



Disaster Response Plan:

Animal Welfare League of Kosciusko County

Written by Abigail Beck

Working Draft

Items marked in red or blue are still being coordinated and/or researched

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I. INTRODUCTION

PURPOSE

The purpose of this disaster plan is to outline a clear and concise plan for the protection of the animals housed at the Animal Welfare League of Kosciusko County. It will describe policies and procedures for evacuation, care and control of animals during a disaster as well as the related roles and responsibilities of participating Kosciusko County of Pierceton, IN agencies and/or external partners. It will be used in the event of any disaster, defined by the Federal Emergency Management Agency (FEMA) as having the following characteristics:

- “Creates demands that exceed the normal capacities of any one organization and/or government.
- Creates new tasks and engage participants who are not ordinarily disaster responders.
- Disables the routine equipment and facilities needed for emergency response.
- Compounds the difficulty of understanding "who does what" in disaster response due to the complexity of governments.
- Are impacted by lack of standardization in disaster planning and response and complicated coordination in times of disaster. In addition, organizations inexperienced in disaster often respond by continuing their independent roles, failing to see how their function fits into the complex, total response effort.”

OBJECTIVES

This disaster plan seeks to address the following operational objectives:

- A. Animal Welfare League will maintain conditions allowing preparedness at all times to the fullest extent possible, thus allowing appropriate disaster response to situations faced from natural and man-made disasters. This will be achieved through training and quarterly preparedness evaluations.
- B. Animal Welfare League will train staff and volunteers quarterly

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- C. Animal Welfare League will conduct evacuation of shelter animals based on the severity of impending weather and/or severity of damage due to a disastrous incident. In the case that evacuation is unnecessary, the shelter will prepare fully to protect all animals and staff during the disaster
- D. Animal Welfare League will coordinate with _____ (emergency team) before during and after an event.
- E. Animal Welfare League will operate a Pet Evacuation Shelter at _____ (specify location).
- F. Animal Welfare League will provide operational plans for disasters which may include any incident that affects the physical facility and/or disrupt normal operations for a significant period of time.

ASSUMPTIONS & CONSIDERATIONS

- A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage. Preparation is extremely important.
- As a section of the shelter's commitment to this plan, members will engage in systematic, quarterly assessments of procedures, resources, and training to ensure their continued ability to fulfill the responsibilities outlined in this plan
- Local resources, such as public, volunteer and commercial means, should be utilized first.
- In the event of a disaster, help must be contacted immediately to ensure that it arrives. In a disaster situation, the sooner you call the better.

PLAN MAINTENANCE

While natural disasters, such as fire, tornado, flood, and seasonal related issues are most common in our region, it is important for Animal Welfare League's Emergency Preparedness Plan to be flexible and adaptable, providing the necessary protocols to communicate among agencies,

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communicate with the public, and evacuate, shelter, and care for animals in any disaster situation.

The plan should be read, understood, and practiced prior to any situation in which response is necessary. It is a dynamic document developed through ongoing planning efforts that will be updated to reflect new developments and incorporate changes in response roles and improvements in response capability.

II. PRE-DISASTER MITIGATION

CRITICAL RESOURCES

The critical resources are to include any items necessary to the functioning of the shelter, should an evacuation or other disaster protocol be implemented. A list of critical resources is to be maintained by _____ [INSERT INDIVIDUAL]. Items that expire, such as food, water, and medication should be rotated regularly to ensure health and preparation. These critical resources may include:

- Transportation
- Food and water to last at least 2 weeks
- Animal care products
- Identification supplies and animal records
- Small animal storage
- Medications

EDUCATION OF COMMUNITY

The Animal Welfare League will work to educate the public on developing a pet disaster response plan and the development of a pet evacuation kit. This may be done through yearly events to train and inform the community on how and why to make a plan or other means of on-going public awareness campaigns. The key message for pet owners is to make disaster plans and take the responsibility of planning for their pets in case of a disaster. Moreover, the public must be informed that there will be limited space in nearby shelters, veterinary clinics, and boarding facilities for their animals, so including pets in their planning is of the utmost importance. The purpose of this is that the more prepared the surrounding community is, the better off the shelter will be. There will more available volunteers and less abandoned animals if the community is prepared along with the shelter. See Appendix 1 (pg. 25) for further information and templates.

III. PRE-DISASTER PREPARATION

DAILY DISASTER PREVENTION

There are many things a shelter can do to avoid preventable issues, such as fire. They are simple and can be incorporated into daily procedures. See Appendix 2 (pg. 29) for more specific work instructions. General considerations may include:

- Identifying flammable materials and keeping them in a more suitable location (ex. keeping towels away from the furnace, etc)
- Keeping floors and walkways clutter-free (ex. pick up dog toys)
- Be prepared for fires
 - Have fire extinguishers readily available throughout the shelter
 - Check pressure gauges twice a year, along with smoke alarm batteries
- Keep hazardous materials, such as tanks, secured to the building and labeled
- Keep an updated inventory of all hazardous materials
- Back up computer records on a regular basis
 - Keep non-computer records secure – in an emergency, they should be placed in plastic bags and moved off-site. Identify a central location for the storage of records

INVENTORY CHECKLIST

An inventory checklist for Animal Welfare League emergency supplies should be completed by _____ [DATE] of each year and submitted to the Executive Director. An accurate inventory list should be kept once assembled. Included in this should be any items that need to be replaced or added to. These must be acquired before _____ [DATE] of each year. It is especially important to consider if the shelter size has changed and more supplies need to be included. Some items to consider including on the list and keeping packed include:

- Slip leashes for dog evacuation
- Muzzles for dogs
- Slip-close pillowcases for cat evacuation
- Food and water to last at least 2 weeks
- Common medications

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- Paperwork and records for each animal
- Cleaning supplies (paper towel, rubber gloves, cleaning solution, etc)
- Litterboxes and litter

DEPARTMENTAL DISASTER PLANS

Each department director should review their Departmental Disaster Plan by _____ [DATE] of each year and submit any necessary changes to the Disaster Project Manager prior to _____ [DATE]. Things to take into consideration would be changes in the floor plan or procedures and areas that could be improved based on past drills. The Disaster Project Manager should make additions and corrections to the Disaster Plan by _____ [DATE].

STAFF TRAINING

Staff at AWL are required to complete a minimum of one out of the three Animal Welfare League Disaster Training per year, however, they are encouraged to complete all three as they will encompass different emergency situations. This is to ensure the utmost safety of the people and animals in the area. Additionally, they should know the full emergency plan, with a focus on their aspect of their departmental area. AWL also encourages its staff to receive CPR and First Aid training for both humans and animals.

VOLUNTEER TRAINING

Volunteers wishing to assist with disaster operations are encouraged to complete Animal Welfare League Disaster Training. This should be renewed at least bi-yearly and it is recommended to include minimal emergency training. Volunteers are also welcome to participate in the staff trainings. The dates for the trainings will be _____ [DATES]

Regular Volunteers	Semi-Regular Volunteers	Non-Regular Volunteers/Want to Help in an Emergency Only
<ul style="list-style-type: none">• Recieve training & know full emergency plan, so they can flex to fill any position as needed. Have an area of focus in plan (ex. cats in adoption area)• Option: Have a class on animal first aid/CPR	<ul style="list-style-type: none">• Recieve training & know full emergency plan, so they can flex to fill any position as needed. Focus on aiding where necessary• Option: Have a class on animal first aid/CPR	<ul style="list-style-type: none">• Recieve training over full evacuation plan, however have a strong focus on the evacuation of the shelter

QUARTERLY DRILLS

Each quarter, defined below, Animal Welfare League will conduct a disaster drill. Once a year, the drill should be an evacuation; however, the other three quarters should be a random mix of the disaster plans stated in “Disaster Response” on page 11 (ex. high winds, fire, snowstorm, etc). The aim of these drills is to tests the staff’s ability to respond to disasters and prepare to make any disaster response efficient, effective, and safe for all involved. The Executive Director will choose which disaster to simulate for each of the three quarters based on the season and the most necessary disaster to prepare for at the time.

First-quarter, Q1: 1 January – 31 March

Second-quarter, Q2: 1 April – 30 June

Third-quarter, Q3: 1 July – 30 September

Fourth-quarter, Q4: 1 October – 31 December

In addition to quarterly drills held by the shelter, the local fire department should be contacted annually to run their own drill through the shelter. This will allow them to prepare, know the facility, and make any suggestions for improvement throughout the shelter. When the fire department visits, they should be supplied with the updated shelter plan to include a list of who to contact in the event of an emergency.

RESPONSIBILITIES IN DISASTER PREPARATIONS

Identify, schedule, and run disaster response quarterly training	
Maintain list of animals shelter inventory/checklist	
Maintain critical resources	
Maintain database of veterinarians for possible disaster	
Designate potential animal waste sites	
Develop shelter evacuation plan	
Develop and maintain emergency animal procedures	
Identify and maintain personnel to staff an emergency animal shelter	
Monitor staff and volunteer training	
Compose and maintain a list of all possible emergency evacuation shelters	
Plan and maintain on-going public campaigns to educate the community on preparedness activities for pet safety	

IV. DISASTER RESPONSE

print this section for various locations around shelter

This section is intended to aid in the response to any disaster situation, however as every situation is different, it may need to be changed or expanded in the moment. In any case, the priorities should be volunteer and staff safety first, followed by animal safety, and finally equipment that is expensive, irreplaceable, or necessary for the facility to function.

RESPONSIBILITIES DURING DISASTER

Those involved in disaster response should first be concerned with the safety of themselves. An individual should avoid placing themselves in any type of danger while responding to a situation and should use common sense when referring to these plans intended as general guidelines. Additionally, each person should be aware of the safety of others and animals in the area. The written plans are intended as basic outlines for furthering the effectiveness and efficiency of response, but may not be able to foresee every circumstance. Use common sense first!

HOW TO EVACUATE CATS AND DOGS

What to do if it is determined safe to evacuate animals:

Meet as a large group and determine who will enter the building to retrieve cats and who will retrieve dogs. Before entering the building, review the exit paths and move with intention. Remember that the goal is for the safety of people first, then animals. Use common sense. Next, follow the evacuation steps in the following sections “Cats” and “Dogs”.

CATS:

- a. Enter the cat area and pick up A TUB of cat evacuation bags (drawstring pillowcases) per each section of cats located _____ [AREA]
- b. Empty the tub of the bags, take one cat out of the cage, remembering that in a tense situation, the animal may be fearful and lash out, then place it in a bag,

sliding the drawstring top closed and wrapping the excess rope around the top of the bag so the cat cannot push its way out.

- c. Place the cat in the bag into the now empty tub and repeat for as many cats as can comfortably fit in the tub. The goal is to evacuate as many cats as possible in a short period of time
- d. When the tub is full, take the tub outside to the designated safe area and check if it is safe to return into the building
- e. If so, repeat the steps until all cats are evacuated
- f. When cats are evacuated, either support the dog team or receive further instructions from the executive director

DOGS:

- a. Enter the dog area and pick up a slip leash located _____ [\[AREA\]](#)
- b. Cautiously place the slip leash on a dog, remembering that in a tense situation, the animal may be fearful and lash out
 - i. For dogs presenting as very fearful/aggressive, use a muzzle located near the slip leashes and execute extra caution
 - ii. Smaller dogs can be carried, but should still have a slip leash on
- c. Walk the dog out of the shelter through the nearest exit ONE at a time to the designated safe area and check if it is safe to return into the building
 - i. Avoid others with dogs as they may express aggression toward each other during a disaster
- d. If so, repeat the steps until all dogs are evacuated
- e. When dogs are evacuated, either support the cat team or receive further instructions from the executive director

FIRE RESPONSE

What to do when a smoke or fire alarm sounds:

1. Remain calm and proceed to the nearest EXIT. Leave the building immediately. If smoke or fire is present use another exit. If smoke is present, keep low or as close to the floor as possible.
2. Report to the building's designated assembly point (see map below). Call 911 and stay at the assembly point to be accounted for and given further instructions. At this point, the executive director and/or fire chief will determine if it is safe to reenter and evacuate the animals.
 - a. When leaving an area, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch DO NOT open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further, close the door and stay inside the room or use another exit.
 - b. Try to keep the fire and smoke contained as best as possible by closing any doors on your way out
 - c. IF YOU FEEL UNSAFE AT ANY TIME, EVACUATE THE AREA
3. Do not talk to the media. Refer all media questions to the executive director

What to do when smoke or fire is seen:

4. If the fire is small, use a fire extinguisher to put out the fire. *Only attempt to extinguish the fire if you are trained to use a fire extinguisher. Remember the acronym **PASS**.
 - a. **P**ull the pin
 - b. **A**im at the base of the fire
 - c. **S**queeze the trigger
 - d. **S**weep back and forth until the fire is extinguished
5. If the fire is larger, initiate a fire alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, or

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by doors leading directly to the outside. If possible, confine the fire by closing the door to the room.

6. Evacuate the building, following the steps in the above section, “What to do when a smoke or fire alarm sounds”

TORNADO RESPONSE

If tornado sirens or warnings occur, bring all animals indoors and away from unsturdy walls or glass. Stay inside the building and monitor emergency advisories for further directions.

FLOODING OR SEVERE WEATHER RESPONSE

In the event of flood warnings in the area or severe weather signaling a flood, secure all exterior doors using sandbags or similar blockades to prevent water from entering the building. Stay inside and keep all animals indoors until the weather has cleared. Additionally, monitor emergency advisories to determine if evacuation is necessary.

If an evacuation of the area is necessary due to an alert from an emergency advisory or if the building is flooding:

Meet as a large group and determine who will retrieve cats and who will retrieve dogs. Before entering the building, review the exit paths and move with intention. Also, make a plan of safe high ground areas to evacuate the animals to (this may require the use of vehicles, so make a plan in advance). Remember that the goal is for the safety of people first, then animals. Use common sense. Next, follow the evacuation steps in the above section, “how to evacuate cats and dogs”

HEATWAVE RESPONSE

The top priority during extreme heat is keeping the animals cool. Check and fill waters more often than usual and add ice cubes if possible. Additionally, if there are no restrictions on water usage and the dogs like water, hose off dogs or allow them to play in kiddie pools of cool water to cool down. Add fans where there is the ability. Frozen water bottles can be placed in the cages of smaller animals such as cats and rabbits. Limit time on hot pavement, as concrete and

asphalt can get hot enough to cause serious burns. Also, limit the number of walks and exercise dogs receive during this time. If they must be walked outside rather than on the indoor track, try to keep them on the grass and only take them out in the early morning or late evening, when the sidewalks cool off.

FREEZING TEMPERATURE RESPONSE

As a general rule of thumb, if it is too cold for you, the animals are probably cold too, but the chart below can be used to help determine the danger level of cold temperatures. Keep an eye out for animals who are shivering and provide blankets if appropriate for the animal. Dogs, especially those that are smaller, and some cats may benefit from a coat. Warm (not hot!) water bottles can be placed in the cages of smaller animals such as cats and rabbits. Animals should only be let outside for very short periods of time and ice, salt, caked mud, etc should be removed from their coat and paws immediately. Try to keep all animals as dry and warm as possible.

In the event of heavy ice or snow, avoid letting animals out and use caution when outside, even on cleared sidewalks.

 how cold is too cold?					
°C	°F				
15°	60°	1	1	1	❶ No evidence of risk: Have fun outside!
12°	55°	1	1	1	❷ Risk is unlikely: Have fun outside, but be careful!
10°	50°	2	1	1	❸ Unsafe potential, depending on breed. Keep an eye on your pet outdoors.
7°	45°	2	2	1	❹ Dangerous weather developing. Use caution.
4°	40°	3	3	2	❺ Potentially life-threatening cold. Avoid prolonged outdoor activity.
1°	35°	3	3	3	
-1°	30°	3	3	3	+2 if wet weather is present
-4°	25°	4	4	3	-1 if Northern breed or heavy coat
-6°	20°	5	4	3	-1 if dog is acclimated to cold
-9°	15°	5	4	4	
-12°	10°	5	5	5	
-15°	5°	5	5	5	
-17°	0°	5	5	5	
<small>source: adapted from The Tufts Animal Condition and Care (TACC)</small> Petplan® <small>www.Petplan.com</small>					

V. DISASTER RECOVERY

The purpose of the recovery section is to outline the steps for the shelter to return to normal by reuniting owners and pets, reopening the main shelter, and closing temporary shelters. Records of the assessment and other steps should be recorded. Make a written assessment of the building and its contents, including photos and videos.

STEPS TO RECOVERY

1. Assessment
 - a. Identify the personnel responsible for assessing damages
 - b. Determine immediate steps to minimize further damage
 - c. Make safety repairs immediately
2. Communication with outside agencies
 - a. Communicate with the insurance company and other agencies in charge of disaster recovery
 - b. Do NOT wait for someone to contact you to offer assistance – contact help as soon as possible
3. Check on Animals and on-site staff
 - a. Check for any injuries and provide first aid and medical/veterinary treatment where necessary
 - b. Look for not only physical injury on the animals, but remember that these situations can require mental support after the stress of the disaster
4. Survey the facility
 - a. How extensive is the damage?
 - b. Can all or part of the building be used safely?
 - c. Does the site have water and electricity?
 - d. Safety should be considered as the top priority
5. Communication with public

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- a. Make a public statement that is clear and concise, which includes any animals the shelter picked up during the disaster so the owners can claim them, what the shelter needs help with, and how the community can be of support
6. Check equipment and other supplies
 - a. What survived and what needs to be replaced?
 - b. How severe is the damage?
 - c. Did the animal feed get wet/contaminated?
7. Check on off-site staff
 - a. Determine who may be victims and who can assist at the shelter
8. Begin to rebuild
 - a. Make a plan identifying which areas need to be replaced/rebuilt immediately and other areas that can wait

VI. CONTACT INFORMATION

SHELTER STAFF

Executive Director –

Phone #:

Email:

Second in Command –

Phone #:

Email:

Staff Member –

Phone #:

Email:

Staff Member –

Phone #:

Email:

Staff Member –

Phone #:

Email:

Staff Member –

Phone #:

Email:

EMERGENCY EVACUATION SHELTERS

Shelter 1-

Name:

Address:

City, ST zip:

Phone:

Shelter 2-

Name:

Address:

City, ST zip:

Phone:

EMERGENCY CLINICS

Emergency Clinic-

Name:

Address:

City, ST zip:

Phone:

Emergency Clinic 2-

Name:

Address:

City, ST zip:

Phone:

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Animal Hospital-

Name:

Address:

City, ST zip:

Phone:

National Animal Poison Control Center

(888) 426-4435 (24-hours, fees may apply)

OTHER CONTACTS

American Humane Association

(natural disaster support and relief)

(800) 227-4645

Humane Society-

Name:

Address:

City, ST zip:

Phone:

VII. IMPORTANT FORMS (Drafts)

PET RETURN TO OWNER FORM

I have reclaimed my pet(s) from the Animal Welfare League. A volunteer has informed me if my pet(s) required any special attention while in the shelters care.

I am returning any property belonging to the Animal Welfare League that may have been used for my pet(s) while in the care of the emergency shelter

Type of Pet(s) _____

Pet(s) Name _____

Owner's Signature X _____ Date: _____

Owners Telephone # _____

Volunteer's Signature X _____

ANIMAL INTAKE FROM OWNER FORM

Name: _____ Cage # in Shelter: _____

Address: _____

City, State, Zip: _____

Telephone: _____

PET INFORMATION

Type of Animal: _____

Male Female // Spayed Neutered

Weight: _____

Age (Months Years): _____

Vaccination Current Y/N: _____

Coat Coloring: _____

Items Forwarded with animal: _____

Distinctive Characteristics (Spots, Eye Color, etc.): _____

To the best of your knowledge, has the pet bitten/scratched anyone in the last 10 days? Y/N

PET MEDICAL INFORMATION

Any Medical Problems? No Yes (If yes, list type of problems and what must be done): _____

Currently receiving medications? No Yes (If yes, list medications/dosage): _____

Did we receive medications with animal? No Yes (If yes, list medications): _____

Allergies to any medications (If yes, list medications): No Yes

OWNERS VETERINARIAN (Name, Address, Phone #)

By releasing my animal to Animal Welfare League, I am agreeing to the following:

- I. The animal will be temporarily housed and/or treated by staff during the emergency evacuation. After the emergency crisis has ended, I will return to the area listed above within 48 hours.
- II. The animal may receive any minor first aid from the staff. If the animal is injured and needs further medical attention, the animal can be forwarded to a veterinarian affiliated with the emergency operations to receive proper care.
- III. Any medical costs, including veterinarian expenses and medicines, will be incurred by the owner of the animal.
- IV. Animals unclaimed within 72 hours after the incident is declared over, will be turned over to the local Animal Control Department.

Owner/Responsible Party: _____

Member Accepting Animal: _____

Date and Time: _____

ANIMAL AT LARGE FORM

ANIMAL INFORMATION

Picked up at location:

Type of Animal:

Sex:

Coat Coloring:

Distinctive Characteristics (Spots, eye color, etc.):

Type Collar:

ID Pet was wearing (describe):

Was pet in heat?

Was pet pregnant?

PET MEDICAL INFORMATION

Any obvious medical problems? (If yes, list type of problems and actions taken.)

TRANSFERRED ANIMAL TO: (Name, Address, Phone No. where animal has been sent)

LOST/FOUND PROCEDURE

If the pet has been rescued, the procedures will be as follows:

- V. The animal will be temporarily housed and/or treated by staff during the emergency evacuation
- VI. The animal can receive any minor first aid from the staff. If the animal is injured and needs further medical attention, the animal can be forwarded to a veterinarian affiliated with the emergency operations to receive the proper care. Any medical costs, including veterinarian expenses and medicines, will be incurred by the owner of the animal.
- VII. Animals unclaimed within 72 hours after this incident is declared over, will be turned over to the local Animal Control Department.

Name of Finder:

Name of Member Accepting Animal:

Date and Time:

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ANIMAL CARE FORM

Tag No.:

Animal Name:

Cage No.:

Health Problems:

Special Care Requirements:

Medication Required:

Instructions:

Receiving Agent:

	Date: Time: Init:	Date: Time: Init:	Date: Time: Init:	Date: Time: Init:	Date: Time: Init:	Date: Time: Init:	Date: Time: Init:	Date: Time: Init:
FOOD								
Type								
Quantity								
Water Provided?								
EXERCISE								
Type								
Amount								
HEALTH								
Behavior								
Symptoms								
MEDICATION								
Type								
Dosage								

VIII. APPENDIX 1: DISASTER RESPONSE FOR PET OWNERS

DISASTER RESPONSE PLAN FOR PET OWNERS

A plan is a necessary step in preparing for a disaster. It allows evacuation or other steps to be taken quickly and effectively, preventing damage and/or injury of both humans and animals. Some things to consider when making your plan and prevention:

- Be sure your pets wear collars and tags with up to date contact information or other identification
- Consider microchipping your pets – This is one of the best ways to ensure your pet is returned to you if lost. Remember to keep your contact information up-to-date with the microchip company.
- Purchase a pet carrier for each of your pets – Include your name, contact information, and pet's name on each carrier and be sure to familiarize yourself and your pet with the cage regularly. Additionally, keep the carrier easily accessible.
- Know where you can go in the event of an evacuation – Make plans with friends or family outside the evacuation area, or research pet-friendly evacuation sites that would work for you. Be sure you know how to get to these destinations.
- Make sure to have a pet evacuation kit readily available!

PET EVACUATION KIT FOR PET OWNERS

A pet evacuation kit is a key step in your planning. It should be in a storage tub, or other container that is easy to grab and take with you in case of an emergency. Some things to consider including in your kit may include:

- An extra leash, collar, and/or harness (also be sure your pet has their collar and tags before leaving)
- A pet carrier with blankets/bedding and toys
- Food (in an airtight container) and water to last at least 2 weeks per pet – rotate the food and water every 3 months to keep it fresh
- Food and water bowls
- Plastic bags for dog poop or a litter box and litter for cats

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- Medications for at least 2 weeks
- Important documents in a watertight bag
 - A copy of vet records (rabies certificate, vaccinations, prescriptions, etc)
 - Registration information
 - Recent photos of your pets in case they get lost
 - Emergency contact information
 - Instructions for your pet's routine (feeding schedule, medications, any known allergies, etc)
- A pet first aid kit

PUBLIC INFORMATION MESSAGE TEMPLATE

What can I do to protect my pets before a disaster?

A disaster can strike with little to no notice, making it very important for your family to be prepared in case such an event should occur. The best way to prepare is through a disaster plan, which should always include your pets. To prepare, have an appropriately sized carrier that allows your pet to stand up, turn around, and lay down comfortably inside. Familiarize your pet with the crate beforehand so they are comfortable with it in a disaster situation. Pets can be trained to be comfortable with their carrier by using it as a “room”. Feed your pet in the carrier, place its favorite toy or blanket inside, and make it a safe space for them. When assembling emergency supplies for your household, include a pet evacuation kit (detailed in the above section “Education of Community”), such as extra food, kitty litter, and medication. In addition, you should contact your veterinarian, local animal shelter, humane society, or emergency management office for more information on caring for pets in an emergency; however, this fact sheet is a beneficial start to making your plan. Find out where several shelters will be set up in the area around you that will allow animals, keeping in mind that they usually fill very quickly and it is important to use these only as an emergency backup plan. Try to keep your pet with you in an emergency shelter, as it will help reduce your pet’s anxiety and you will always know where they are in the event that the situation escalates. However, if it is not possible to stay in a facility that accommodates pets, consider checking with your veterinarian to see if you can board your pet at their facility or if there is someone s/he can recommend.

What can I do to protect my pets during a disaster?

In the event of a disaster, bring your pets indoors immediately. Animals have instincts about severe weather changes, which may cause them to isolate themselves or attempt to escape, particularly if they are afraid. If your pet was exposed to flood waters, wash them immediately to get the chemicals and other debris off their skin. Consider separating your animals, especially dogs and cats, because even pets that normally get along can act

unreasonably in the anxiety of the situation. If evacuation is necessary, NEVER leave your pet behind at home. Since you have no idea what will happen at home or when you will be able to get back, always plan to take your pet with you. Remember your pets' medical records, medicines, and evacuation kit. If evacuating with a bird, be sure to bring a cage and a thin cloth in addition to other necessary supplies, to help alleviate some of the anxiety for the animal. Keep in mind that not all evacuation facilities will accept animals, so the sooner you evacuate to a predetermined safe location, the more likely you will be able to get a spot in an animal-friendly shelter.

What can I do to protect my pets after a disaster?

Even after a disaster has passed, do not assume the worst is over or that everything is safe again.

Be sure to examine your house and yard thoroughly before letting your pets loose. It is highly probable, especially with a disaster such as flooding, that there may be damage to your home, which may become a danger to you or your pet. As soon as possible, carefully walk the yard, verifying the fence is intact and there is no new or dangerous things in the yard (including snakes and other dangerous animals). In addition, be sure to check over your pet, looking for scrapes, bleeding or bruised areas, and/or other injuries.

If your pet was placed into a shelter or boarding facility during the disaster, contact them as soon as possible to check on your pet and provide a date you will be able to pick them up. If your pet is lost during a disaster, be sure to check with all of your local shelters daily.

A disaster is an extremely strenuous situation for both you and your pet. Do not be surprised if your pet becomes more anxious or fearful afterward. Even familiar scents and landmarks may look different, causing your pet to become confused and lost. Normally quiet and friendly pets may even become defensive and angry. Observe your pets closely after a disaster, giving them extra attention if necessary. Be their point of stability and comfort – remember, they don't understand everything that just happened to them. Give them time to recover, but if it seems they are having an abnormally hard time with returning to their normal self, contact your local veterinarian.

VIII. APPENDIX 2: WORK INSTRUCTIONS FOR PRE-DISASTER PREPARATION

WHAT TO DO IF AN OBJECT CATCHES FIRE

Some objects, such as cotton towels, fabric toys, wooden boxes or blankets can be very flammable. Always be conscious of where you place these items – avoid furnaces, open flame, etc. If an object does catch fire, use the nearest fire extinguisher to extinguish the flame. If the fire is too large, inform others, evacuate the building, and call the fire department.

To use a fire extinguisher, execute the PASS method: Pull (the pin out of the trigger), Aim (low and toward the base of the fire), Squeeze (the handle), Sweep (from side to side at the base of the fire until it appears to be out). When the scene is safe, move the object away from other flammable items and continue to monitor the area. Report the situation.

WHAT TO DO IF AN ELECTRICAL APPLIANCE CATCHES FIRE

NEVER POUR WATER ON AN ELECTRICAL FIRE. First, unplug the appliance, then call the fire department. For small fires, place a thick layer of baking soda over the flames to block the oxygen flow and extinguish the flames.

For larger fires, use a Type C fire extinguisher. Use the same PASS method as a regular fire extinguisher - Pull (the pin out of the trigger), Aim (low and toward the base of the fire), Squeeze (the handle), Sweep (from side to side at the base of the fire until it appears to be out). If the flames get too big or begin to block your exit, evacuate the building immediately and wait for the firefighters to arrive.

HOW TO KEEP CLUTTER AT MINIMUM

Be sure to put everything away when you are done using it. This includes everything from cleaning supplies to brooms to laundry baskets and coffee mugs. Keeping everything put away will help maintain cleanliness in the shelter, make it simple to find necessary items, and keep clutter at a minimum. Reducing untidiness has many benefits, including making evacuations easier, preventing fires, and improving other safety measures. To decide what to do with clutter, think 1. Do you know where it belongs? If so, put it away. 2. Does anyone know where it belongs? Ask! 3. If the item does not have a “home”, get approval to either throw it away or donate it to someone who could put it to good use. 4. When donations come in, donate/remove unusable items immediately so they do not accidentally become mixed in with usable items.

IX. MAP OF SHELTER AND SAFETY EQUIPMENT

X. CITATIONS

<https://www.okmrc.org/disaster/define.cfm>

<https://www.aspcapro.org/resource/disaster-cruelty-disaster-response/sample-plans-evacuation-and-sheltering>

<https://www.gingrapp.com/blog/2017/9/6/disaster-planning-for-dog-daycare-and-boarding-businesses>

<https://www.ibpsa.com/pet-care-facility-weather-emergency-preparedness-youre-ready-right/>

https://www.academia.edu/35773158/Ready_or_Not_Evacuating_an_Animal_Shelter_During_a_Mock_Emergency

https://www.apnm.org/publications/general_articles/disaster_planning/HSUS%20disaster%20planning%20for%20animal%20facilities.pdf

<https://www.aspcapro.org/resource/disaster-cruelty-disaster-response/sample-plans-evacuation-and-sheltering>

<https://www.coursehero.com/file/28629369/LOCAL-ANIMAL-SHELTER-TEMPLATEdoc/>

<http://oxfordre.com/naturalhazardscience/view/10.1093/acrefore/9780199389407.001.0001/acrefore-9780199389407-e-12>

<https://protect.iu.edu/emergency-planning/personal-preparedness/weather-safety/emergency-kits.html>

<https://www.rider.edu/offices-services/public-safety/emergency-response-tips>

Federal Emergency Management Agency (FEMA)