



# Animal Evacuation Response Plan

Guidelines for the Evacuation and Sheltering of  
Livestock and Domestic Animals in Emergencies

# 1 INTRODUCTION

---

## 1.1 PURPOSE

The purpose of this plan is to outline a coordinated community response in support of the transportation and sheltering of domestic animals and livestock during localized disasters and evacuations. This includes identifying resources to support the emergency transportation, sheltering, and reunification of animals in need.

This plan will be implemented when a sudden disaster forces local pet and livestock owners to evacuate their homes without time to prepare. This plan does not guarantee that care and sheltering of animals in need will be available. It remains the responsibility of all animal owners to prepare for a disaster.

## 1.2 STATUTES AND AUTHORITIES

- Definitions ORS 401.025
- Pets Evacuation and Transportation Standards Act of 2006, Public Law No: 109-308 (October 6, 2006)
- Legislative findings (ORS 401.975)
- Animal Emergency Operations Plan (ORS 401.977)
- Livestock Emergency Operations Plan (ORS 401.978)
- Rescue of Companion Animals (ORS 404.350)

## 1.3 ASSUMPTIONS

- An emergency or disaster has occurred forcing a sudden evacuation of Coos County residents, requiring the sudden relocation of a significant number of domestic animals and/or livestock.
- Staff and space for the sheltering of domestic animals and livestock at county facilities will be limited during a large disaster.
- Coos County will coordinate with Volunteer organizations to assist with transporting and sheltering animals at private residences.
- When able, animal owners will support the care of their animals, including the provision of resources and providing hands-on support, and are responsible for ensuring the health and safety of their animals at all times.
- All reasonable efforts will be made to co-locate animal and human shelters.

## **1.4 CONCEPT OF OPERATIONS**

### **1.4.1 Activation**

The Coos County Sheriff, in discussions with the Board of County Commissioners, County Emergency Manager, and Incident Commander, will determine whether the activation of an Animal Evacuation Shelter is warranted.

The Coos County Sheriff will define the scope of support to be provided and activate necessary resources. Volunteer organizations will be requested to support the transportation and care for livestock and domestic animals.

### **1.4.2 Response**

The Coos County Fairgrounds is the preferred location for both domestic and livestock sheltering needs. The Fairgrounds Director will ensure access to fairground's facilities in support of sheltering operations and track all facility usage for federal and state reimbursement. If a human-shelter is activated, all reasonable efforts will be made to co-locate sheltering operations at the Fairgrounds. The County will secure other sites as necessary.

The Coos County Sheriff, will ensure the activation of all relevant volunteer organizations, identifying staff to fill the role of County Animal Liaison and Safety Officer, and support the movement of necessary resources to the sheltering operation. The Coos County Emergency Manager or County Animal Liaison will designate individuals to fill the role Domestic and Livestock Shelter Managers.

Setup of sheltering operations will be a joint effort of all activated resources, utilizing the County's emergency response trailers of supplies. Additional resources necessary for the continued operation of the emergency shelter must be requested through the resource request message ICS 213 (see attached).

### **1.4.3 Demobilization**

Sheltering operations will continue until the Coos County Sheriff determines, with input from the Incident Commander the Board of County Commissioners, County Emergency Manager, that operations is no longer required. Once that occurs, all animals will be reunited with their owners following shelter protocols. Any unowned animals that cannot be reunited with their owner, for any reason, will be turned over to the Coos County Animal Control.

The Shelter Managers will be responsible for identifying volunteers to support the cleanup, breakdown, and repacking of all shelter resources. All records for volunteer time, donated resources, and records for animals cared for will be turned over to Coos County Emergency Manager.

## 2 ROLES AND RESPONSIBILITIES

---

This section provides an overview of shelter positions and responsibilities for county and volunteer organizations. For a more detailed checklist of responsibilities for shelter management and operations, see Appendix A in this document.

### 2.1 COOS COUNTY ORGANIZATIONS

#### 2.1.1 Coos County Sheriff

- Determine the need to activate the Animal Emergency Evacuation Plan
- Define scope of operations to be activated.

#### 2.1.2 Emergency Management

- Identify the location for the shelter.
- Activate all required county resources and volunteer organizations
- Identify a County Animal Liaison to coordinate operations between the volunteer organizations and County Emergency Management
- Identify a Safety Officer to ensure safe operations at the shelter throughout the operation
- Identify a Designated Veterinary Professional to act as the on-call veterinarian and the designated authority on the care and treatment of sick and injured animals
- Make the final determination on the demobilization of animal sheltering operations
- Support the activation and demobilization of shelter operations
- Will advise on sanitation, water supply, sewage disposal, food storage and preparation, and general environmental conditions for all shelter operations
- Coordinate with the Coos County Sheriff to provide guidance on the appropriate activation level for sheltering operations
- Coordinate with the County Animal Liaison to ensure shelter resource needs are met
- Coordinate public information releases with the Joint Information Center (JIC)

#### 2.1.3 Fairgrounds

- Coordinate with the County Animal Liaison to ensure the availability of space to support shelter operations at the County Fairgrounds
- Track the use of County space and facilities and submit all documentation to the County Emergency Manager for potential state and federal reimbursement
- Ensure access to requisite facilities for all County staff and volunteers throughout the operation (keys will only be distributed to appropriate staff and Shelter Managers).
- Provide facility support for all sheltering needs throughout the operation (e.g. Wi-Fi access, water system records, security needs)

## **2.2 VOLUNTEER ORGANIZATIONS**

### **2.2.1 Animal Transportation**

- Receive and track all requests for the transport of animals from within the evacuation zone
- Keep a record of animals transported and housing location
- Coordinate with County Emergency Management and fire agencies to ensure all volunteers operating in and around the evacuation are safe and accounted for.
- Ensure County Emergency Management stays informed of ongoing evacuation needs
- Coordinate with relevant fire agencies to request support in the rescue of trapped and endangered animals
- Coordinate with fire and law enforcement agencies to ensure safe access is available for the emergency transportation of animals

### **2.2.2 Animal Sheltering Volunteer Organizations**

- Will coordinate filling the shelter positions as approved by the County Animal Liaison.
- Support the activation and demobilization of shelter operations
- Work with the County Safety Officer to ensure all operations are conducted in a safe manner
- Coordinate the request for all resource needs with the County Animal Liaison
- Coordinate all donations made through local business and the public.
- Social Media requests for resources will go through the Public Information Officer
- Manage the staffing to support the intake, tracking, and care of all animals housed at the animal evacuation center in accordance with the policies outlined in this plan.

## **2.3 SHELTER POSITIONS**

### **2.3.1 Shelter Managers (Livestock and Domestic Animals)**

- Coordinate all shelter operations, including resource management and staffing needs.
- Communicate any concerns regarding the safety and wellbeing of all humans and animals to the County Animal Liaison and/or Safety Officer
- Provide orientation for all incoming volunteers
- Oversee the provision of all animal care, using established best practices where guidance is not outlined in this plan.
- Ensure all operations are executed in a safe, secure manner
- Ensure all volunteers practice appropriate records management and secure the information of resident pets and their owners.
- Act as primary point of contact for the Safety Officer and County Animal Liaison
- Ensure animals whose owners are housed at the co-located human-shelter are given priority placement

- Coordinate with the County Animal Liaison to conduct an After-Action Review (AAR) once operations have been demobilized.
- Brief each shift on Incident Action Plan:
  - Situation status and Safety precautions
  - Objective and priorities
  - Current organization
  - Resource requested
  - Resource assignments
  - Resources already requested
  - Communication plan
  - Prognosis, concerns, related issues

### **2.3.2 Shelter Lead**

- Ensure staff understand their roles
- Monitor animals, assuring all are fed, watered, exercised correctly, housing units are clean, and information is logged
- All waste materials are disposed of, or placed in designated areas.
- Inventory of housing units
- Request resources (food, bedding, etc.) in a timely manner

### **2.3.3 Intake Coordinator**

- Intake, photograph and record all animals coming into the shelter
- Coordinate the return of all domestic animals to their owners
- Report any and all concerns relating to human and animal welfare safety to the Shelter Manager and/or County Animal Liaison

### **2.3.4 Shelter Volunteer**

- Abide by all shelter policies and procedures outlined in this plan and defined by the Shelter Manager
- Report any and all concerns relating to human and animal welfare safety to the Shelter Lead
- Always place the needs and safety of shelter staff and animals first
- Treat all staff and citizens with respect, recognizing that everyone is operating in a high-stress environment

### **2.3.5 Animal Owner**

- Ensure pets are properly registered, all release forms are signed, and all necessary instructions for care have been relayed to shelter staff prior to departing the shelter
- When able, supply cages, food, and accessories necessary for a minimum standard of care for all animals

- When able, support the daily needs of your animals in care (e.g. walk dogs, feed and water, give medications, change litter box)
- Communicate with the shelter staff regularly to maintain open lines of communication
- Remove animal(s) from care as soon as alternative housing and care options become available

### **2.3.6 County Animal Liaison**

- Act as primary point of contact for all volunteer organizations.
- Ensure all managers have current information regarding safety, planning and operations.
- Schedule regular check-ins with volunteer staff and Shelter Managers to stay abreast with shelter activities
- Ensure resource needs are supported and coordinated through County Emergency Management
- Ensure messaging and media engagements are coordinated through the Public Information Officer (PIO) or, if activated, the Joint Information Center (JIC)
- Report all areas of concern to Coos County Emergency Manager
- Report all safety concerns to the Safety Officer
- Ensure shelter operations are being executed in accordance with policies outlined in this plan and in accordance with all relevant local, state, and federal regulations. Revert to established best practices when there are no polices.
- Ensure all necessary documentation (e.g. volunteer timesheets, animal records) are recorded appropriately and are captured and provided to County Emergency Manager after shelter operations have demobilized
- Report concerns of animal safety and welfare to the on-duty Animal Control Officer (ACO)
- Coordinate the demobilization of shelter operations with the Emergency Manger

### **2.3.7 Safety Officer**

- Identify all potential safety hazards and report all concerns to the Shelter Manager
  - i.e.; electric, water, fire, structure, kennel placement, security, bites
- Identify, designate and prominently mark all fire exits, first aid stations for humans and for pets.
- Communicate and train all shelter personnel in the appropriate procedures that will mitigate their exposure to these hazards
- Monitor shelter personnel's compliance to these procedures
- Ensure everyone is hydrated and has adequate supplies of drinking water available at all times.
- Report to the Coos County Emergency Manager any safety "deficiencies" that are not immediately corrected
- Conduct a safety briefing for Shelter Managers daily, unless an alternative schedule is established in the Incident action plan.

- Ensure everyone knows how to access emergency medical assistance.
- Document all safety concerns.

### **2.3.8 Designated Veterinary Professional**

- Oversee the provision of all animal first aid and approve the scope of practice for all medical staff (e.g. vet techs)
- Be on-call to recommend appropriate course of action for urgent care to prevent serious injury or death of an animal
- Animals in need of medical care will be directed to the veterinary triage area where they will be evaluated. Minor injuries or ailments may be attended to at the shelter. Sick and severely injured animals will be referred to a veterinary clinic for treatment. Owners are to transport their own animals whenever possible.



## 3 PLAN MAINTENANCE

---

### 3.1 UPDATE SCHEDULE

The Manual will undergo a review whenever:

- Annually for review and update
- Exercises, or drills reveal deficiencies or “shortfalls”
- County government structure changes
- Applicable statutes or regulations change
- State requirements change
- Emergency conditions require adjustments to the plan

## 4 ACRONYMS AND ABBREVIATIONS

---

**APR:** Animal Protection and Regulation

**CDC:** Center for Disease Control

**ECC:** Emergency Coordination Center

**EOC:** Emergency Operations Center

**FEMA:** Federal Emergency Management Agency

**JIC/JIS:** Joint Information Center/ Joint Information System

**NIMS:** National Incident Management System

**HSUS:** Humane Society of the United States

**ICS:** Incident Command System

**IMT:** Incident Management Team

**ODA/AHID:** Oregon Department of Agriculture/Animal Health and Identification

**OEM:** Oregon Emergency Management

**SAR:** Search and Rescue

# APPENDIX A: ANIMAL SHELTER SETUP AND OPERATION

---

# SET UP CHECKLIST

## Initial Activation

- Determine Site
- Activate Staff
- Volunteer sign in
- Designate Spaces (intake, cat, dog, small animal/bird, quarantine, triage, exercise area)
- Establish Visiting Hours
- White board with ICS Chart

## Intake Area

- Set up intake table/chairs
- Paperwork – all forms (to be filled out, completed, lost, found, released)
- Picture area (dry erase board)
- Office supplies

## Dog/Cat Area Set Up

- Put together crates (cat, indoor dog, outdoor dog)
- Litter boxes
- Food/water containers
- Blankets or card board (separating animals)
- Dividers (separating designated space)

## Livestock Area Set Up

- Assemble Panels
- Water containers
- Bedding
- Food
- Muck bucket/rake

## Kitchen

- Water
- Refrigerator
- microwave
- Snacks

## Designated Walking Area

- Fenced in area

## Human First Aid Station

- First Aid Supplies

**Signage**

- Directional
- Rules
- Each area (i.e. registration, dogs, cats)
- Secure Perimeter

**Designate Positions**

- Safety Officer
- County Animal Liaison
- Veterinary Professional
- Domestic Animal Shelter Manager
- Livestock Shelter Manager
- Domestic Animal Lead
- Livestock Lead

**Volunteer Positions needed**

- Administrative - Intake/Release
- Pet/Owner Escort
- Animal Care
- Clean/disinfect cages
- Handler/Walker
- Yard Clean up
- Meds administer

**Walk through Process**

- Sign in/sign out
- Designated areas

## **GENERAL INFORMATION**

- All volunteers must sign-in/out using the staff/ volunteer check-in form
- No animal is to be out of its crate, stall, or pen without a restraining device
- Restrict contact between animals, to prevent the spread of disease
- Sanitize hands between handling animals
- Animals are *not* to be in kitchen area, with the exception of service animals
- Do not share personal items (i.e. leashes/leads) with other animals
- *We do not* handle wildlife, or exotics
- All staff and volunteers are responsible for monitoring the health and wellbeing of shelter animals and referring for care if concerns arise
- If an animal is too aggressive, or cannot be handled by volunteers, notify the Shelter Manager to determine if the animal(s) can be housed at the shelter (animals may be admitted to the County Animal Shelter if necessary)
- Sick animals are housed in Quarantine area until seen by a veterinarian and a determination made about whether it is appropriate to stay at the shelter

### **Cleaning Considerations for Shelters**

The main purpose of cleaning animal areas is prevention of infectious disease spread.

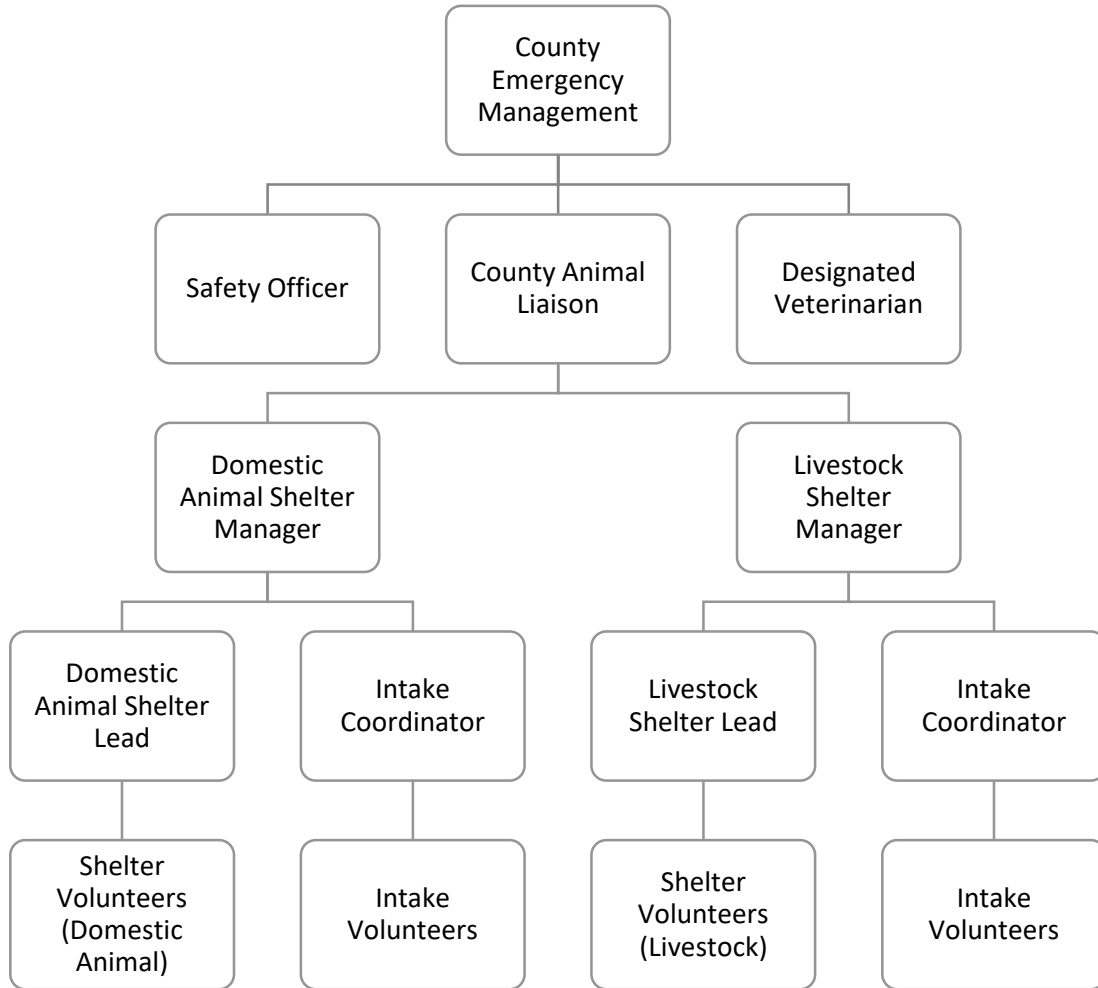
Because of its importance for animal health, cleaning should be approached systematically. Germs are tracked by human and animal traffic throughout any shelter.

### **Animal Health Monitoring**

Health Monitoring is the responsibility of all volunteers at all times. Staff and volunteers shall notify the Shelter Manager if the following signs are present and make a note on Animal Care Sheet:

- Lethargy
- Hair loss
- Vomiting
- Ocular and nasal discharge
- Neurological symptoms
- Difficulty while moving
- Physical injury
- Presence of chemical or biological contaminants

# Organization Chart



# INTAKE PROCEDURES

Processing incoming animals is one of the most important things done during a disaster, described below are the steps for processing them into the shelter.

## **First Arrival:**

- Secure the animal in a cage or on a leash
- Scan the animal for a microchip. Even if the owner is known, this is done so that the microchip or the tattoo number can be noted on the animal intake form.

## **Ensure Eligibility:**

- If dropped off by owner, ensure owner's address is from the affected disaster area (if possible, verify with driver's license)
- If dropped off by non-owner, verify animals was picked up in affected disaster area and collect owner information to extent possible, collect reporting party contact information
  - If animal was not picked up in affected disaster area refer to Coos County Animal Shelter

## **Lost/Found Pets:**

- Complete Lost and Found Form:
  - For owners seeking lost animals, request picture of lost animal to attach to Lost and Found Form, if available, prior to accessing any animal photographs or viewing animals
  - For citizens presenting with a found animal, get picture of animal to attach to Lost and Found Form
- Recommend they check all other available resources (e.g. *Friends of Coos County Animals*, *Pacific Grove Humane Society*)

## **Complete Intake Form:**

- Assign each animal an ID number using the Daily Intake Log
- Record the ID Number on:
  - A Daily Intake Log
  - Intake/Discharge Form
  - Animal Care Sheet
  - Crate/Stall Card (attached)
- Ensure driver's license number or ID number is correct (if possible, copy the ODL or ID card for the file).
- Confirm Intake Registration form is complete, legible, and signed by owner.
- Direct owner to photograph with pets.

**Photograph Animals:**

- Receive and review Intake Form and Kennel Card from intake desk
- Verify owner's information matches Intake Form and Kennel Card details
- Take a single picture showing animal owner, animal, and Kennel Card so all three are visible in one picture
- Print photo and attach to top of Intake form
  - If no printer is available, record the camera photo number on Intake Form.
- If the animal is a stray; place 2nd photo in Stray Binder
- Save photo to computer if one is available
- File Animal Intake form by Animal ID#
- Verify information matches Animal Care Sheet
- Hand-off animal and owner to Shelter Volunteer (domestic or livestock) to transition animal to housing



## SHELTER MANAGEMENT PROCEDURES

When opening an Evacuation Shelter, we all share one common goal, safety. Described below are the steps for safe animal care while housed at the shelter.

### Initial Housing

- Assess for health concerns
  - Prior to placing animal in general population, any animals presenting with health concerns need to be placed in quarantine for assessment by veterinarian staff or Shelter Manager. Issues to watch for include but are not limited to:
    - Lethargy
    - Hair loss
    - Vomiting
    - Ocular and nasal discharge
    - Neurological symptoms
    - Difficulty while moving
    - Physical injury
    - Presence of chemical or biological contaminants on the animal
- Assess animal temperament
  - For any animal presenting with aggression or extreme fear, place 'Caution-Bites' tag on the cage or 'Caution-Quarantined' tag on the cage if in quarantine
- Place animal in appropriate housing unit in accordance with guidance from Shelter Manager (owner may accompany volunteers)
  - House strays away from owned pets when possible
- Verify all information matches the animal placed in crate/stall
- Attach the Care Sheet and the Kennel Card to the housing unit, out of animals reach
- For livestock advise intake personnel of the animal's housing unit # to add to the animal intake form
- Provide for immediate needs (e.g. food, water, bedding, litter)
- Hang the animal's leash/lead rope outside its housing unit, or placed in basket on crate (out of animal(s) reach).

### Routine Animal Care

- When caring for animal, read the crate/stall card carefully for cautions, special foods, etc.
  - **Special diets:** To be treated as prescription diets.
  - If under a veterinarian's care, follow *all* veterinarian instructions
- Feed and watered twice each day during designated times
  - Clean water should be available at all times.
  - Owners should supply their own food, water, and containers when possible
- Remove and replace all soiled bedding at schedule outlined by the Shelter Manager
- Dog Walking:
  - The Shelter Manager will designate the frequency and duration that animals will be walked (commonly 3 times/day for 15 minutes each time for dogs)
  - Check dog collar, it must fit well enough to stay on securely
  - Walk in designated area
  - Owner must discharge pet from shelter prior to leaving designated area
  - Confirm all information matches the animal being placed in crate/stall upon return
  - Hang the animal's leash/lead rope outside its housing unit, or placed in basket on crate (out of animal(s) reach)
- Record on the Animal Care Log the Date, Time Out, and Initials. *Note urinated or defecated*

### **Specialized Animal Care**

The Shelter Managers, following guidelines established by the Designated Veterinarian, will oversee the provision of care for all animals requiring advanced care. The Designated Veterinarian with the approval of the County Animal Liaison has final decision on all matter of animal care and welfare.

- Quarantine: Animals may be removed from quarantine only with approval from the Shelter Manager or Designated Veterinarian
- Injuries/Illness: Only life-threatening injuries should receive immediate care; all other injuries require owner approval if owned animal or approval of County Animal Liaison before care is provided.
  - Care received at the shelter should address only those needs arising from the disaster; any additional care is a private transaction between the veterinarian and the animal's owner
  - The veterinarian must keep a record of all services rendered
- Animal Neglect: Suspicion of animal neglect, endangerment, and abuse *will be* reported to the County Animal Control Officers (ACO)
- Dangerous Animals: Animals deemed too dangerous to keep at the shelter due to risk to humans or other animals may be transferred to the County Animal Shelter, or turned over to the County Animal Control Officers (ACO), or returned to the owner.
- Euthanasia: Critically ill or injured animals may only be euthanized with owner approval, unless the owners cannot be reached and the Designated Veterinarian determines immediate action is necessary; the County Animal Shelter will oversee all euthanasia
- Transfer of Animals for Care: Animals may be transferred to a veterinarian's office for care, ensure all animal tags stay with the animal, note on kennel 'at vet' and place a note on the animal's intake sheet prior to transfer
- Refusal of Care: If the owner refuses care/action deemed critical by Designated Veterinarian the animal must be discharged and returned to owner or the County Animal Control Officers (ACO) must be contacted, at the discretion of the Designated Veterinarian
- Animal Fatality: If an animal dies while housed at the shelter take the following actions:
  - The Designated Veterinarian shall write a differential diagnosis for the cause of death
  - Leave ID collar on
  - Confirm it has not bitten anyone
  - Notify Shelter Manager
  - Update the intake form as to the day and time the pet died
  - Owner to be notified and determine if they would like remains or like us to remove remains.
  - Update Daily Intake Log as "discharged" and follow the Discharge Process outlined below

### **Discharge Process**

- Retrieve Intake Registration form and verify the identification of the owner with photo ID if available and through the photo used for initial intake
- Have owner read, sign, date, and record time on the Animal Intake form in the discharge section
- Escort the animal owner to the appropriate crate, stall or pen
- Ensuring owner has correct animal, and their animal(s) supplies, staff records name and initial on Intake/Discharge form
- Attach Animal Care Log to back of Animal Registration form and file under Discharged
- Remove and discard animal/owner info from stall, pen, or crate
- Place any items not belonging to owner in the cleaning area for sanitizing

## SHELTER BREAKDOWN AND DEMOBILIZATION

- The Coos County Sheriff or Emergency Manager will request the deactivation of the Shelter with input from the Shelter Managers and
- All donated Items must be coordinated through the County Animal Liaison
- Ensure all loaned supplies (e.g. stalls, pens, fans) are returned and any unopened items, such as food, is returned or moved to animal shelter
- All animals are to be removed from the Shelter prior to physical break down of the site to prevent additional stress on the animals.
- Domestic animals not retrieved by owner will be transported to the County Animal Shelter.
- Livestock not retrieved by owner will be treated as strays following the Coos County Animal Control policy, coordination with the Oregon Department of Agriculture (ODA) for ongoing shelter may occur.
- Tabulate an inventory all supplies, listing known used commodities
- All paperwork shall be turned over to the County Animal Liaison
- Once empty, clean the site of supplies and equipment and properly clean all surfaces
- All trash, feces, and debris must be disposed of in an appropriate manner
- The County Animal Liaison and Shelter Managers will perform a final inspection of the site in the presence of the property representative, if possible.
- The County Animal Liaison and Shelter Managers will jointly coordinate final correspondence, such as notes of gratitude, to agencies or individuals that donated items and to volunteer and paid staff who supported the companion and livestock animal shelter.
- Submitting summary information on the companion and livestock animal shelter. A full set of complete documents must go to Coos County Emergency Management. The summary is due in a reasonable time after the close of the incident.
- The County Animal Liaison will coordinate conducting an After-Action Review (AAR) with participating volunteers and County staff to discuss and document lessons learned for incorporation into this plan as an update



# Coos County Large Animal Checklist

Time Done	Action
	<b>Initiate 214</b> <b>Vest: Livestock Shelter Leader Check List: Laminated</b> <b>Radios: Family White Board:</b> <b>Briefing on Assignment(s):</b>
	<b>Sign In / Out Sheets - Place at Intake desk</b>
	<b>Operational Period</b> _____ <b>Schedules:</b> <b>Briefings: Schedule a meeting at the beginning of each shift.</b> <b>Assignments</b> <ul style="list-style-type: none"> <li>• Assign: Intake Name _____</li> <li>• Assistant: Name _____</li> </ul> <b>Staffing Needs</b> <ul style="list-style-type: none"> <li>• Intake (2) _____ # of individuals Animal Runners (2) _____</li> <li>• Shelter _____ # of individuals Feeders / Cleaners (2) _____</li> </ul>
	<b>Coordinate with:</b>
	<ul style="list-style-type: none"> <li>• Facility supervisor (Determine where to load and unload, feed storage, security, etc.)</li> <li>• Animal Group Supervisor establish the shelter / operational period</li> <li>• Coos County Animal Control and Coos County Sheriff's</li> <li>• Hotline</li> <li>• Veterinarian(s)</li> <li>• Cat Shelter Manager and Dog Shelter Manager</li> <li>• Volunteer(s)</li> </ul>
	<b>Set Up</b>
	<ul style="list-style-type: none"> <li>• ICS flow chart on white board – Create a Site Map</li> <li>• Acquire necessary items from trailer (white boards, sign-in sheet, forms, tables, hair, etc.</li> <li>• Security check in table</li> <li>• Fencing / Enclosures</li> <li>• Triage Area / Veterinary Room (Veterinary Services documents to be returned to Intake)</li> <li>• Exotic Animal Area</li> <li>• Quarantine Area(s)</li> <li>• Assemble a few carries and cages</li> <li>• Waste Disposal: general vs. contaminated</li> <li>• Donation area and policies</li> <li>• Visitors: Owners and Other</li> </ul>
	<b>ICS 213 – Message (Requests)</b>
	<ul style="list-style-type: none"> <li>• Meals, Water / Ice, etc.</li> <li>• Personal Hygiene – Stations</li> </ul>
	<b>Things To Consider</b>
	<ul style="list-style-type: none"> <li>• Traffic Flow: Ingress / Egress</li> <li>• Protocol signage</li> <li>• Overnight accommodations</li> <li>• Post any special instructions (example: type of feed, specific care, etc.</li> <li>• <b>No personal requests</b> (example: horse shoeing, horse training during the disaster.)</li> </ul>

# APPENDIX B:

# INTAKE FORMS

---

# SHELTER INTAKE/DISCHARGE FORM

## Owner Information

Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Emergency Contact Info: \_\_\_\_\_

E-mail address: \_\_\_\_\_

How can you be contacted while your animal(s) are here?  
\_\_\_\_\_

Location during evacuation? \_\_\_\_\_

Please list person(s) authorized to care for your animal(s) while here at the shelter

Name: \_\_\_\_\_ Relation to Owner: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Owner: \_\_\_\_\_

Current Veterinarian: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you become aware of this shelter? \_\_\_\_\_

## **Staff Use Only**

-----

Intake Picture Taken By: \_\_\_\_\_

\_\_\_\_\_  
Admission Date

\_\_\_\_\_  
Owner/Agent for Animal(s) - signature

\_\_\_\_\_  
Discharge Date

\_\_\_\_\_  
Owner/Agent for Animal(s) - signature

Animal(s) Released By: \_\_\_\_\_

# Emergency Care Facility Rules for Large Animals

## Owners and/or agents agree to:

1. Keep your animal(s) in assigned stall(s) or pen(s) or under control in designated exercise areas.
2. Properly feed and water your animals.
3. Complete animal care sheet daily.
4. Sign in and out
5. Sanitize all containers and stall/pens/ crates when animal leaves.
6. Give permission for examination of your animals to determine if medical or stress conditions are present. Authorize the administration of medication to alleviate symptoms by facility personnel if you are unable to.
7. Disclose any history of contagious disease untreated and known animal aggressive behavior.
8. Final decisions regarding the animal population and overall care of animals at the facility will be the County Animal Liaison.
9. Animals that are unruly, aggressive, show signs of a contagious diseases or parasite infestation, or are stress maybe moved to a more isolated location.

By signing below, I agree to the above rules and understand that failure to follow them may result in the removal of my animals from this facility.

Date \_\_\_\_\_

Owner/Agent \_\_\_\_\_

Witness \_\_\_\_\_

# APPENDIX C:

# VOLUNTEER FORMS

---





# Volunteer Expectations

## Volunteers should have:

- Patience
- Sensitivity
- Experience with problem-solving
- Experience with animals

## General

- This is a completely volunteer program. There is no team reimbursement fund available for fuel, damages, injuries, etc. Volunteers must provide their own medical insurance.
- Do not talk to the news media, refer any reporters to the Public Information Officer or the County Animal Liaison.

## Protocol

- Sign in before reporting to your team; sign out before leaving.
- Do not remove an animal from a cage or stall, exercise an animal, or feed an animal until your shelter leader gives you explicit instructions.

## Safety

- Smoke only in designated areas.
- Report evidence of self-injury or illness to the shelter lead.
- Volunteer only for tasks that will be safe for you! At all times use good sense in preventing injury to yourself, other people and the animals in your care. The work might involve kneeling, crawling, repeated bending, and lifting heavy supplies. You are strongly encouraged to wear back support belts.
- Be careful when new people approach any pet. Loud noises and fast movements can be scary, approach all animals calmly and quietly.
- To Prevent Animal Bites: Pets that were evacuated are likely under stress because they are away from home and familiar surroundings. Sometimes stressed animals act differently than they normally would. It is important to be cautious.
- If you are bitten: Immediately wash the wound with soap and water. Report the bite to your shelter lead. Consult a physician.
- Keep all pets on a leash or in a carrier.

## Security

- One should not discharge any animals out any of the facilities until sure of the animal's identification, the identity of the person taking the animal.

## Training and Qualifications

- Many volunteer jobs will require little or no training and have flexible schedules.
- Animal volunteers that do need training will be trained on the job. However, it is desirable that volunteers are people who have some experience with animals or have been trained in advance.

## Insurance

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

## Attire

- Please do not wear open-toed shoes and wear garments appropriate for the work environment.

**Health**

- If you are not in robust health, do not attempt front-line duty. Specifics of your health status do not need to be disclosed, but it is your responsibility to be sure that your work assignment is appropriate to your own health status. As an incident wears on, if you begin to have difficulty, please notify your immediate supervisor promptly so that you can be reassigned or excused.
- Rabies is a very serious risk in a disaster situation. Take proper pre- cautions to avoid animal bites, and if bitten, please notify your immediate supervisor promptly. If the biting animal is not available for either quarantine observation or direct brain examination, you are advised to go through the rabies vaccination and immunoglobulin series (at your own expense).

**Behavior**

- Exemplary behavior from all volunteers is expected at all times. The command structure is to be respected and neither usurped nor ignored at any time. Any confrontational behavior, evidence of illegal drug use, alcohol consumption, inappropriate smoking, willful failure to follow instructions, interference with the work of others or evidence of theft may incur reassignment, or relief of duty. Any other obviously inappropriate behavior will be handled similarly.

**Food & Shelter**

- You are expected to bring whatever clothing, food, drinking water, medication, bedding, and personal care supplies that you will need at the animal evacuation shelter.

**Your Own Animals**

- If your own animal(s), home or business is at risk from a progressing disaster, please take care of your own animals and structures before reporting to help others. This includes evacuation of your own animals.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE RULES STATED. I AGREE TO ALL POINTS OF THIS CONTRACT. I UNDERSTAND THAT IF I BREAK THE RULES OF THIS CONTRACT, I WILL BE ASKED TO LEAVE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Witnessed By \_\_\_\_\_

# APPENDIX D: SHELTER FORMS

---

# COOS COUNTY STRAY ANIMAL

Case No. \_\_\_\_\_ Comp Name \_\_\_\_\_

Real Name \_\_\_\_\_ Approx. \_\_\_\_\_

City\_ \_\_\_\_\_ Breed \_\_\_\_\_ Age\_ \_\_\_\_\_  
Sex \_\_\_\_\_

COAT: Smooth \_\_\_\_\_ Long \_\_\_\_\_

Wirehaired \_\_\_\_\_ Curly \_\_\_\_\_

EARS: Cut \_\_\_\_\_ Erect \_\_\_\_\_ Drooping \_\_\_\_\_

TAIL: Long \_\_\_\_\_ Cut \_\_\_\_\_ Screw \_\_\_\_\_

Collar: Y N Description \_\_\_\_\_ Tags: Y N Description \_\_\_\_\_

NOTES: \_\_\_\_\_

Owner Info \_\_\_\_\_

Name/Officer \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Dog Lic. \_\_\_\_\_

Date Available \_\_\_\_\_

Stray \_\_\_\_\_ Police Impound \_\_\_\_\_

Micro Chip Y N # \_\_\_\_\_

## Livestock Host Site Information

Name of Facility: \_\_\_\_\_

Is this a private residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Additional Phone Number(s): \_\_\_\_\_

Are you willing to provide housing pro bono or at a reduced fee for those people who do not have the financial resources to pay due to the disaster?

Pro Bono \_\_\_\_\_ Reduced Daily Fee (please specify amount) \_\_\_\_\_

Are Owners expected to furnish their own feed and care for their own animals? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you furnish the feed and care for the animals during the disaster? Yes \_\_\_\_\_ No \_\_\_\_\_

What species and number will you accept at your facility or residence?

### Number and Type of Housing Spaces Available

Species	Box Stall	Pen with Shelter	Pasture with Shelter	Pasture No Shelter	Coop with Run & Laying Boxes	Poultry & Rabbit Cages	Swine Pens	Wood Fenced Pasture (not electric)	Electric Wire Fenced Pasture	Barbed Wire Fenced Pasture
Horse										
Poultry										
Rabbit										
Swine										
Dairy Cow										
Steer										
Goat										
Sheep										
Other										
Other										

Are there minimum requirements for entry into your facilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Are you willing to waive any part of the requirements? Yes \_\_\_\_\_ No \_\_\_\_\_

What is your procedure for dealing with sick or injured animals? \_\_\_\_\_

What is your procedure for handling animals needing medication? \_\_\_\_\_

Do you have an isolation area available? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Companion Animal Host Site Information

Name of Facility: \_\_\_\_\_

Is this a private residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact Name(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Additional Phone Number(s): \_\_\_\_\_

Are you willing to provide companion animal housing pro bono or at a reduced fee for those people who do not have the financial resources to pay due to the disaster?

Pro Bono \_\_\_\_\_ Reduced Daily Fee (please specify amount) \_\_\_\_\_

### Number and Type of Housing Spaces Available for Companion Animals

Species	Crates or Cages Available	Secure Kennels (Suitable for jumpers &/or diggers)	Kennels (Not suitable for jumpers &/or diggers)
Dog			
Cat			
Bird			
Other			
Other			

Are there minimum requirements for entry into your facilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Are you willing to waive any part of the requirements? Yes \_\_\_\_\_ No \_\_\_\_\_

What is your procedure for dealing with sick or injured animals? \_\_\_\_\_

What is your procedure for handling animals needing medication? \_\_\_\_\_

Do you have an isolation area available? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_









# Coos County Donation Form



Name of Donor \_\_\_\_\_

Date \_\_\_\_\_

**E-mail** \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Type of Donation:

Check \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

Cash \_\_\_\_\_ Amount \_\_\_\_\_

Donation In-Kind \_\_\_\_\_

Type of Item(s) \_\_\_\_\_

-----**Bottom Half of Receipt Goes To the Donor**-----

**COOS COUNTY SHERIFF'S OFFICE  
EMERGENCY MANAGEMENT  
250 N. BAXTER, COQUILLE, OREGON 97423**

Donor: \_\_\_\_\_

Donation: \_\_\_\_\_

Value: \_\_\_\_\_

Thank you for your donation to Coos County.  
No goods or services were received by you in exchange for your donation.

Coos County Sheriff's Office relies on donations from individuals like you to carry out our mission of evacuating and sheltering animals in disaster situations. We are always striving to maintain a state of readiness that will provide both a safe and rapid response for people and animals needing our assistance. Your part in enabling us to provide these services is greatly appreciated.

For more information about disaster preparedness, we invite you to visit our website at [www.co.coos.or.us](http://www.co.coos.or.us)

\_\_\_\_\_  
*Signature of volunteer receiving donation*

\_\_\_\_\_  
*Date*



Position	Name	Phone Number
Coos County Emergency Manager		
Coos County Animal Liaison		
Public Information Officer		
Safety Officer		
Director of Fairgrounds		
Large Animal Shelter Manager		
Small Animal Shelter Manager		
Human Shelter Manager		
Veterinarian		
Animal Control Officer		
Animal Control Officer		
Animal Control Officer		
Sheriff's Office		
<b>In Case of Emergency Call 911</b>		

# Appendix E:

# Resources

- The information provided in this section is for reference only and is subject to change.
- It is not an endorsement of any one organization over another.
- It is recommended that citizens check on facility and organizational policies and availability prior to seeking support or care.

## COMPANION ANIMAL & LIVESTOCK SUPPLIES STORES

### **Milk-E-Way Feed & Trucking**

54261 Fairview Road  
Coquille, OR 97423  
(541)396-2836

### **Sagent's Feed**

705 Bonneville Road  
Lakeside, OR  
(541)759-4904

### **Cascade Farm and Outdoor**

3111 Ocean Blvd SE  
Coos Bay, OR 97420  
(541)252-4031

### **Bandon Feed**

88674 Highway 42 S  
Bandon, OR 97411  
(541)347-1105

### **Currydale Farms**

49877 Hwy 101  
Bandon, OR 97411  
(541)347-4356

### **Mini Pet Mart**

815 S Broadway  
Coos Bay, OR 97420  
(541)435-7811

### **Schrader's Farm Supply**

234 Spruce  
Myrtle point, Oregon  
541-572-2105

## COOS COUNTY HOTELS ACCEPTING DOMESTIC ANIMALS

<b>Bandon Oregon</b>	
Bandon Beach Motel	541.347.9451
Bandon Dunes Golf Resort	877.652.2122
Bandon Inn	541.347.4417
Bandon Marina Inn	541.347.9632
Bandon Wayside Motel and RV	541.347.3421
Best Western Inn At Face Rock	541.347.9441
La Kris Inn	888.496.3610
Lamplighter Inn	541.347.4477
Lighthouse Cove Inn	541.347.9022
Loon Lake Lodge and RV Resort	541.599.2244
Sunset Oceanfront Lodging	541.347.2453
Table Rock Motel	800.457.9141
The Inn At Old Town	541.347.5900
Wildspring Guest Habitat - Port Orford	541.332.0977
Windermere On the Beach	541.347.3710
<b>Coos Bay and North Bend Oregon</b>	
Edgewater Inn	541.267.0423
Motel 6	541.267.7171
Super 8 by Wyndham	541.808.0704
Plainview Motel	541.888.5166
Best Western	541.269.5111
Red Lion Hotel	541.267.4141
Terrace Motel	541.808.3797
The Mill Casino	541.756.8800
Quality Inn & Suites	541.756.3191
Bay Bridge Motel	541.756.3151
Southsider Motel	541.267.2438
City Center Motel	541.808.3100
Parkside Motel	541.751.9344
Itty Bitty Inn	541.756.6398
Captain John's Motel	541.888.4041
<b>Coquille and Myrtle Point Oregon</b>	
Myrtle Lane Inn	541.396.2102
Myrtle Trees Motel	541.572.5811

# Emergency Only Boarding Stables

## **Dexter's Boarding Stables**

Tom Dexter  
N Bend Hauser  
North Bend Oregon  
541-404-5041

## **Bandon Beach Stables**

Karen Johnston  
54629 Beach Loop  
Bandon Oregon  
541-347-3423

## **Rockin S Stables**

61676 Family Four Road  
Coos Bay, Oregon  
541-269-2932



## **BOARDING KENNELS**

### **Riverview Kennels**

83737 N Bank Lane

Bandon, OR 97411

(541) 347-4689

42 Kennels (Can hold multiple family dogs)

### **Howl-A-Day Kennels**

12116 Wildwood Dr

North Bend, OR

(541) 759-2642

28 Kennels (Can hold multiple family dogs)

### **Lu & Rues Doggy Daycare**

2705 Kinney Road

Coos Bay, OR 97420

(541) 808-0400

6 Kennels, 4 Crates

### **Harbor Lights Animal Hospital**

1710 Virginia Ave

North Bend, OR 97459

(541)756-5156

27 Kennels

### **Dog & Cat Day Care at Valley View**

57305 Valley View Road

Coquille, OR 97423

(541) 396-6628

5 Kennels also, 3 ½ acres of pasture

## LOCAL SUPPORT AGENCIES

### **Coos County Mounted Sheriff's Posse**

Audrey Duke

North Bend

coosposse@gmail.com

### **FOCAS Friends of Coos County Animals**

PO Box 911

Coos Bay, OR 97420

(541)269-1989

### **Coos County CERT**

Mike Wright (541)294-9178

### **Bandon Animal Rescue**

88674 Hwy 42 S.

Bandon, Oregon 97411

(541)347-1105

### **Southern Oregon Emergency Aid**

Volunteer Emergency Evacuation Team

Linda Bacon, Coordinator

Phone: (541) 217-1894 Email: [soeaevacteam@gmail.com](mailto:soeaevacteam@gmail.com)