Animal Name			
Age/Sex (M/F)			
Neutered? (Y/N)			
Aggressive? Y / N			
Animal Description (Species, breed, color, identifying marks, etc)			
Veterinarian:		Phone:	

I understand that I am totally responsible for the care of my animals while I am using the facilities. I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue, and reunification of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue, and reunification of my animal(s). I also agree to follow the pet area rules while I am here. I understand that if I fail to habitually feed, walk, clean, or care for my pet, my pet will be considered abandoned and be removed from the shelter and placed at the Humane Society. I authorize the [insert AHJ Agency/CART/Animal Control name], to provide emergency medical care to my pet. I understand that this is emergency care only and that any other medical care required by my pet is my responsibility. I agree to expressly waive, remise, and release any claim, right, or cause of action whatsoever including but not limited to any claim of negligence for the emergency medical care provided to my pet.

I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).

Admission Date _____ Owner/Agent for animal(s) _____

I understand that by signing below that I am discharging my animal from the Temporary Large Animal Shelter. I have received all property left with my animal.

Discharge Date _____ Owner/Agent for animal(s) _____

Appendix K: Stall Card

-
-

Name of Animal:

Aggressive: Yes / No

Date In

Date Out

Neutered

Yes / No

Other Notes:

Species/Breed/Type

Color

Sex

Age

M F

Owner Name:

Owner Phone:

Authorized Caretaker(s):

Medical Issues:

Appendix L: Temporary Large Animal Shelter Operating Rules

1. Owners are responsible for the care, stall cleaning, feeding, and exercise of their animals. CART personnel provide for animal safety and security, and do not replace the owner's requirement to care for their animals.
2. CART members are available to assist people with disabilities if they are unable to care for their animals. Animal owner who needs assistance should contact the Companion Animal Shelter Manager.
3. Owners must visit their animals at least twice per day – once in the morning and once in the afternoon or evening.
4. Owners must properly clean their animals' stall, water bucket and food bucket at least once per day and feed their animals at least twice per day. If sufficient volunteers are available, this service may be provided.
5. Owners are responsible for providing their animal's food. If unable to do so, the CART will provide animals with feed and hay until the owner can obtain the food.
6. All animals will be properly controlled with lead and halter (if necessary) whenever it is out of its stall.
7. Owners must properly clean up after their animals. The specified areas are the only approved receptacle for animals' dung.
8. The CART will provide free emergency medical care for animals. All other medical care is the responsibility of the owner.
9. The owner is responsible for providing any medications to their animals.
10. Owners must sign in and out of the shelter.
11. Any animal that is unruly, or shows any signs of aggressive or hostile behavior, may be removed from the TLAS. Some animals with hostile behavior may be able stay in the shelter but will be required to be isolated and have specialized handling.

12. The TLAS is open from 6 a.m. to 8 p.m. A quiet/no visit time may be instituted between 1 p.m. and 4 p.m. if necessary. These hours of operation are subject to change.
13. Owners who fail to follow these rules may have their animals removed from the shelter.

Appendix M: Shelter Sanitation and Cleaning

- This Appendix provides guidance and information on the cleaning and sanitation requirements for the shelter, including the cleaning and sanitation of stalls and animal water and food buckets.
- Millions of microbes are easily produced inside a stall, water bucket and food bucket if not properly sanitized each day. These can multiply into big problems if they are not properly and routinely vanquished through careful scrubbing and disinfection. In the ongoing battle against invisible bugs, it's important to clean the stalls, the food buckets, and water buckets to avoid creating breeding grounds for microbes that lead to harmful and sometimes life-threatening diseases.

General cleaning guidance

- In the TLAS the owner may be required to clean their animal's stall and buckets daily. When there are sufficient CART volunteers, including approved spontaneous volunteers, the CART may provide this service to owners.
- While animals are in the TLAS, all food and water buckets will remain with the same animal unless completely sanitized. Stall bedding will be changed out and sanitized when dirty. This is an owner responsibility. When an animal is checked out from the shelter all stalls food, and water buckets must be completely sanitized.
- Utilize disposable cleaning material such as paper towels for cleaning large spills or drying buckets that cannot be air dried. Using cloth towels for this purpose must be a last resort.
- All equipment, food, and water buckets will be thoroughly cleaned, sanitized and dried prior to the reloading of the CART Cache into the trailer. Only soap and water will be used to clean food and water buckets. The food and water buckets must be rinsed several times to ensure that no soap residue remains on the dish.

Cleaning procedures

Shelter/Barn

- Each day all trash must be removed.
- Any dung that is “left” on the barn floor will be immediately picked up and properly disposed of.

Stalls

- Stalls must be mucked and cleaned at least once per day. Some animals will need to be haltered and held while the stall is being cleaned but many can be left free in the stall while cleaning. Manure from stalls should be thrown into the aisle or into wheelbarrows. CART personnel will clean up any dung left on the barn aisles as soon as possible or when discovered. This is to prevent animals from walking in the dung and to prevent disease spread. Each stall may have a designated muck bucket only for their own manure in order to decrease disease transmission. Aisles should then be raked or swept. All dung will be placed in designated area. If the animal is aggressive, CART members will not attempt to clean the stall without veterinarian and expert handling assistance.
- All stalls will be cleaned, sanitized and dried any time there are animal bodily fluids (salvia, blood, urine, etc). All buckets and bins should be sanitized using the sanitization protocol. After stall are clean new bedding may be added. Stalls will only be cleaned with a disinfectant that has been approved by the Veterinary Medical Lead. Do not combine cleaning solutions with any other products.
- Evening cleaning should be more of a spot cleaning and a restocking for morning. At the end of the cleaning cycle each day, all scrub brushes will be soaked in a vat of disinfectant or bleach to ready them for the next day’s cleaning.
- When an animal is checked out, the CART Sanitation Section will thoroughly clean, sanitize and dry the vacated stall before another animal is placed into it.

Water and food buckets/bins

- Each day all water buckets will be soaked and scrubbed with soap and water and then rinsed prior to the next use. Buckets are available for this purpose.
- After each feeding, food buckets and bins will be washed, scrubbed with soap and water and dried prior to the next use. The washing must include removing all food and dried food bits from the dish. Buckets are available for this purpose.

Waste disposal

- *Animal dung in the general barn area must be cleaned up immediately.*
- Owners are responsible for cleaning up after their animals.
- All animal dung in open areas must be cleaned up immediately by the owners. The CART will provide waste bags to owners who do not have them. A CART member will walk through the animal exercise area hourly, and clean up any dung not picked up by the owners.
- Dung inside of the barn will be picked up and deposited in a designated area. Dung will not be washed into the storm water drainage system.

Cleaning stalls or containers

- Owners are responsible for cleaning their animals stalls, buckets or other containers. If sufficient approved volunteers are available, CART members may assist the owner if they, and the owner, are comfortable with the CART member's assistance. CART members will assist animal owners who have disabilities that limit their ability to clean kennels.

Cleaning water and food bowls

- The owner must clean the animals water and food buckets once per day, usually when the stall is cleaned. A container cleaning area will be established in the barn cleaning area.
- Clean buckets and bins using only soap and water; use warm water if available. Wash bowls once with soapy water, then rinse twice to ensure that all soap has been removed.

Appendix N: Daily Care Checklist

These tasks are to be conducted by the Animal Care Lead or designated person.

DATE:

Item	Time	Notes	Initials of Person conducting check
Lights on, shades up, windows open (weather permitting)	6 am		
Morning Health and Welfare Check	6 am	Note 2	
Bucket/bin sanitation area set up	6 am		
Health and Welfare Check	8 am	Note 2	
Exercise/visit check: Water, feed, clean stalls walk animals and medicate animals	NLT 12 pm	If owner has not fed, exercised animal, or visited animal, notify the TASM	
Health and Welfare Check	10 am	Note 2	
Transfer animals due to inappropriate stall size, medical issues, inappropriate animal behavior towards care takers, etc.	12:00 – 1:00 pm		
Health and Welfare Check	12 am	Note 2	
Animal exercise area cleaned	12 am		
(Optional) Quiet time: Shelter closed to public.	1 – 4 pm		
Water, feed, clean kennels, walk animals and medicate animals	4 – 9 pm		
Health and Welfare Check	4 pm	Note 2	

Health and Welfare Check	4 pm	Note 2	
Shelter Cleaned	6 pm	Note 3	
Animal exercise area cleaned	6 pm		
Feeding, water, exercise check	5 – 7 pm	If owner does not feed or has visited/exercised notify the TASM	
Stall and food/water bucket cleaning check	7 pm	Notify TASM if owner has not yet cleaned the stall and dishes for the day	
All food buckets removed from stalls	9 pm	Cleaned and stacked for morning feeding	
Health and Welfare Check	9 pm	Note 2	
Quiet time: Shelter closed to public. Only minimal supervision by CART personnel	9 pm – 6 am	Note 4	

Note 1: All buckets ,Wysiwash system, etc for kennel cleaning will be set up and ready (may be done the night prior)

Note 2: Health & Welfare check includes checking for sick animals, kennels that require repair, cleaning dung or urine in bottom of stall floor, topping off water dishes

Note 3: Shelter cleaning includes cleaning the floor, removing trash, cleaning and organizing all section areas.

Note 4: After 2100 no owners are allowed into the shelter. CART members will only enter the kennel area if an animal sounds sick, to investigate any sounds that are abnormal, or to move animals that are attempting to fight with each other through the crate wire walls. At this time all kennel and bowl cleaning materials will be dumped, cleaned and dried for next day use.

DAILY ANIMAL CARE FORM (kept at the stall/enclosure)

ID# _____ Animal Name: _____

Please document *all* care given to animal

DATE	WALKED OR VISITED (time)	FED 2 x per day (time)	CAGE CLEANED (time)	WATER AND FOOD BUCKETS CLEANED (time)	Medications provided	Comments

Appendix O: Zoonotic disease control

- Zoonotic diseases are those diseases of animals that can be transmitted to people. To ensure that these diseases do not enter the shelter, each animal will be examined at the intake area by the Veterinary Medical Lead, veterinarian technician, or the most experienced CART member on site. Particular attention should be paid to hydration status, cuts and abrasions, paw/foot health (e.g., pads and claws, area between toes), ear health (e.g., redness, discharge), oral injuries, vomiting and/or diarrhea, respiratory disease, and evidence of parasite infestation. □
- Intake personnel should inquire about the animal's health and vaccination history, paying particular attention to any current medical needs or chronic health problems. In addition, owners should be questioned about the animal's usual temperament, whether the animal can safely be housed with others of the same species, and whether it might be aggressive toward caretakers.
- The owner must also verify that the animal has all current required vaccinations. An actual document of vaccination is preferred but not required. If no documentation is available a discussion will take place between the CART veterinarian and the owner to make this determination.
- Any animal with evidence of diarrhea problems will be placed in medical isolation until release into the general population by the Veterinary Medical Lead. All CART personnel are required to wash their hands with soap and water or alcohol based hand cleaner after handling any animal, coming in contact with animal saliva, urine, dung or blood, after cleaning cages, BEFORE eating any meals or snacks, and before and after using the restroom. This is required to prevent the transfer of diseases from one animal to another and from any animal to humans.
- All CART personnel will wear gloves and eye protection when cleaning stalls or handling sick animals. CART personnel will not eat any food in the TLAS. The shelter manager will provide a break area for all personnel assigned to the shelter where all food will be consumed. If a CART member requires frequent snacks due to a medical problem (e.g. hypoglycemia), that person is allowed to eat snack items but must do so in either the

shelter break area or in an area away from the shelter. The CART member must wash their hands with sanitizer or soap and water prior to eating.

- CART members will report any bites or injuries and will immediately clean the wound area. Animals that bite anyone, other than the owner, will be quarantined for 10 days with or without the owner's permission. Owners are responsible for the costs of quarantining a pet after the TLAS closes. The CART Veterinarian will work with the owner to transfer the pet to any location that meets all legal requirements.

Sanitation

- Animals should be bathed upon entry if they appear to be extremely dirty or requiring decontamination. Dawn™ dish soap can remove most dirt or chemicals.. Bathers should wear protective clothing, gloves, goggles, and an N95 mask to avoid mucous membrane contact with droplets and splashes that may contain unknown materials.
- Pick up dung daily or more often (some germs aren't infectious right away, but will be if dung is allowed to sit).
- Ensure all areas of the shelter are carefully cleaned daily or more often. General-use as well as animal areas can become contaminated. If possible, repair or replace materials that are impossible to effectively clean.
- Use a broad-spectrum disinfectant approved by the CART veterinarian.

Recognition of zoonotic disease risks

- Some common, or serious, zoonotic disease risks for shelters are listed below, according to where they're most likely to be found in the assorted substances that ooze, leak, squirt or otherwise exude from our animal friends. All equine handlers should be familiar with the many infections that can be passed to people by horses in order to protect themselves and their clients (Marcella, 2009). Immediately isolate animals showing signs of infectious disease, even if a known zoonosis is not identified.

Rabies

Although the incidence of rabies in both horses (45 to 50 cases annually in the United States) and humans is low, it is highly fatal, and clinical signs in horses may be quite variable, making it difficult to diagnose. It seems that almost every year there is a report of a horse presenting with unusual clinical signs that is later found to have rabies. Affected horses may have colic (especially foals and younger horses) or show vague lameness. Often, no evidence of a bite or recent wound is present, and many neurologic diseases exhibit similar signs, further confusing a diagnosis. Rabies is transmitted from horses to people via saliva, and any small cut or abrasion can serve as an entry point. Veterinarians often include at least an examination of the oral mucosa as part of a diagnostic work-up and can easily become infected. Unusual clinical signs, especially if associated with any degree of neurologic abnormality, should be a warning for potential rabies risk, and appropriate precautions should always be taken.

Brucellosis

Brucellosis occasionally occurs in horses. The bacteria usually localizes in muscles, tendons and joints, though it is most commonly seen in cases of infected withers in horses. Drainage from areas infected with this organism contains high numbers of bacteria and is very infectious. Brucellosis can cause abortion in mares, so transmission is possible for veterinarians handling fetal membranes. Because the exact nature of the infection in many of these cases is known only after obtaining culture results, veterinarians are urged to be cautious and to observe good protective technique when dealing with such cases.

Anthrax and glanders

Anthrax can infect virtually all animal species and can cause local carbuncles and pustules in humans from direct lesion contact along with pneumonia from inhalation of the infectious agent. Higher incidences of anthrax occur in Arkansas, South Dakota, Louisiana, Missouri

and California, and sudden equine death in these areas should especially place this disease high on the differential list. Do not perform a postmortem examination of suspected anthrax cases as opening the body and exposing the organism to oxygen will cause spore formation. These spores are then released into the air, which significantly increases exposure potential. Glanders, caused by *Burkholderia mallei*, occurs in horses, donkeys and mules, and it also has cutaneous and pulmonary forms that are usually fatal to both horses and humans. Use of a mask is commonly overlooked by practitioners examining horses presenting with a cough and an elevated temperature but could be the difference between making a diagnosis and needing one yourself.

Leptospirosis

Leptospirosis is considered to be the most widespread zoonosis in the world and is caused by highly invasive bacteria of the genus *Leptospira*. Leptospirosis in horses commonly causes uveitis and can also result in abortions and renal disease. This bacterium is transmitted between species by infected body fluids (commonly urine) as well as contaminated water and soil, and it can enter the body through even minor skin lesions. The disease in humans can range from mild to severe and can result in death.

Lyme disease

Once thought to be exclusively caused by *Borrelia burgdorferi*, it is now postulated that other strains of bacteria as well as many species of ticks may harbor and transmit Lyme disease or other similar variations of this condition. Lyme disease in horses can manifest as a generalized body stiffness or soreness; reluctance to move, vague, transitory lameness; or transitory joint swelling. Infected horses have also exhibited nervous system disorders including blindness, head pressing, circling and seizures.

Ixodes species ticks carry these bacteria and are commonly found on deer but will also feed on other species such as dogs, humans and horses, which is where the zoonotic potential, as

vectors, exists. Lyme disease symptoms in humans vary dramatically among patients, so it can be difficult to diagnose. A slowly expanding skin rash after a tick bite is the classic sign for Lyme disease and is seen in 60 to 80 percent of human cases, but many cases are more subtle and include abnormalities of the musculoskeletal, nervous and cardiovascular systems including arthritis-like symptoms, irregular heartbeat, and central nervous system or spinal cord issues.

Lyme disease has not been considered especially relevant in the southern United States, but a recent variation of this condition, southern tick-associated rash illness (STARI), has been attracting attention. It is attributed to infection with an as-yet-uncultured spirochete tentatively referred to as *Borrelia lonestari*. The Lonestar tick has been implicated as the principal vector.

Diagnostic testing for Lyme disease, or any other new variants, is currently difficult because blood tests do not differentiate between exposure and infection. Substantial research is ongoing in this area, and newer, more helpful diagnostics for both horses and people should be forthcoming.

EGE and HGE

Two tick-associated diseases that mimic Lyme disease are equine granulocytic ehrlichiosis (EGE) and human granulocytic ehrlichiosis (HGE), both of which are caused by *Ehrlichia equi*. EGE causes elevated temperature, depression, jaundice, limb swelling, ataxia and blood abnormalities. HGE produces flu-like symptoms in people including fever, headache, chills and nausea. Both infections can, if not recognized and treated with antibiotics, become systemic and result in death. Blood tests can identify *E. equi* in white blood cells and should be used whenever clinical signs in horses and people, along with any type of tick bite or tick exposure history, make clinicians suspect these diseases.

Equine encephalomyelitis

Mosquito-borne diseases pose a zoonotic threat for humans, though the horse, in these cases, acts as a reservoir or vector. Eastern, Western, St. Louis and some subtypes of Venezuelan equine encephalomyelitis can affect humans. Clinical signs in people vary from mild flu-like symptoms to severe central nervous system signs. Human deaths occur primarily in children and the elderly. Postmortem examination of infected horses puts veterinarians at risk of direct disease transmission through infected blood and cerebrospinal fluid, so always take appropriate protective measures.

Fecal-oral transmission

Diarrhea commonly occurs in horses, and many diseases in this category can be transmitted to humans via the fecal-oral route. Good hygiene control measures are crucial when handlers are working on cases involving diarrhea in horses. Also keep in mind that any human, or other horse that is receiving antibiotics (especially orally) is at increased risk for developing an enteric infection from a horse with diarrhea.

Salmonellosis is a common form of enteric infection in both horses and humans. Stress-induced diarrhea (transport, training, competition, hospitalization) is common, and *Salmonella* species are often reported after fecal culture in these cases. Fecal-oral transmission is the prominent route of zoonotic spread.

Horses also shed *Giardia* species in their feces and, though it is unclear if *Giardia intestinalis* is a pathogenic organism in horses, it is parasitic in humans.

Cryptosporidium parvum is another protozoal organism with the potential of horse-to-human spread. Research has shown higher levels of *C. parvum* in foals, so exercise caution when handling young horses with diarrhea — wear gloves, change clothes after handling affected individuals, wash hands and use foot baths when entering and leaving affected areas.

These hygiene principles also apply in cases of dermatologic diseases of zoonotic potential in horses. Ringworm can be easily transmitted to people through direct contact. Always keep in mind that many equine skin lesions may be potential sources of disease transfer.

Hendra virus

Hendra virus is a paramyxovirus first isolated in 1994 from an outbreak of respiratory and neurologic disease in horses and humans in Hendra, a suburb of Brisbane, Australia. This virus is thought to be carried by bats of the genus *Pteropus*. Horses become infected through contact with bats and their droppings or secretions.

Hendra virus infection in horses produces an initial respiratory infection and can progress to neurologic signs and total systemic failure. These clinical signs are mirrored in human Hendra infection. The three cases reported in humans to date include two veterinarians and a trainer, two of which died. Humans caring for infected horses are exposed to body fluids and excretions and can easily become infected. Severe flu-like symptoms quickly develop. The globalization of the equine market makes disease transmission across continents, including the Hendra virus, a more serious threat.

MRSA

Infection with methicillin-resistant *Staphylococcus aureus* (MRSA) can be transmitted from horses to humans and vice versa. This bacterium can be found in skin wounds and various locations in the respiratory tract. Many studies indicate that MRSA is becoming increasingly prominent, especially in veterinarians, farm workers and others who have increased contact with animals.

In a study at the University of Utrecht in the Netherlands from 2006 to 2008, 43 percent of all horses that entered the hospital clinic, for whatever reason, cultured positive for MRSA at some point during their hospital stay. Over 9 percent of horses were carriers based on positive cultures done when they first arrived at the clinic, and 15 percent of hospital

employees who handled equine patients were also identified as MRSA carriers, though less than 1 percent of the general population of the Netherlands is MRSA-positive. Clearly horses and those who work around them are at higher risk of cross-transmitting this potentially serious infection.

Personal Protection for TLAS Shelter workers

- Wash hands with soap and water:
 - Before and after handling each animal
 - After coming into contact with animal saliva, urine, dung or blood
 - After cleaning cages
 - Before eating meals, taking breaks, smoking or leaving the shelter
 - Before and after using the restroom.
- Wear gloves when handling sick or wounded animals.
- Wear gloves when cleaning cages.
- Consider use of goggles or face protection if splashes from contaminated surfaces may occur
- Facemasks should be worn when handling ill birds to minimize the risk of contracting psittacosis.
- Do not allow rescued animals to “kiss” you or lick your face.
- Do not eat in animal care areas.
- Pregnant women and immunocompromised persons should not volunteer for positions involving direct animal contact.

Avoiding Bites and Scratches

- Use caution when approaching any animal that may be sick, wounded or stressed.
- If bitten or scratched, thoroughly wash wound with soap and water and seek medical care.
- If a person is bitten by an animal that is quarantined, adequate identification records and contact information must be kept for both the animal and the person bitten, so the

exposed individual can be contacted in the event the quarantined animal does prove to be rabid. Persons exposed to an animal confirmed with rabies should receive rabies postexposure prophylaxis in accordance with the Advisory Committee on Immunization Practices Guidelines.

Facility Management

Separation of Animals

- Animals should not be housed or permitted in food or break areas.
- Separate newly arriving animals from animals that have been housed one week or longer.
- Do not enclose animals from different households together. If animals of the same species come into the shelter together and the owner requests that they be caged together place their kennel/crates side by side as it may reduce an animal's stress if it is housed with a companion. Animal from the same household should not be stalled together if the owner indicates the animals do not get along with one another.
- Routinely monitor animals for signs of illness. Separate sick animals from healthy animals, especially animals with diarrhea or signs of upper respiratory disease. If a separate room or area is not available, animals with diarrhea or signs of respiratory disease should be housed in bottom cages.
- People assigned to care for sick animals will ensure that proper hygiene measures are taken to avoid the transfer of diseases between sick and healthy animals. This includes washing hands and arms with soap and water.

Cleaning and Disposal

- Thoroughly clean and disinfect stalls between animals.
- Remove and dispose of animal waste in a timely manner.
- Remove dead animals as soon as possible after death. A log of animals that have died or have been humanely euthanized should be kept. This log should include animal identification and/or descriptive information for each animal.
- Identify an area separate from the shelter for carcass storage and disposal.

- Arrange for waste removal from the large animal shelter.
- The large animal shelters should have adequate lighting, water and wastewater disposal

The remainder of this page intentionally left blank.

Supplement A: Important Contacts (fill in local contacts by jurisdiction)

Agency/Responsibility	Phone Number	Email
Emergency Management/EOC		
[insert name] - Emergency Manager	[insert telephone number]	[insert email address]
[insert name] – ESF 11 Desk	[insert telephone number]	[insert email address]
[insert name] – ESF 6 Desk	[insert telephone number]	[insert email address]
[insert name] – ESF6a Desk	[insert telephone number]	[insert email address]
[insert name] – EOC Logistics Desk	[insert telephone number]	[insert email address]
[insert name] – EOC Donations Management Desk	[insert telephone number]	[insert email address]
[insert name] – State EOC ESF6a Desk (Animals Coordinator)	[insert telephone number]	[insert email address]
[insert name] – State EOC ESF11 Desk (Livestock and Agriculture Coordinator)	[insert telephone number]	[insert email address]
Humane Society/SPCA		

[insert name] – Humane Society Manager		
Animal Control	[insert telephone number]	[insert email address]
[insert name] – Animal Control Manager	[insert telephone number]	[insert email address]
Human Shelter		
[insert name] – Human Shelter Manager	[insert telephone number]	[insert email address]
[insert name] – Human Shelter Logistics Manager	[insert telephone number]	[insert email address]
Agency/Responsibility	Phone Number	Email
Incident Management		
[insert name] - Animal Response Branch Director	[insert telephone number]	[insert email address]
[insert name] - Animal Search and Rescue Manager	[insert telephone number]	[insert email address]
State Veterinarian’s Office		
[insert name] - State Veterinarian	[insert telephone number]	[insert email address]
[insert name] - State Field Veterinarian	[insert telephone number]	[insert email address]

[insert name] – Animal Incident Management Specialist	[insert telephone number]	[insert email address]
[insert name] - State Brand Inspector	[insert telephone number]	[insert email address]
Colorado Veterinary Medical Reserve Corp		
[insert name] – COVMRC – East Unit Leader	[insert telephone number]	[insert email address]
[insert name] – COVMRC – West Unit Leader	[insert telephone number]	[insert email address]