

Large Animal Shelter Disaster Plan

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Emergency and Disaster Plan Large Animal

This generic plan is intended to provide guidance for the sheltering of large animal including all livestock during an emergency or disaster.

An animal disaster response plan includes six major sections:

- Preparedness
- Evacuation Support
- Shelter Operations
- Registration and Animal Intake
- Animal Care
- Public Outreach and Information

It is vital to develop a plan that works for the unique needs of each county or region and meets the goals and objectives of the overall county emergency operations plan

Introduction

Large Animal Sheltering is a necessary component of any disaster response plan for your community. If your county or state doesn't have a plan use this as an outline to prepare your teams for the unexpected. This base plan is intended to provide general direction for the sheltering of livestock during an emergency or a disaster.

This plan provides basic procedures for establishing and operating a Large Animal Shelter specifically for livestock. Many communities have livestock as pets or companions and have the expectation these animals will be treated in a similar fashion as their pets. This plan is designed for those types of animals and to meet public expectations.

Community Animal Response Team (CART)

Details in this plan provides guidance to Community/County Animal Response Teams (CARTs) or other authorized agencies for the evacuation and sheltering of animals. The term "CART" is used to broadly describe authorized animal disaster sheltering management/staff and volunteers. The Community Animal Response Team (CART) will utilize this plan for all activations requiring large animal emergency sheltering.

Direction and Control

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 due to threat to public safety, property or the environment.

Function

This plan functions to assist emergency responders:

- Provide humane care and handling of livestock before, during, and after disasters.
- Arrange for veterinary standard and emergency medical care and treatment.
- Provide equipment and supplies for pre-disaster and post-disaster large animal sheltering
- Remove and properly dispose of animal carcasses.
- The evacuation of residents to an emergency shelter which will also result in the evacuation of companion and livestock.
- Provided the community with an option for the safe and healthy disaster sheltering of their animals during the emergency.
- Most disasters do not meet the FEMA threshold for reimbursement; therefore, it should not be expected that FEMA will provide reimbursement for expenses associated with establishing a Large Animal Shelter.
- The CART team will direct and control all Large Animal related activities.
- Provide care for some or all of the animals including food, water, exercise, cleaning and basic medical care.
- CART will provide security, accountability and oversight.
- 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 LARGE ANIMAL SHELTER. Services provided by CART will not be billed to the owner. In some cases, owners may choose to provide services and care for their own animals.

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:

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.

Community/County Animal Response Team (CART) is responsible for establishing and managing a Large Animal Emergency Shelter. Community Animal Response Teams (CART)

A CART is made up of volunteers who are members of the community who assist in preparation to evacuate, shelter, and care for animals during large scale emergencies or disasters. They provide support for community preparedness activities, emergency evacuation, emergency animal sheltering, and the reunification of animals and owners. CART will help implement the animal emergency plan and provide needed responders to deal with animal related issues.

CART responsibilities include (but are not limited to) the following:

- Intake paperwork
- Feeding and exercise routines
- Practicing the pet reunification process
- Handling livestock
- Cleaning protocols
- Setting up a shelter

Operations Overview

The LARGE ANIMAL SHELTER functions 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 a greater separation of animals. This separation may include having a separate quarantine area for sick animals or animals showing aggressive behavior.

Priorities

The priorities of this plan are:

1. To protect the health and safety of staff, volunteers 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 EM with overall responsibility for all aspects of this plan.

Large Animal Shelter Mobilization

In the event of an emergency that requires an evacuation, the EM will assess whether a large animal emergency shelter needs to be established.

Once the EM has determined the establishment of a LARGE ANIMAL SHELTER is needed, the EM or ESF11 (Agriculture /Animals) or ESF6a (Household Animals/Service Animals) will contact the CART to establish the shelter.

Emergency Support Function

The National Response Framework is a guide that documents how the Nation responds to all types of disasters and emergencies (Homeland Security, 2010). Within this framework, Emergency Support Functions (ESFs) provide an organizational structure based on the capabilities most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. ESF #6 and #11 outline the critical responsibilities and coordinators regarding animals.

Emergency Support Function #6

ESF 6 focuses on mass evacuation and shelter of people. With the passage of the 2006 PETS Act, it also includes provisions for household pets and service animals. There are legal definitions of household pets and service animals (see glossary), but in a disaster, species of animals will be presented as pets that fall outside of the legal definition.

Emergency Support Function #11

ESF 11 organizes and coordinates federal support for the protection of the Nation's agricultural and natural and cultural resources during national emergencies. ESF 11 provides technical expertise, coordination, and support of animal and agricultural emergency management, to ensure the safety and defense of the Nation's food supply and ensure the protection of natural and cultural resources and historic properties.

Emergency Operations Plan

- Local emergency operations plan (EOP) describes who will do what, as well as when, with what resources, and by what authority before, during and immediately after a disaster.
- A jurisdiction's emergency operations plan assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in a disaster that exceeds the capability or routine responsibility of any one agency (e.g., the fire department);
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated;
- Describes how people and property will be protected in emergencies and disasters;

- Identifies personnel, equipment, facilities, supplies, and other resources available--within the jurisdiction or by agreement with other jurisdictions--for use during response and recovery operations.
- Identifies steps to mitigate concerns during response and recovery activities. As a public document, an EOP also cites its legal basis, states its objectives, and acknowledges assumptions (FEMA, 1996).
- The EM, or ESF11/ESF6A, will contact the CART Leader(s)/Coordinator(s) to provide the location of the LARGE ANIMAL SHELTER, the anticipated number of animals based on the areas evacuated, the status of the large animal sheltering, and any special instructions. The CART Leader/Coordinator will then contact all other CART members.
- All designated CART members will report to the LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER.

Activation Checklist

The following checklists are intended to guide actions before, during and after a local disaster.

Pre-Emergency/Disaster Activities

- Monitor threat/weather advisories.
- 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 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 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.
- 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 LARGE ANIMAL SHELTER facility locations, equipment, food supplies, veterinary supplies, intake and office supplies, vehicles and transport.

Shelter Establishment

The Emergency Manager and ESF11/ESF6A are the lead for allocating “property” for the LARGE ANIMAL SHELTER if the LARGE ANIMAL SHELTER facility has not been previously established and will make the final decision on where to set up at the shelter site.

Most large animal shelters will be set up at a facility designed for livestock such as a fairgrounds, livestock barn or similar facility. The CART leader should conduct a walk around/assessment should include the use of other buildings in the area.

That CART leader will name a facility manager to coordinate the location. In some cases, the location will have been pre-determined.

Possible sites include:

- veterinary or land grant colleges
- racetracks
- show grounds
- pastures
- stables
- fairgrounds
- equestrian centers
- livestock corrals
- stockyards or auction facilities
- other boarding facilities

Initial Response Activities

- Activate CART large animal shelter leaders, staff and volunteers.
- Mobilize resources, locate facility location, 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.

Who Should Be Involved at the shelter?

Temporary large animal shelters require a lot of people to make them run smoothly. If possible, a one person for every 10 animals and always plan for double the number of animals you think you may receive.

Volunteers or staff will fall into two categories:

1. **Medical personnel.** This includes Veterinarians and veterinary technicians. Having a veterinarian with shelter experience who is familiar with the concept of herd health is ideal. Keep in mind that unless a state of emergency has been declared by the President of the United States or the governor of the affected state, only veterinarians who are certified in that state may provide medical services.

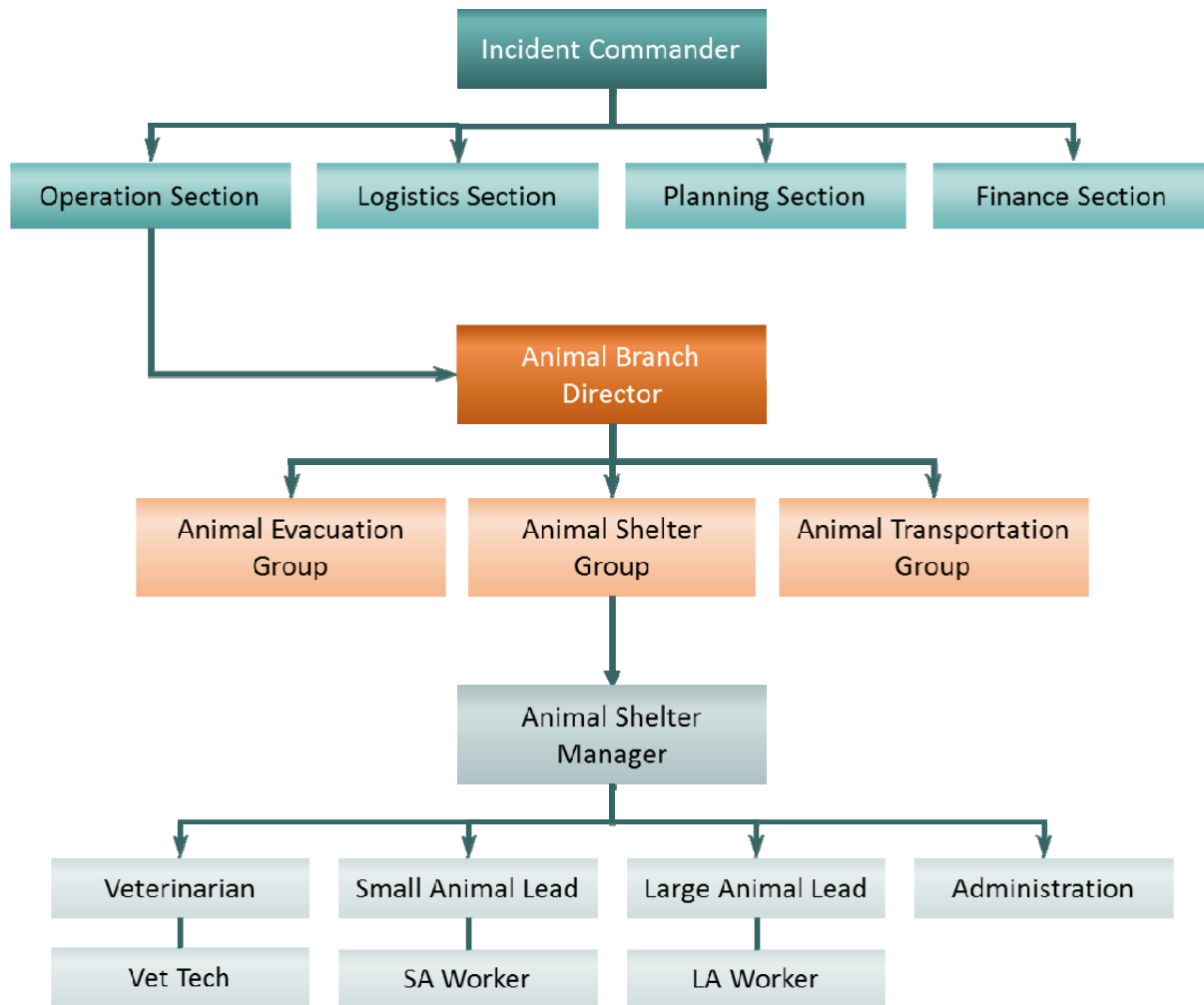
2. **Sheltering personnel.** This includes experienced animal handlers and managers, as well as volunteers with limited training. Plan for each animal to require 15 minutes daily for basic feeding and cleaning. Ideally, have dedicated logistics and supply chain staff as well as people who are focusing on reunification and placement of the animals.

Both types of personnel will work together to ensure the overall health, safety and well-being of the animals.

Temporary shelter staff can come from any of these groups:

- CART Teams
- Regular shelter staff and consultants
- Partner agencies (other shelters, animal controls or disaster teams)
- Volunteers
- Temporary paid labor

Incident Command System (ICS)



Minimum On-Site Operations Staffing

- One person for Intake, Release and Documentation
- Two to four persons for Animal Care
- Two persons for the Safety and Sanitation Team
- One to two persons for Logistics
- One on-site or on-call Veterinarian Team Lead

At no time will a single CART person be responsible for, or left at, the shelter alone. During shift 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

Shelter capacity

Establish capacity based on size and number of potential intakes of all types as well as size of the shelter.

Supplies and Services

The EOC Logistics Desk will assist with most logistics support to the CART members. 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 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).

Configuring the Large Animal Shelter

Once the shelter 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 working areas must be arranged in a manner that provides for smooth processing and management of animals.

The large animal shelter should have several designated areas:

Horse/Livestock Barns

1. There should be no unnecessary trash or debris lying around inside or outside of buildings. In addition to being unsightly, it can attract rodents, start or spread a fire, and could cause an injury or fall to a person or animal.
2. Any ornamental shrubbery around the exterior of the barn should not be poisonous to livestock.
3. “No Smoking” signs should be posted at all exterior doorways. Have sand buckets for cigarette butts available at the doors. “No Smoking” signs should also be posted in lounges, bathrooms, and in several other conspicuous places around the barn.
4. The correct size and type of fire extinguisher should be located at every exterior door, in the middle of long aisles, and next to the main electrical panel box. Fire extinguishers should be in proper working order and fire exits should be clearly marked.
5. Every farm/stable should have an emergency first aid kit for both humans and horses/livestock. A phone with posted emergency numbers should be easily accessible.
6. Wiring and switches should be encased in metal, weather-proof boxes, and out of reach of stock.
7. The building should have lightning rods and be properly grounded.
8. Doorways and aisles should be free of obstructions and sharp projections, e.g. hardware, and be 10 feet wide in horse barns.
9. Ceilings need to have a height of 8–12 feet. Door frames should be a minimum of 8 feet high with a minimum width of 4 feet and aisles should be at least 10 feet wide.
10. Windows need to be inaccessible to horses and livestock, covered with bars or screening, and made of safety glass.
11. Stall and pen walls should be smooth, free of all projections, and of adequate size for the number of animals to be housed and to prevent casting. Stall doors should have secure latches and either slide or swing outward.
12. Water sources should be grounded to prevent accidental electrical shock.
13. Feed tubs and water buckets should be smooth, clean, and placed securely at the proper height so that the animals cannot become entangled.
14. Flooring should be easy to keep clean and provide traction for animals, especially those with shoes. Excessively rough flooring can cause abnormal wear, soreness, and bruised feet, especially in cattle and swine. Any rotted floorboards should be replaced immediately.
15. Safe and appropriate areas should be maintained to secure horses. All cross-ties and other ties should have safety release snaps.
16. Grooming and wash stalls should be in open areas and be clean and well-drained to prevent wet and/or icy barn floors.
17. Hay storage needs to be away from heat and electrical sources, and if at all possible, kept in a separate building from where livestock and horses are housed.
18. Stairs to haylofts should have handrails and be kept free of slippery substances and clutter. Railings should be installed around loft and ladder openings, and ladders should be firmly attached to the wall.
19. Hay and bedding should be stacked so as not to topple readily.
20. Low beams and pipes (under 7 ft. clearance), steps, or uneven floors should be clearly marked.
21. Tack rooms need adequate racks and storage areas to keep equipment off the floor and out of the path of traffic.

22. Storage areas should be large enough to keep shovels, pitchforks, wheelbarrows, etc. safely away from animals. Items should be hung so that people cannot strike their heads on them.
23. Hoses should be neatly hung in wash rack areas so that people and animals cannot become entangled in them.
24. Grain storage systems should be rodent-proof, weather-proof, and not accessible to horses and livestock.
25. Areas around vents and fans should be kept clear. Fans should be properly maintained and cleaned frequently.
26. Garbage receptacles should be available for the deposit of refuse, baling twine, and wire

Turnouts and Pastures

1. Turnout paddocks and pasture fencing should be sturdy, 4–6 feet in height, and able to keep livestock in and unwanted “visitors” out. Any protrusion on which stock may become caught should be removed. Fencing material should be suitable for the type of livestock being housed. Loose wires and broken boards or rails should be attended to immediately.
2. Gates should be a minimum of 4 feet wide, swing freely, and have no sharp edges or corners.
3. Footing should be well-drained and free of ruts and stones.
4. Pastures/turnouts should be free of debris, foreign objects, and toxic plants.
5. Machinery and equipment should not be left in pastures and turnouts.
6. Ponds, irrigation, and open drainage ditches should be fenced.
7. Fallen branches and tree stumps should be removed.
8. Washouts should be fixed promptly.
9. Any bridges should be strong enough to support horses and machinery.
10. Periodic pasture checks should be made to ascertain that no poisonous plants are growing in or around the pasture area.
11. When possible, standing water should be eliminated to prevent the spread of mosquito-borne diseases such as West Nile Virus and equine encephalomyelitis.

Roadways

1. Roads and driveways should be wide and free of deep ruts and bumps.
2. Low-hanging tree branches and shrubs should be trimmed back.
3. Gates should be wide enough for machinery and trucks and set far enough back so that vehicles are off the main road when stopping to open or close the gate.
4. Overhead wires should be high enough for trucks, trailers, tractors, and other equipment to pass under.
5. There should be 20-foot wide fire/emergency lanes around all buildings and structures.
6. Vehicles should only park in designated areas to keep roadways open for emergency vehicles.
7. Vehicle and trailer parking should not be permitted next to barn/stable.
8. Vehicular traffic should proceed slowly and with caution.

- Speed limit signs of 15 mph or lower should be posted and enforced. “Caution: Horse Crossing” signs are available through many retailers.

Surrounding Acreage

- Areas around the barns, pens, and pastures should be free from debris.
- Ponds, large water storage tanks, and waterways should be fenced and posted with “no swimming” and “no fishing” signs to deter trespassers.
- Hazardous passageways, hay drops, manure pits, etc. should be properly fenced and maintained.

Example of standard spacing:

All plans must be adjusted based on limitations of space, type of disaster and should have flexibility. Below is an example of space requirements in a non-disaster situation.

California Minimum Space Standards for Confined Horses January 2019

Note: *Confined* in the context of listed stall size standards means horses are housed within the designated space without daily periods of controlled exercise being supplied or daily access to outside space for free exercise.

Horse Height at Withers (4 inches per hand)	Stall Size (feet)
12 hands (48 inches or 4 feet)	10 x 10 stall (100 square feet)
15 hands (60 inches or 5 feet)	12.5 x 12.5 stall (156 square feet)
16 hands (64 inches or 5.3 feet)	13.25 x 13.25 stall (176 square feet)
18 hands (72 inches or 6 feet)	15 x 15 stall (225 square feet)

- Horses confined in stalls with minimal space should receive at least 30 minutes of free time (turnout) or 15 minutes of controlled exercise per day unless directed otherwise by a veterinarian.
- Tethering refers to the act of securing an animal to a fixed object by rope or chain. Horses should not be tethered for more than two hours at a time. If tied for a period of longer than one hour, horses should be provided water as well as shelter protection from the elements (heat, sun, wind and rain). This does not apply to horses in transit, in a vehicle, or in immediate control of a person. Halters used with tethering should not be so tight as to induce suffocation or choking and should be loose enough to allow chewing.
- Ventilation in enclosed areas should be sufficient to control ambient temperatures. Ideal ambient temperatures for horses range between 41 and 86°F. At excessively high temperatures,

horses increase their respiration rate and heart rate and begin to sweat in order to maintain body temperature. These physiologic stresses result in increased water intake and an increase in energy requirements.

6. Air quality is important to healthy lung and eye function. Horses housed in poorly ventilated stalls can easily be exposed to air levels of ammonia exceeding 100 ppm due to accumulated urine in their environment. Both proper ventilation and sanitation (removal of feces and urine-soaked bedding) assist in minimizing ammonia exposure. Research shows that exposure to as little as 10 to 15 ppm of ammonia over a long-term basis can affect immune function and cause permanent airway damage.

Clinical Effects of Exposure to Air Levels of Ammonia

Ammonia Concentration (ppm)	Effect
5-10	Very slight to detectable pungent odor
20-25	Easily detected odor; eyes may burn
26-35	Levels often found in swine confinement facilities
50	Reduced pulmonary bacterial clearance Growth rate and feed intake of swine reduced to 10%
100	Very strong odor Eye and respiratory irritation, formation of tears, salivation
400	Immediate throat irritation
1,700	Laryngospasm and coughing
2,500	Fatal if greater than 30-minute exposure
5,000	Rapidly fatal with acute exposure

7. Enclosures and shelters should be free of hazards that may cause injury to confined horse(s):

- Enclosures must be free of fire or electrical hazards such as exposed wires, damaged electrical sockets or light switches that could cause fire or electrocution. Light fixtures, switches and any wiring should be out of reach to horses.
- Doors should be easily opened and of sufficient width as to allow the horse to freely walk through the door.
- Flooring in the stall should be level and provide traction since excessively slippery floors can make movement, lying down and getting up difficult.

8. Excessive feces, urine, mud and other waste products must not accumulate within the housing enclosures. Clean and sanitary surroundings within the confines of any equine facility are essential for the health and welfare of the horses and to avoid unnecessary environmental contamination. The average horse defecates once every two hours (an average of 12 times per day). On average, this totals 54 pounds of feces per day.

On average, a horse voids 2.7 gallons of urine per day, with dramatic increases in urine output occurring as ambient temperature rises. The mixture of urine and feces produces noxious gases, including ammonia. Therefore, the excessive buildup of feces, urine and other waste products within the housing enclosures or in and around the grounds of the facility is not acceptable under any circumstances.

- Indoor stalls and outdoor pen type enclosures should be cleaned of manure and other waste products daily. Larger paddocks and dry lots should be placed on a regular schedule for manure removal and ground maintenance. Pastures should have accumulated manure either removed or spread on a regular and recurring basis to lessen environmental impacts and to minimize intestinal parasite infestation. Manure attracts breeding flies and other insects which are both irritating and unhealthy to animals and humans, alike. Therefore, care must be taken to prevent the manure buildup under fence lines, along the edges of shelters, under feeders and water devices, and along roadways and horse paths. Areas designated as collection areas for the temporary storage of animal waste products before pickup and removal should be well maintained.
- Standing water, mud or urine should be prevented from accumulating in housing enclosures by proper drainage or absorbent bedding materials. Standing ground surface water provides optimal breeding grounds for disease transmitting insects and for microbial contamination of the environment.
- Areas where horses are groomed, shod or provided health care services should be kept as sanitary as possible. Barns, storage sheds, hay barns and all other structures should be properly maintained to prevent injuries and maintain a healthy environment.

Suggested Space and Housing Guidelines for Fully Mature Farm Animals

Animal	Horse	Beef Cow	Dairy Cow	Dairy Goat	Pig	Sheep	Hen	Turkey
Unit	1 horse	1 cow	1 cow	1 goat	1 pig	1 sheep	1 hen	1 turkey
Enclosed Housing Area/Animal	- Box stall 12' x 8' or 10' by 10'	75-100 sq. ft.	75-100 sq. ft.	20-25 sq. ft.	48 sq. ft. with exercise yard; 100 sq. ft. without exercise yard	20-25 sq. ft.	3-4 sq. ft.	6 sq. ft.
Exercise Yard Area/Animal	200 sq. ft.	100-125 sq. ft.	100-125 sq. ft.	50 sq. ft.	200 sq. ft.	50 sq. ft.	10 sq. ft.	20 sq. ft.
Pasture Area/ Animal	1-2 acres	1-2 acres	1-2 acres	0.2-0.3 acres	12-14 sows/acre/ rotational pasture	0.2-0.3 acres	-----	100 sq. ft.
Type of Housing and Boundary Setback	Enclosed ventilated barn or open 3-sided barn. Setback 50 ft.	Open front 3-sided barn. Setback 50 ft.	Open front 3-sided barn, free-stall or enclosed stanchion barn. Setback 50 ft.	Enclosed barn with removable side panels or windows. Setback 50 ft.	Enclosed barn, huts, shed, hutches or lean-to. Setback 50 ft.	Open front 3-sided shed. Setback 50 ft.	Enclosed barn. Setback 50 ft.	Enclosed barn. Setback 50 ft.
Fencing	-Electric -Wooden rail -Woven wire	-Barbed wire -Electric -	-Barbed wire -Electric -	-Electric - Woven wire	-Electric - Plank rail	-Electric - Woven wire	-Chicken wire	-Chicken wire

		Woven wire	Woven wire					
Family Needs	1 horse per family member	1/2 - 1 beef animal/ year; raise 2 animals/yr to provide continuous supply	1-2 cows	2-3 goats	2 pigs per yr.	6 sheep	6 hens	12 turkeys

Configuring the Large Animal Shelter continued

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 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. An escaped animal plan should be established once the location is secured.

Multiple livestock from the same 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 Quarantine 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.

Shelter Operations

The Large Animal Shelter 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.

Pre-Operations Checklist

Item	Initials	Notes
Coordination completed with Logistics Team Lead (or EOC Logistics) 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 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 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 Stable areas are set up, clean and numbered Plastic boxes at stalls		

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

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 SHELTER MANAGER:		

Daily Care Routine

A Daily Care Routine will be established and 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).

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 feed 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 LARGE ANIMAL SHELTER. Some animals with hostile behavior may be able stay in the shelter but will be required to be isolated and have specialized handling.

If the LARGE ANIMAL SHELTER 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. Owners who fail to follow these rules may have their animals removed from the shelter.

Animals eligible for sheltering

The Large Animal Shelter is designed to shelter the animals of evacuated residents. The shelter manager will determine what animals will be accepted in the shelter based on conditions and space. Most types of livestock will be accepted.

Stray animals brought into the shelter and owner is not known, 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 shelter manager has the authority to refuse admittance of any animal into the shelter.

Animal Registration

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.

Your state may require 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 or other proof of ownership 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.

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 16 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 animal 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 shelter manager. The shelter 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 shelter manager. 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 placed 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 the 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 Large Animal Shelter 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 large animal shelter

At the Large Animal Shelter owners may be allowed to enter several times per day to care for and exercise their animals. CART members must verify that each person entering 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 Large Animal Shelter 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 Large Animal Shelter. The shelter manager 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 Large Animal Shelter 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 Large Animal Shelter, the shelter manager 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 Large Animal Shelter 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 Large Animal Shelter will feed only grass hay to animal being sheltered in the Large Animal Shelter. 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 Large Animal Shelter 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 shelter manager must be notified if an animal is not drinking.

Animal 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.

Shelter 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.

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 Large Animal Shelter 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 Large Animal Shelter, 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.

Animal washing and grooming

The short-term Large Animal Shelter is not designed to include an animal washing area. If the Large Animal Shelter will be open for long term operations, the Shelter manager 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 Shelter manager 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 Large Animal Shelter 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 Shelter Manager 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. 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 Shelter Manager determine how the animal was able to get loose and take corrective action.

Animal exercising

In the Large Animal Shelter, 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 experienced 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 Shelter Manager 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.

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 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. Stall 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 Large Animal Shelter.

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 Large Animal Shelter closing. The Large Animal Shelter may be closed once all animals have been removed from the shelter by their owners or when a date for Large Animal Shelter closing has been approved by the AHJ. On that date the Shelter Manager will make a request to the EOC/AHJ to terminate operations. Once approved, shelter will be closed. If animals are still remaining in the shelter on the day of closure the Shelter Manager 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. All stalls, corrals, food and water buckets, trash cans, and other equipment must be cleaned, disinfected, and dried.

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 Shelter Manager will ensure that the cache trailer 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 Large Animal Shelter. 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.

Deceased

Owners of deceased animals will be notified as soon as feasible. The Shelter Manager 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 an 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.

Wound dressing and 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 Shelter Manager 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 animals in the LARGE ANIMAL SHELTER 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 an 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 Large Animal Shelter, 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 Large Animal Shelter Safety Officer and/or the Shelter Manager.

The shelter manager will report all injuries or illnesses to the EM or EOC ESF11/ESF6A as soon as practical. The shelter manager, 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.

Non-Threatening Animal Caused Injuries

In addition to the above procedures for managing injuries and illnesses, the following procedures apply to animal caused injuries

Any CART member receiving a non-life threatening injury from an animal must immediately clean the wound, or report to a human medical professional for wound cleaning and treatment, before reporting to the shelter manager.

Persons who are not CART members will be advised to immediately report to a human medical professional for wound cleaning and treatment.

The shelter manager will report injuries to the Veterinary Medical Lead and to ESF11/ESF6A.

The Veterinary Medical Lead will place an animal causing an injury into the isolation/medical hold area if it is safe to do so. 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.

If an animal has bitten anyone (including the owner) it will have a red dot placed in the upper righthand 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 Large Animal Shelter. This decision is made by the Shelter Manager. If the Shelter Manager 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 Shelter Manager can require an owner to remove any animal, at any time, if the animal's aggressiveness or hostility becomes a safety issue.

Trip and slip hazards

To minimize trip hazards, avoid placing cords and other objects in walking areas. If cords must be placed in walkways, tape the cords down. To minimize slip hazards, remove water or snow from walking areas.

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 lost animal.

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 Large Animal Shelter in order to secure humane safety. Once the emergency is over, the Shelter Manager will ensure all measures possible are conducted to re-obtain animal accountability. As soon as practical, the Shelter Manager will notify the EOC that an emergency evacuation had taken place.

Smoking

Smoking is not allowed in the Large Animal Shelter. Any CART member, volunteer assisting the CART, or owner must smoke in the human-designated smoking area.

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 Large Animal Shelter. This training may be done at the shelter or in another designated location

and must be conducted by the Section lead or Shelter Manager. 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 veterinarian trucks. 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 Large Animal Shelter 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 Large Animal Shelter 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 Shelter Manager. 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 Shelter Manager.

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.

Communications

The CART will be provided large two-way radios for use at the shelter. The SHELTER MANAGER 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.

Finance

The primary finance assumption is that you 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 Large Animal Shelter will be sent to the Logistics Section of the Large Animal Shelter. The Large Animal Shelter Logistics Section will either fill the request or forward it to EOC ESF11/ESF6A for ordering. The Large Animal Shelter Logistics Section will document all Large Animal Shelter - 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 Large Animal Shelter, the Shelter Manager 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 Shelter Manager 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.

Job Descriptions and Responsibilities

Below are job descriptions and responsibilities for each position for the Large Animal Shelter

Large Animal Shelter Manager (SHELTER MANAGER) Job Description

The Shelter Manager has overall responsibility for Large Animal Shelter 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 Shelter Manager also has authority to establish procedures, to approve exceptions to procedures, and, when appropriate, to dismiss volunteers and to refuse to accept animals. All shelter personnel come under the

operational control of the Shelter Manager. The Shelter Manager 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 Large Animal Shelter to CART members.

Designates a back-up Shelter Manager 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 LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER, and overall authority on all veterinary medical issues at the LARGE ANIMAL SHELTER. The Veterinary Medical Lead provides guidance and training as required to CART members. Reports to the SHELTER MANAGER.

Responsibilities

Advises the SHELTER MANAGER 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.

Triages all animals prior to being accepted into the LARGE ANIMAL SHELTER and determines, from a medical perspective, whether an animal can be accepted into the LARGE ANIMAL SHELTER.

Performs animal behavioral assessments and makes recommendations to SHELTER MANAGER 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 SHELTER MANAGER 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 SHELTER MANAGER 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 SHELTER MANAGER.

Maintains all medical documentation for animals.

Performs animal euthanasia according to the LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER 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. Reports 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.

Maintains a professional attitude.

Identifies any safety hazards to the Veterinary Medical Lead.

Wears appropriate clothing and PPE, as required by the SHELTER MANAGER 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 SHELTER MANAGER of owners that are not caring for their animals. Reports to the SHELTER MANAGER.

Responsibilities

Establishes the Animal Care Team. Assigns responsibilities and provides guidance to section members.

Sets up and deactivates all kennel areas. Advises the SHELTER MANAGER 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 SHELTER MANAGER 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 SHELTER MANAGER or Veterinary Medical Lead.

Ensures that LARGE ANIMAL SHELTER 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 SHELTER MANAGER.

Upon notification of the shelter closure, ensures that animal areas are cleaned, and all supplies and equipment are cleaned, repacked and loaded.

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 SHELTER MANAGER.

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 SHELTER MANAGER or Veterinary Medical Lead.

Ensures that LARGE ANIMAL SHELTER 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 SHELTER MANAGER determines must be preserved. Reports to the SHELTER MANAGER.

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 LARGE ANIMAL SHELTER.

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 SHELTER MANAGER or Veterinary Medical Lead.

Ensures that LARGE ANIMAL SHELTER 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.

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 SHELTER MANAGER 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 SHELTER MANAGER or Veterinary Medical Lead.

Ensures that LARGE ANIMAL SHELTER 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.

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 LARGE ANIMAL SHELTER. The Safety and Sanitation Team Lead has the authority to halt any activity in the LARGE ANIMAL SHELTER 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 SHELTER MANAGER.

Responsibilities

Serves as the overall LARGE ANIMAL SHELTER Safety Officer.

Conducts a pre-operations safety check with the SHELTER MANAGER 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 LARGE ANIMAL SHELTER by staff, volunteers, animal owners or visitors.
Is responsible for the provision of basic first aid for all human injuries within the LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER are cleaned daily.

Ensures that the LARGE ANIMAL SHELTER 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 SHELTER MANAGER.

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 SHELTER MANAGER or Veterinary Medical Lead.

Ensures that LARGE ANIMAL SHELTER personnel wear appropriate clothing and PPE, as required by the SHELTER MANAGER or Veterinary Medical Lead.

Ensures that LARGE ANIMAL SHELTER 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 SHELTER MANAGER.

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 SHELTER MANAGER 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.

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 SHELTER MANAGER.

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 LARGE ANIMAL SHELTER personnel requests for supplies, equipment or services. Obtains SHELTER MANAGER 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 LARGE ANIMAL SHELTER.

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 SHELTER MANAGER 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 SHELTER MANAGER 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 SHELTER MANAGER 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.

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 LARGE ANIMAL SHELTER. 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

General Shelter Site and Layout Considerations

- A LARGE ANIMAL SHELTER location must have adequate space for necessary working areas.
- The location and layout of the LARGE ANIMAL SHELTER must not impede parking for the human shelter.
- The LARGE ANIMAL SHELTER 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 LARGE ANIMAL SHELTER.

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.

Cleaning procedures Shelter/Barn

Stalls

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 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

Owners are responsible for cleaning up after their animals.

All animal manure in open areas must be cleaned up immediately by the owners. The CART will provide forks and buckets 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 buckets

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 once daily with soapy water, then rinse twice to ensure that all soap has been removed.

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

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 LARGE ANIMAL SHELTER. 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 LARGE ANIMAL SHELTER 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 manure daily or more often (some germs aren't infectious right away but will be if manure 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 disease risks

Veterinarians should always be consulted and in charge of disease control. They are the greatest resource in quarantine, isolation and diagnosis.

Personal Protection for LARGE ANIMAL 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 stalls and pens.

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 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.