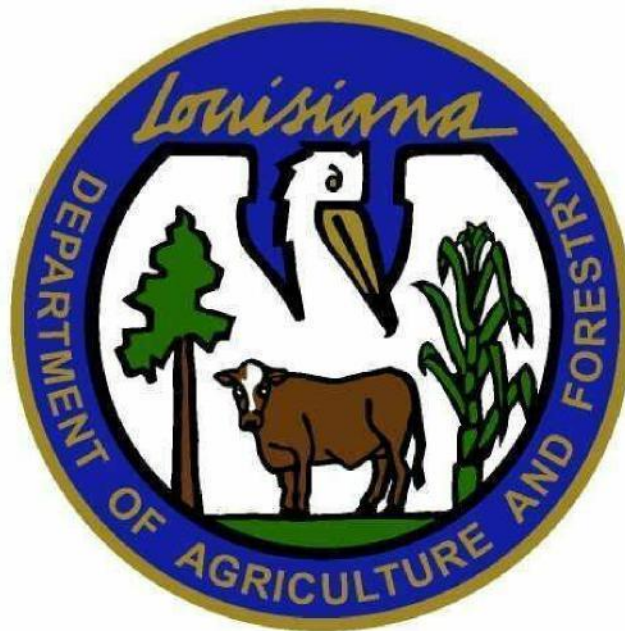


PET EVACUATION AND SHELTERING

STANDARD OPERATING PROCEDURE

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY



AUGUST 2023

TABLE OF CONTENTS

- I. SCOPE AND APPLICATION
 - A. PURPOSE
 - B. SHELTER TYPES
 - C. AGENCY SUPPORT
- II. SUMMARY OF PROCEDURES
 - A. OVERVIEW
 - B. LDAF TROPICAL STORM H-HOUR TIMELINE
- III. PARISH PICK UP POINT (PPP) OPERATIONS
 - A. OVERVIEW
 - B. CREDENTIALING
- IV. CRITICAL TRANSPORTATION NEEDS (CTN) SHELTER OPERATIONS
 - A. OVERVIEW
 - B. ROLES AND RESPONSIBILITIES
 - C. EQUIPMENT
 - D. OFFLOADING PET TRUCKS
 - E. PET REGISTRATION/SHELTER INTAKE
 - F. DAILY SHELTER OPERATIONS
 - G. DISCHARGE
 - H. ADMINISTRATIVE FUNCTIONS
 - a. CREDENTIALING
 - b. HEALTH/SAFETY
 - c. COMMUNICATION
 - d. DOCUMENTATION
 - e. ACCESS SCREENING
 - f. RESOURCES USED
 - g. PUBLIC INFORMATION
- V. REFERENCES
- VI. GLOSSARY
- VII. APPENDICES
 - 1. LDAF H-HOUR TIMELINE (COMPLETE)
 - 2. LDAF REFRIGERATED TRUCK PET TRANSPORTATION PROTOCOL
 - 3. LDAF TRANSPORTATION INCIDENT MANAGEMENT TEAM (IMT) SOP
 - 4. CTN AND MEDICAL NEEDS SHELTER (MNS) SHELTER INFORMATION
 - 5. SHELTER INCIDENT COMMAND STRUCTURE
 - 6. BITE PROTOCOL
 - 7. CONTRACT VETERINARY SERVICES AND NGOS
 - 8. SHELTER ACTIVATION AND READINESS CHECKLISTS
 - 9. ANIMAL SHELTERING AND EVACUATION FORMS

I. SCOPE AND APPLICATION

A. PURPOSE. Historically, people needing assistance with evacuation and transportation during a declared emergency may also need assistance with evacuating and sheltering their household pets. These citizens who require assistance in evacuating their family and pets are referred to as having Critical Transportation needs (CTN). Louisiana Legislative Act §615 has tasked the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) with addressing the evacuation and sheltering needs of household pets and service animals owned by citizens of the state. The Louisiana Department of Agriculture and Forestry (LDAF) is designated as the lead state agency regarding household pet transportation and sheltering needs in incidents in which Emergency Support Function (ESF)-11 has been activated. During emergent events, jurisdictions within the state of Louisiana, or other states, may request supporting resources from LDAF. LDAF will evaluate the request for assistance and provide available resources, such as the mobile pet shelter, to support the evacuation and sheltering of household pets.

B. SHELTER TYPES. Due to the many natural disasters that occur in Louisiana, the state has developed an efficient system for evacuation and sheltering. Two of the most common types of pet shelters utilized in Louisiana are termed co-habitated and Co-located. Co-habitated shelters are those in which the people and their pets are in the same building together. Co-located shelters are those in which the people and pets are on the same campus, property, or in a near-by facility; but are not physically housed in the same building. Due to being at or close to the same location, these shelters allow pet owners to care for their own pets. These shelters reduce the required number of shelter workers, give owners peace of mind concerning their pets, and allow for a more relaxed sheltering experience. Another type of shelter that can be utilized in emergency situations is the mobile pet shelter. There are several types of mobile pet shelters such as refrigerated trucks that are repurposed to accommodate animals and custom air-conditioned bumper pull trailers fitted with dog kennels. The mobile pet shelters allow for the evacuation and transportation of household pets. The mobile pet shelter can also act as a temporary shelter for animals in situations where a more permanent animal shelter has not been identified.

C. AGENCY SUPPORT. Louisiana Department of Children and Family Services (DCFS), Louisiana Department of Health and Hospitals, and their contracted non-governmental organizations (NGO) are responsible for human sheltering of CTN and citizens with medical needs. The Louisiana Red Cross serves in a support role to the state agencies shelter activities as well providing for self-evacuee sheltering. LDAF is responsible for the CTN pet shelters and must coordinate its sheltering activities with DCFS, the Louisiana Department of Transportation and Development (DOTD), the Louisiana Department of Corrections (DOC), and contracted NGO's. DCFS and parish personnel are responsible for human and pet registration at the parish pick up points (PPP). LDAF will monitor and aid in transportation of pets needing transportation to shelter sites and back to their originating parishes. Coordination with DOTD is important due to collaboration at PPP and accommodation of lap pets (pets able to safely travel in small kennel with owner) for travel to shelters. Dixon Correctional Institute (DCI) has an MOU with LDAF to provide shelter for pets of citizens with medical needs who will be sheltering at a medical needs shelter (MNS) and other non-co-located pets. NGO assistance will be requested as needed. Agency activation via contracts of memoranda of understanding (MOU) will be conducted through the LDAF Incident Management Team (IMT) at the LDAF Incident Command Post (ICP) in Baton Rouge, LA.

II. SUMMARY OF PROCEDURES

A. OVERVIEW. To receive CTN assistance, a parish's Office of Homeland Security and Emergency Preparedness (OHSEP) must request assistance from LDAF through the State Emergency Operation Center (SEOC). LDAF has pre-established contracts with DCFS, DOTD, DOC, Louisiana State University's (LSU) AgCenter, Dean Lee Research Station, University of Louisiana at Monroe, State Fair of Louisiana, Morehouse activity Center, and local and national NGO humane groups to support its implementation of its pet sheltering and evacuation plan. Shelter supplies have been pre-positioned at

regional LDAF offices in Monroe, Haughton, and Woodworth. Any sheltering supplies needed in the event of emergency will be sent to shelters on an as needed basis after activation.

B. LDAF TROPICAL STORM H-HOUR TIMELINE

1. H120+

- a. Develop and maintain transportation contract to support the movement of household pets.
- b. Pre-position and store pet transport cages and shelter cages at correctional facilities, LDAF, and designated parish storage sites for transportation and pet sheltering.
- c. Identify pet evacuation shelters: co-located, co-habitated, or separate.
- d. Develop and train LDAF Incident Management Teams (IMT) to respond to agriculture, food safety, forestry, pet and livestock emergencies.
- e. Maintain and develop resources and MOU's with NGO groups that may be called to support LDAF.
- f. Maintain and develop contracts for supplies needed to support ESF 4 and 11.
- g. Develop and maintain communication with parish OEP directors, animal control directors, and other state agencies to define parish emergency agriculture, pet, and livestock needs.
- h. Develop and maintain communication with state and parish emergency response partners to develop community preparedness plans to protect agriculture, the food supply, and to address emergency pet evacuation and sheltering.
- i. Review and update ESF 4 and 11 plans with local, state, and federal agencies.
- j. Develop and maintain ESF-9 CONOPS for ASAR.
- k. Develop and maintain LDAF fuel contracts.
- l. Develop and maintain LDAF fuel distribution teams.
- m. Maintain and update LDAF personnel fuel cards and fuel stickers.
- n. Develop food protection task force and food rapid response team.
- o. Develop and maintain LDAF facilities for emergency response.
- p. Align pet sheltering with ESF-6 plans for non-congregate sheltering.
- q. Identify pet friendly hotels for assignment to pet owners.
- r. Identify co-habitated pet evacuation shelter locations.
- s. Collaborate with LDH Public Health State Veterinarian, USDA, and subject matter experts to develop protocols for responder safety, animal care and sheltering, disease mitigation, decontamination, and best practices related to transportation and sheltering animals.
- t. Maintain transportation contract to support the movement of household pets.
- u. Determine if LDOC will be available to support the LDAF MNS Pet sheltering and other support roles.
- v. Prepare LDAF Incident Management and shelter teams to respond to Agriculture, Food Safety, Forestry, Pet and Livestock, and zoonotic emergencies.
- w. Maintain supply contracts, support partners, MOU's with humane groups that may be called to support LDAF management team.
- x. Develop and maintain communication with parish OEP directors, animal control directors and other state agencies to define parish emergency agriculture, pet and livestock needs, and to develop community preparedness plans.
- y. Review LDAF Fuel contracts and assess availability; Identify alternative fuel assets.
- z. Request GOHSEP contract pet friendly hotels to provide shelter for those with pets if necessary.

2. H-120

- a. Review ESF 11 and ESF 4 plans and procedures.
- b. Governor activates core SEOC.
- c. ESF-11 desk activated at SEOC-GOHSEP Branch.
- d. LDAF Command, General Staff, and Crisis Action Team on alert.
- e. LDAF Emergency Director prepares ICS 201 Briefing.
- f. Notify and coordinate emergency contracts, CTN Shelter facilities, local, state, federal agency partners, MOU's, NGO's and LSART to activation and deployment status.
- g. Notify and coordinate with APHIS regarding potential needs for APHIS Technical Specialist (TSP).
- h. Notify fuel and pet Transportation contracts of activation and deployment status.
- i. Notify and coordinate LDAF facilities and personnel to activation and deployment status (facility personnel leave is suspended until further notice).
- j. Confirm state shelter capacity.
- k. Fill LDAF fuel tanks to capacity.
- l. Distribute fuel logs to LDAF fuel sites.
- m. Distribute emergency fuel cards.
- n. LDAF IMT advised to make family, pet, and home preparations for the storm.
- o. LDAF IMT prepare to report to assigned work station.

3. H- 108

- a. Public Information Officer (PIO) to distribute press release to media, constituents, and state legislature on tropical system warning/watch and advise to start preparing to protect property and accommodations for large and domestic animals.
- b. Notify and coordinate emergency contracts, CTN shelter facilities, local, state, federal agency partners, MOU's, NGO's and LSART to activation and deployment status.
- c. Notify and coordinate with APHIS regarding potential needs for APHIS TSP.
- d. Notify fuel and pet transportation contracts of activation and deployment status.
- e. Notify and coordinate LDAF facilities and personnel to activation and deployment status (Facility personnel leave is suspended until further notice).
- f. Identify alternative transportation arrangements.
- g. Ensure all staff and responders have been equipped and trained on disease control practices.
- h. Determine procedures for animal responder credentialing and sheltering processing.
- i. Identify animal care teams for pet evacuation in parishes.
- j. Pre-position and store pet transport cages and shelter cages at correctional facilities, LDAF, and designated parish storage sites for transportation and pet sheltering

4. H-102

- a. PIO to distribute press releases on tropical updates.
- b. Prepare pet supply caches to support people with pets sheltering in hotels and churches.
- c. Coordinate with LSART VMRC to identify available veterinarians and vet technicians to support animal care.
- d. Prepare shelter kits and staffing for any stand-alone LDAF pet shelter.

5. H-96

- a. Delegation of Authority from Commissioner to ESF-11 Incident Commander to manage incident.
- b. ESF-11 Incident Command Post activated in Baton Rouge.
- c. ESF-11 Incident Commander activates LDAF Command and General Staff.
- d. ESF-11 LDAF Incident Command and General Staff meeting and IAP preparation.
- e. ESF-11 and ESF 4 desk staffed per SEOC activation status.
- f. ESF-11 Incident Commander activates ESF-11, local, state, federal and NGO assets to accomplish agriculture, food safety, fuel, pet transportation and sheltering missions.
- g. Coordinate with USDA regarding federal assistance, APHIS TSP, APHIS ESF 11 Coordinator and USDA Food & Nutrition Service.
- h. ESF-11 Incident Commander activates MOU's with CTN pet shelter locations.
- i. ESF-11 Incident Commander /Shelter IC activate LDAF IMT's to open CTN Pet Shelters.
- j. ESF-11 Incident Commander activates MOU's with LDOC to assemble pet crates and configure crates on pet transport trucks to support operations plan for pet transportation & sheltering.
- k. LDOC sends prison labor crews to assist LDAF personnel in setting up CTN shelters.
- l. Notify LDOC to set up special needs pet shelters on prison grounds.
- m. ESF-11 Incident Commander will alert LSART, ASAR teams and NGO's of ESF-11 activation status via sit rep and calls.
- n. ESF-11 Incident Commander executes fuel contract for evacuation.
- o. Inventory and maintain LDAF facility operational and emergency equipment and prepare for transport to LDAF sites.
- p. LDAF IMT staff emergency responder credentialing stations at LDAF ICP, LDAF District offices and LDAF CTN pet shelters.
- q. LDAF employees advised to make family, pet, and home preparations for the storm.
- r. Coordinate with LDAF Commissioner, LDAF Fire Protection and State Fire Marshall on implementation of Burn Ban.
- s. Evaluate LDAF facilities for potential tree or debris damage and remove trees that may pose a threat to the facilities.
- t. LDAF personnel notified to prepare for LDAF emergency response, report as assigned to workstations, and to maintain LDAF fleet and equipment, and be sure it is staged ready to respond and stored in a safe location.
- u. Execute fuel contract for evacuation.
- v. Food Distribution communicates with School Food Authorities about release of USDA food to EOC. Food Distribution and communicates with TEFAP agencies concerning inventory supply.
- w. ESF-11 and ESF 4 desk staffed per SEOC activation status.
- x. ESF-11 Incident Commander activates ESF-11, local, state, federal and NGO assets to accomplish agriculture, food safety, fuel, pet transportation and sheltering missions.
- y. Notify LDOC to set up pet shelters for citizens with medical needs' pets on prison grounds.
- z. Execute fuel contract for evacuation.
- aa. Request Pre-Scripted out-of-state assets; determine alternatives if out-of-state resources are unavailable.
- bb. Alert out-of-state technical animal SAR assets; determine alternatives if out-of-state resources are unavailable.
- cc. If available notify LDOC to activate support operations plan for pet transportation & sheltering, including pet shelters on prison grounds.

- dd. Activate LDAF shelter teams to support alternative pet sheltering.
- ee. PIO to maintain and update website with section dedicated to event.
- ff. Assign additional LDAF staff to support ESF 11 operations as necessary.

6. H-72

- a. ESF-11 LDAF Incident Command and General staff meeting and IAP preparation.
- b. LDAF trucks pick up wire shelter cages from storage and deliver to shelters.
- c. CTN Shelters are manned by LDAF CTN Shelter IMT.
- d. LDAF donation management is activated.
- e. ESF-11 Coordinator request LDOC and NGO assistance and deployment at CTN Shelter to support LDAF.
- f. Activation and official request for ASAR resources.
- g. Request deployment of USDA APHIS TSP to monitor the safety and well-being of pets during evacuation and sheltering.
- h. Continue to review, monitor, and coordinate the state's agriculture, food safety, pet transport and sheltering emergency needs with local, state, and federal agencies, and NGOs.
- i. Prepare LDAF facilities for accommodating emergency responders.
- j. LDAF trucks pick up shelter cages from storage and deliver to shelters.
- k. Shelters are manned by LDAF shelter IMTs.
- l. Activation and official request for ASAR resources.
- m. PIO will monitor media and respond to all media requests.
- n. Position resources to support co-habitated human/pet locations.

7. H-60

- a. ESF-11 LDAF Incident Command and General staff meeting and IAP preparation.
- b. LDAF CTN Pet Shelters are operational and ready to receive pets.
- c. LDAF coordinates with DCFS and DOTD on CTN transportation of pets at PPP, now in progress (status reports every 4 hours with DCFS report).
- d. LDAF PPP Liaison reports to appropriate parishes.
- e. Pet transport trucks and vans dispatched to PPP's as needed.
- f. PIO to distribute press releases on state assistance being offered during event (i.e. fuel, pet shelter, hay).
- g. Intake & Registration of pet-owning households begins at shelters.
- h. Pet transport trucks are loaded and begin to travel with evacuee buses to shelter destinations as registration progresses.
- i. If available, USDA TSP's are in place at assigned PPP's.
- j. LDAF pet shelters are operational and ready to receive pets.
- k. LDAF coordinates with DCFS and DOTD on CTN transportation of pets at PPP, now in progress.
- l. Pet transport trucks and vans dispatched to PPP's.

8. H-50

- a. ESF-11 LDAF Incident Command and General staff meeting and IAP preparation.
- b. CTN evacuation has become operational @ H-54.
- c. LDAF CTN pet shelters are ready to receive pets.
- d. LDOC and NGOs are onsite to assist LDAF's IMT.
- e. Fuel tankers are deployed to transportation staging.
- f. Monitor pet processing at PPP.

9. H-48

- a. If available, deploy technical animal SAR teams.

10. H-40

- a. PIO: Continuation of public information campaign encouraging “Take Your Pet With You.”

11. H-30

- a. ESF-11 LDAF Incident Command and General Staff meeting and IAP preparation.
- b. PPP’s close.
- c. Contra-flow begins.
- d. LDAF CTN Pet Shelter operations continue.
- e. LDAF ESF 11 may request USDA TSP’s relocate to monitor the safety and well-being of pets at CTN pet shelters.
- f. Confirm all responders are moving or have moved to safe locations.
- g. Food Distribution prepares a stock status inventory of all warehouses to assess the quantity of food supply in storage.
- h. State supported pet shelters continue to support people with pets.
- i. Continue to monitor fuel availability with vendors.
- j. LDAF prepare to conduct agriculture and food safety damage assessments.

12. H-24

- a. ASAR teams report for staging, credentialing, and preparation.
- b. LDAF Fuel teams are activated and deployed to fuel sites.
- c. LDAF prepare to conduct agriculture and food safety damage assessments.
- d. LDAF damage assessment teams staged for activation and deployment status reports.
- e. LDAF facilities prepare for storm force winds and damage.
- f. LDAF fleet and equipment stored in safe location.
- g. LDAF receives and stores emergency supplies for ESF 11 function.
- h. LDAF damage assessment teams staged for activation and deployment status reports.
- i. Food Distribution monitors inventory status of NSLP and TEFAP agencies.
- j. Sends SIT REP to SWRO USDA.
- k. ASAR teams report for staging, credentialing, and preparation.

13. H-20 to H-Hour

- a. ESF-11 LDAF Incident Command and General Staff meeting and IAP preparation.
- b. LDAF pet shelter teams may be reassigned to response and assessment and may be backfilled by NGOs.
- c. Technical animal SAR teams pre-positioning.
- d. Shelters continue to intake pets.
- e. Ongoing state supported pet shelter operations.
- f. Ongoing MNS pet sheltering operations.

14. H + 12

- a. Deploy ASAR teams per request to support LDWF and LANG SAR.
- b. Coordinate pet identification and transportation with LDWF and LANG SAR operations..
- c. LDAF supported pet shelter operations continue.
- d. LDAF emergency fuel operations continue.
- e. PIO to distribute press releases on federal recovery assistance.

- f. Food Distribution requests waivers depending on disaster declaration and USDA food need. Continue to send SIT REP to USDA.

15. H + 24

- a. ESF-11 LDAF Incident Command and General Staff meeting and IAP preparation.
- b. Food Distribution request authorization to release USDA food commodities to disaster organizations pursuant to 7 CFR §250.69 and 7 CFR §250.70; submit orders for additional food commodities as requested through LDAF (USDA Food and Nutrition Service).
- c. Emergency fuel operations continue to support recovery efforts.
- d. Conduct agriculture and food safety damage assessments.
- e. Pet return follows DCFS return of people as allowed by Parish OEP's.
- f. Demobilization of LDAF CTN pet shelters, responders, equipment and supplies.

16. H + 48

- a. Start demobilization of pet shelters and return facilities to original use.
- b. Livestock feeding and watering operations based on assessments and NGO support.
- c. Emergency fuel operations continue to support recovery efforts.

III. PARISH PICK-UP POINT (PPP) OPERATIONS

- A. OVERVIEW.** Registration of pets and people at the PPP is a parish function. Each parish will handle evacuee registration independently. Parish is responsible for filling out applicable LDAF animal evacuation forms and loading of pet crates onto the truck. LDAF will have personnel at each PPP to monitor pet transportation operations. USDA TSP such as USDA Animal Care (USDA AC) personnel may also be requested to assist at the PPP. Generally, registrations will involve two lines of evacuees at the PPP, one with pets and one without. For detailed instructions on registration and loading of household pets, please refer to the section. DCFS will provide LDAF a printout listing all evacuees and their pets. DCFS will register CTN evacuees who bring their animals as lap pets on evacuation buses and record this information in their database. The transportation branch of the LDAF IMT will track this information and provide regular updates on lap pets and pet trucks to receiving shelters.
- B. CREDENTIALING.** LDAF'S PPP liaison will be trained in National Incident Management System (NIMS)-Incident Command System (ICS) guidelines and will have LDAF-issued credentials. LDAF's credentialing SOP is included as an Appendix to its All-Hazards Base Plan. The credential will identify a person as an agricultural emergency responder who is authorized to support an ESF-11 response. PPP responders will be credentialed with photo ID "L-Badges." All responders who receive a badge must sign the Credentialing Application that contains the responder Code of Conduct (see LDAF's All Hazard's Base Plan).

IV. CTN SHELTER OPERATIONS

- A. OVERVIEW.** LDAF has developed regional IMTs who have been trained according to NIMS-ICS guidelines. Using Branch Level Tactical Planning, the LDAF ICP will deploy shelter management teams (SMTs) to provide operational command of each shelter. These SMTs will report daily activities to the companion animal branch manager at the LDAF ICP. The IC at the LDAF ICP is responsible for all shelter activities related to the incident. A complete breakdown of anticipated ICS structure at the LDAF ICP and shelters is provided in Appendix 4.

B. ROLES AND RESPONSIBILITIES. The following text presents a summary of responsibilities for shelter Command General Staff (CGS) and critical subordinate positions in a SMT. Command Staff includes the Incident Commander (Shelter Manager), Liaison Officer, safety Officer, and Public Information Officer. The General Staff includes the Operations Section, Planning Section, Logistics Section, and Finance Section. All other positions are considered subordinate support positions.

a. SM (Division Supervisor in LDAF ICS Organization Chart).

- i. Serves as the Shelter Manager.
- ii. Is the Division Supervisor for the Household Pet Branch, under the Operations Section at the LDAF ICP
- iii. Reports to the Household Pet Branch Director at the LDAF ICP.
- iv. Coordinates shelter team organization and training pre-incident.
- v. Directs overall incident and is responsible for shelter opening, operating, and closing.
- vi. Coordinates staff meetings and operations briefings at the beginning and end of each shift.
- vii. Ensures that all animals receive proper and timely care.
- viii. Communicates with the ESF-11 Coordinator at the SEOC and the LDAF IC.
- ix. Ensures that Plans Section submits daily shelter documents to the LDAF ICP: SitReps, ICS Forms 214, 215 and 215A; and LDAF Form 02 (Daily Sign In/Sign Out).
- x. Ensures that Plans Section saves all ICS 211 Forms (Registration/Credentialing Forms) for submission to the LDAF ICP as responders register throughout the incident.
- xi. Maintains daily ICS Form 214 Unit Log and submits to Shelter Plans Section.
- xii. Signs Daily Sign In/Sign Out Form at registration desk.

b. Shelter Liaison Officer (LNO).

- i. Reports to the Shelter Manager.
- ii. Coordinates communication with support agencies and NGOs.
- iii. Meets with DCFS LNO at the associated human shelter once daily regarding human/pet issues at the shelters.
- iv. Coordinates with the LDAF Public Information Officer (PIO) at the LDAF ICP.
- v. Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- vi. Signs Daily Sign In/Sign Out Form at registration desk.

c. Shelter Safety Officer.

- i. Reports to Shelter Manager.
- ii. SO must insure the safety of all animals and all people at the shelter.
- iii. Strictly enforces a no-smoking policy within the facility.
- iv. Identifies, designates, and prominently marks all fire exits, first aid stations for humans and pets, hazardous paths, water stations, rest rooms, handicap accessible areas and other potential risk areas within the facility.
- v. Monitors safety of animal holding areas – electrical, water, fire, kennel placement, security.
- vi. Monitors safety of all public areas – slippery paths, unlit areas, uneven footing, hazardous equipment or objects such as loose boards, protruding metal or nails.
- vii. Encourages safe handling practices for animals and require reporting of all bites, scratches and other injuries. Logs all injuries and reports animal bites to parish authorities.

- viii. Encourages shelter workers to maintain proper hydration, food intake and rest; ensures that adequate supplies of drinking water are available at all times.
- ix. Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- x. Supervises the production of the daily Safety Analysis Worksheet (ICS Form 215A) at daily strategy meetings.
- xi. Signs Daily Sign In/Sign Out Form at registration desk.

d. Shelter Operations Section Chief (OSC).

- i. Reports to the Shelter Manager.
- ii. Assists with developing strategies and identifies, assigns, and supervises resources needed to accomplish incident objectives.
- iii. Monitors and supervises daily activities of all operational teams at the CTN shelters.
- iv. Monitors the daily operation of the veterinary hospital and supervises Veterinary Care Team.
- v. Directly supervises Loading Team in offloading and placement of animals in the shelter as they arrive on transport vehicles.
- vi. Works with SM to oversee closure of shelter, and supervises Loading Team in loading and placement of animals on transport vehicles for departure.
- vii. Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- viii. Supervises the production of ICS 215 Forms (Operational Planning Worksheet) at daily strategy meetings.
- ix. Signs Daily Sign In/Sign Out Form at registration desk.

e. Shelter Loading Team Leader.

- i. Loading Team Leader reports to the shelter OSC.
- ii. Team Leader works with OSC to organize teams as needed.
- iii. Verifies receipt of animals:
- iv. Verifies that each pet on the Truck Manifest Form is received at the shelter.
- v. Verifies that each pet on the Truck Manifest Form has a corresponding transportation request form.
- vi. Contacts SM and parish loadmaster to resolve any discrepancies.
- vii. Dictates the speed of offloading.
- viii. Signs the Truck Manifest Form to acknowledge receipt of the pets.
- ix. Verifies safety and accuracy of the loading process during home transport:
 - x. Fills out return truck manifests.
 - xi. Verifies that all crate doors are secure as pets are loaded.
 - xii. Ensures that no exotic pets are put on refrigerated trucks.
 - xiii. Ensures that every pet in truck is listed on truck manifest and has a TRF.
 - xiv. Briefs driver on stopping every two hours to ventilate truck for 30 minutes.
 - xv. Signs the truck manifest to verify that truck is loaded and checked.
 - xvi. Leaves contact information on truck manifest so loadmaster can be contacted if needed.
- xvii. Calls loadmaster at receiving PPP to notify them that the truck has left shelter.
- xviii. Maintains daily ICS 214 Forms (Unit Log) and submits them to the Shelter Plans Section.
- xix. Signs Daily Sign In/Sign Out Form at registration desk.

f. Shelter Admit/Kennel Team Leader

- i. Admit/Kennel Team Leader reports to Shelter OSC.

- ii. Admit/Kennel Team Leader works with OSC to organize team; i.e., units, unit leaders.
- iii. Oversees registration and operation of up to 500 animal units; each unit leader should be at or near their unit registration table at all times.
- iv. Oversees set-up of cages for up to 500 animal units; each cage must have an empty page protector attached to the cage with a zip tie.
 - v. Manages shelter team of LDAF personnel or NGO volunteers, ensuring that animals are handled only by their owners or a designated person.
- vi. Documents animal injuries and reports human injuries to the correct channels (see bite protocol in Appendix 4).
- vii. Submits daily Unit Situation Report to OSC that will include an animal census (head count) and a list of supplies, needs, and any incidents. Census is to be conducted by 7:00 a.m. daily.
- viii. Assists the Planning Section in registering evacuees and their pets using associated forms.
- ix. Issues a Failure to Comply notice if an owner does not properly care for their animal.
 - x. Ensures that pet owners have walked, cleaned, fed, and watered their pet within the time designated by the SM. A Team Leader will designate a shelter worker to care for the pet if the owner has not done so.
- xi. Daily Animal Care sheet must be signed by the shelter worker in red to signify that the shelter worker cared for the pet and not the owner. The information will also be written in the medical notes section on the back of the Admin/Discharge sheet and will include the date and time and the name of the shelter worker who cared for that animal.
- xii. Designates when shelter workers may handle animals because, unless there is a problem, owners will handle their own pets.
- xiii. Maintains daily ICS 214 Forms (Unit Log) and submits them to the Shelter Plans Section.
- xiv. Signs Daily Sign In/Sign Out Form at registration desk.

g. Shelter Security Team Leader

- i. Reports to Shelter OSC.
- ii. Ensures facilities and operations have adequate security.
- iii. Examines the surrounding area to assess the risk of disruption of services, damage or destruction of property, theft, and unapproved access by the public.
- iv. Ensures a security plan is in place.
- v. Provides guidance to shelter personnel and visitors on security precautions.
- vi. Maintains daily ICS 214 Forms (Unit Log) and submits them to the Shelter Plans Section.

h. Shelter Planning Section Chief (PSC)

- i. Reports to the SM.
- ii. Coordinates daily planning meetings.
- iii. Facilitates production and submission of documents, to the LDAF ICP Documentation Unit Leader, that are used for Federal Emergency Management Agency (FEMA) reimbursement (ICS 214 Forms [Unit Log], Daily Sign In/Sign Out and ICS Forms 211, 215, and 215A).
- iv. Facilitates production and submission of the daily SitRep, to the LDAF ICP, that is used for maintaining situational awareness and for briefing the Commissioner.

- v. Conducts an animal census (head count) every morning by 7:00 a.m., and records it on the SitRep to be submitted by 8:00 a.m. before start of the LDAF ICP planning meeting.
- vi. Conducts an animal census in the evening if it is required by the SM. The LDAF IC determines if an evening SitRep is required.
- vii. Sets up and maintains an LDAF administrative office to handle all required forms and documents.
- viii. Sets up and maintains the responder registration desk for shelter responders.
- ix. Sets up and maintains the pet intake registration desk.
- x. Registers responders and pet owners:
 1. Needs forms.
 2. Needs pens, paper, paperclips, tape, scissors, clipboards, folders, computer, fax/printer, etc.
 3. Needs credentialing badges.
 4. Needs shelter badges.
 5. Needs shelter kits.
- xi. Maintains daily ICS 214 Forms (Unit Log) for the Plans Section.
- xii. Prepares, maintains and oversees the Daily Sign/Sign Out Form for all Sections.

i. Shelter Resource Unit Leader (RUL).

- i. Reports to the shelter PSC.
- ii. Coordinates registration and credentialing.
- iii. Keeps lists of all resources – people, supplies, and equipment.
- iv. Participates in daily tactics meeting to develop ICS Form 215 reports.

j. Shelter Technical Specialists.

- i. Report to registration desk and then to SM when activated; will be directed to appropriate section by the SM.
- ii. Consist of volunteers called in to assist the LDAF IMT; i.e., humane associations, AgCenter, USDA personnel.

k. Shelter Logistics Section Chief (LSC).

- i. Reports to SM.
- ii. Responsible for making sure the shelter has sufficient resources to accomplish its mission; i.e., makes sure supplies, kits, equipment, contracts, personnel, and shelter are ready to open when needed and reports deficiencies or needs to the SM.
- iii. Works with the Operations and Planning Sections, pre-incident, to map out the location of all areas in shelter:
- iv. Sets up perimeter security fencing.
- v. Sets up shelter signage and registration location.
- vi. Designates separate areas for pet living quarters.
- vii. Designates dog walking areas and cat exercise areas.
- viii. Evaluates building facilities and reports conditions.
- ix. Sets up shelter fans, water hoses, trash cans, and other necessary supplies.
- x. Sets up support supplies including disinfectant stations, refrigerators, first aid stations, and other areas as determined by SM or Operations Chief.
- xi. Sets up veterinary care, quarantine for sick animals, aggressive animal area, and “cat chill area” as determined by SM or shelter veterinarian in charge.
- xii. Set-up areas may include incoming triage, hospital, and general hospital care area.

- xiii. Sets up pet transport loading and unloading area.
- xiv. Coordinates the delivery of animal cages, shelter kits and shelter supplies.
- xv. Organizes the assembly of animal cages and cage numbering, utilizing inmates assigned.
- xvi. Coordinates placing cages on plastic sheeting, if floor is not suitable for drainage or cleaning.
- xvii. Sets up and organizes cat and dog cage areas that provide easy access to cleaning supplies (pooper scoopers, paper towels, trash cans, liners, etc.).
- xviii. Coordinates the arrangement of water and feeding bowls in an accessible area.
- xix. Coordinates the placement of trash cans and clean-up supplies in accessible area.
- xx. Coordinates the storage of shavings and feed in a dry place.
- xxi. Coordinates the distribution of shavings in dog walk areas if grass is not available.
- xxii. Sets up and organizes supply and equipment storage areas.
- xxiii. Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- xxiv. Signs Daily Sign In/Sign Out Form at Registration Desk.

I. Shelter Finance Section Chief (FSC)

- i. Reports to SM.
- ii. FSC is responsible for monitoring and documenting all shelter costs.
- iii. Monitors LDAF Form 02 (Daily Sign In/Sign Out Sheet).
- iv. Monitors volunteer hours, meals and billeting.
- v. Maintains receipts for supplies and materials procured before, during, and after the event.
- vi. Monitors damages for storm and pet/owner related events.
- vii. Submits financial summary to SM as requested.
- viii. Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- ix. Signs Daily Sign In/Sign Out Form at Registration Desk.

C. EQUIPMENT.

a. Shelter Ops Kit (For Animal Intake: Required Supplies per 500 Animals)

Items per Shelter Kit	Total Required	Total on Hand	Needed
Index cards, plain 3x5	1500		
Clipboards, 10	20		
Ink pens (blue medium)	500		
Page protectors	1000		
Cable ties 11.5"	1000		
Post-It-Note cubes 2"x2"	4		
Duct tape, 2x60 yd. roll	4		
Legal pads	12		
Pads, spiral bound	2		
Staplers	6		
Staples, boxes	4		
3 three-hole punches	6		
Marker sets, large, blue, black, red, green	2		
3 rolls of scotch tape 3/4"	6		
Scissors, 8"	6		

Large paper clips	800
Plastic tub, 14 ¹ / ₂ gallon	2

Shelter Forms Required

1. Animal Emergency Shelter Agreement	1200
2. Transportation Registration	1200
3. Animal Emergency Shelter Admit/Discharge	1200
4. Truck Manifest for Pet Emergency Evacuation	1000
5. For Medical Information Only	200
6. Bite Record	100
7. Rabies Vaccination Needed	100
8. Daily Animal Care Sheet	1200
9. Failure to Comply Notice	200

b. Shelter Plans Kit (for Responders and owners)

Shelter Plans Kit (for Responders and Owners)

State and federal forms (Appendix 8):

- a. LDAF Form 01 Registration/Credentialing Form for Non-LDAF personnel only
- b. LDAF Form 02 Daily Sign In/Sign Out Sheet
- c. LDAF ICS 211 Initial Incident Registration/Credentialing Form for all personnel
- d. ICS 215 Branch Level Operational Planning Form
- e. ICS 215A Risk Analysis Form
- f. ICS 214 Unit Logs
- g. Shelter SitRep
- h. Shelter Owner Log (AHS 20-29)
- i. Clip boards
- j. Pens
- k. Pencils
- l. Staplers
- m. Tape
- n. File folders
- o. Filing tubs
- p. Markers
- q. Copy paper
- r. Printer
- s. Digital camera
- t. Laptop
- u. Hard copies of all forms
- v. Jump drive with all shelter forms and manuals
- w. Tables

c. KENNEL UNIT KITS (required supplies per 500 animals)

Items per Kennel Kit	Total Required	Total on Hand	Needed
Cages, wire (large)	480		
Cages, wire (extra large)	20		
Cage, transfer	1		
Water cooler, 5 gallon	5		
Ice chests (large)	2		
Trash cans, 30 gallon	15		
Trash can bags (box)	15		
Tables, folding	6		
Chairs, folding	12		
Cots	10		
Carts, wheeled, Rubbermaid	3		
Pallet, hand truck	2		
Shrink wrap, rolls	8		
Shrink wrap handle wrappers	2		
Canopy shelters	5		
Bleach, 1gallon bottles	4		
Squirt bottles	10		
Water hoses, 50'	5		
Water hose spray nozzles	5		
Extension cords, indoor/outdoor, 50'	25		
Fans, pedestal 30"	20		
Bowls, 3 qt., stainless steel	500		
Bowls, 1 qt., stainless steel	500		
Dog handling pole	2		
Round net	1		
Nitrile gloves, XL	2,400		
Nitrile gloves, M	2,400		
Leashes	500		
Pooper scoopers	3		
Exotic paper bedding	1 case		
Kitty litter, 25 lb. bags	20		
Litter pan, disposable, paper	1 case		
Poop bags	5000		
Puppy pads	1 case		
Cat litter scoops	100		
Hand sanitizer (1/2 gallon bottle)	1 case		
First aid kit (large)	1		
Food containers, 6 oz. Solo brand	1,000		
Food cups	1,000		
Paper napkins	1 case		
Toilet paper	1 case		
Paper towels	1 case		
Colored neckbands (5 different colors)	200 each		
Buckets	10		

Barrier fence, 25' roll	2
Broom	5
Push broom	5
Surge protectors	6
Frontline flea, cat/dose	500
Frontline flea, dogs 0-22 lbs.	500
Frontline flea, dogs 45-48 lbs.	500
TYVEK Suits, (L)	25
TYVEK Suits, (XL)	25
TYVEK suits, (4XL)	25
Shavings	optional
Poultry fence, 25' roll	2
Microchip chips	500

D. OFFLOADING PET TRUCKS

- a.** Pet transport arrives at CTN shelter.
- b.** Loading Team receives a Truck Manifest and a copy of the TRF for each pet from the truck driver.
- c.** Loading Team verifies that each pet on the Truck Manifest is in truck.
- d.** Loading Team verifies that each pet on manifest is unloaded.
- e.** Loading Team signs Truck Manifest only after all pets are verified.
- f.** Each pet receives a tab-band neck collar at the PPP with an ID number. The Pet ID number may be the number from the DCFS bar coded band, pet microchip number, or a unique animal ID number. The DCFS pet bar code number is handwritten on the pet's neckband, the Truck Manifest, and the Transportation Registration form. The DCFS pet bar code band is taped to the pet transport crate.
- g.** Loading Team should cross-check each pet's ID number with the Truck Manifest.
- h.** Notify SM if any discrepancies cannot be resolved.
- i.** SM or Kennel Team will assign arriving animals to a unit by home parish.
- j.** If multiple parishes are present in a shelter, each parish should be designated with a specific color (especially a concern in Shreveport where Jefferson, Calcasieu, Cameron, and Iberia Parishes may be present; see assigned colors in Appendix 6).
- k.** Document kennel location and pet ID number on paperwork (Truck Manifest Admit/Discharge Form, Daily Animal Care Sheet and Owner Log).
- l.** If owners are present, they can claim their pet, register at the shelter and assist with moving their pets from the transport crate to the shelter cage.
- m.** A file for each pet is created and placed in a binder at the designated unit check-in table. A daily care sheet will be placed inside a plastic sheet protector and zip-tied to the wire kennel. The DCFS pet bar code band is removed from the transport crate and placed in the plastic sheet protector and will be placed on the return transport crate.
- n.** Once the animal has been assigned an animal ID number and a unit, the owner, if present, should read, fill out and sign the Admission/Discharge form and the shelter agreement.
- o.** The owner and pet will then be escorted by a Kennel Team member to the pet living quarters and the pet will be assigned a numbered cage within the unit.

E. PET REGISTRATION/SHELTER INTAKE.

- a. Intake begins when the pets arrive at CTN shelter via LDAF pet transport or with pet owners on buses. Pet owners should have pre-registered at PPP; some information will have been recorded.
- b. Intake desk should be equipped with supplies from the Shelter Kit and Shelter Forms:
 - i. Truck Manifest for Pet Emergency Evacuation (AHS 20-20): Arrives with pet transport truck and Loading Team Leader receives and verifies its information.
 - ii. TRF (AHS 20-21): Pet owner received this TRF at the PPP, presents it at the CTN Shelter Intake/Registration Desk and it is attached to Shelter Admit/ Discharge Form which is filed alphabetically; owner needs to complete new TRF for the discharge of pet and return transport to PPP.
 - iii. Animal Emergency Shelter Admission/Discharge Form (AHS 20-22): Pet owners may have completed at PPP; if not, they are to complete, sign, and submit it at the intake desk where it is attached to TRF and Shelter Agreement and filed.
 - iv. Animal Emergency Shelter Agreement (AHS 20-23): Pet owners are required to complete, sign, and submit at intake desk where it is attached and filed with other forms.
 - v. Failure to Comply Notice (AHS 20-24).
 - vi. Daily Animal Care Sheet (AHS 20-25): Daily record of owner's animal care; vaccination status is noted; sheet to be kept in sheet protector attached to pet's cage.
 - vii. For Medical Information Only (AHS 20-26).
 - viii. Bite Record (AHS 20-27).
 - ix. Shelter Owner Log (AHS 20-27): Records pet owner's name and pet cage number(s). Owner must sign daily upon entry and is then issued a shelter badge. Owner must sign the log again upon exiting, when the badge is returned. Log is used to provide daily animal count and to verify owner's daily care for pets; log denotes when owner leaves shelter (Appendix 4).
- c. Ask the owner who would be the best person to be designated as the family animal caregiver. If applicable, place a matching color-coded wristband on the wrist of the primary owner or the designated family caretaker. Show that person how to locate their pet's kennel in the shelter. ***Only one family member is allowed in the pet living quarters to take the pet out and clean the cage twice daily. No one under 18 is allowed in the pet living quarters. Other family members may interact with pet in dog walk areas.**
- d. Explain to the owner that no one will touch their pet unless it is ill. Owners are the only ones allowed to handle pets. Shelter workers are only there to provide assistance. Show them how to fill in the Daily Care Sheet and tell them that they are responsible for completing the sheet daily. Explain to the owner that part of the shelter agreement is that they care for their animals. Any animal not receiving care will be removed by animal control. Explain to owner that pet should be cared for between hours determined by the SM depending on available transportation and co-location status. If for any reason an owner is unable to care for their pet, they are to notify their unit leader so that short-term alternative arrangements can be made. SMs will determine visiting hours at each shelter.
- e. Explain that owners are responsible for the actions of their pets. Owners are responsible for ensuring their pets do not injure anyone.
- f. Explain the hours the shelter will be open. After closing, the shelter will be off limits to all people except shelter personnel.

- g. Explain to owner that the family-designated animal caregiver must sign their dog in and out of shelter section with a photo ID twice per day. Cats will not be allowed out of cages. Only the family-designated animal caregiver will be allowed to care for the cats.
- h. Explain to owner where the dog walk area is. Suggest they walk their dog prior to putting them in a cage. Show them where plastic poop bags are located, how to use them and where garbage containers are located.
- i. Explain to cat owners how to daily clean their cat's cage and litter box.

F. DAILY SHELTER OPERATIONS

- a. Owners are required to present a photo ID and sign the Shelter Owner Log at the intake desk to enter and exit the shelter. They will be given a shelter badge, to be worn while in the shelter. Return of the badge is required upon leaving the shelter. If applicable, owners should have on their wrist a color-coded wristband that matches the unit they are in. Shelter workers will verify that the person has signed the Owner Log with the name on their photo ID.
- b. Shelter teams will check the Shelter Owner Log to verify what animals have not received their daily care. Check times will be determined by the SM based on visiting hours and the Unit Leader will be notified if animals have not received care. Any animal not receiving care from its owner will be cared for by shelter staff and the animal care sheet will be signed in red by the Unit Leader or his designee. A Failure to Comply notice will be placed in the plastic envelope on the cage. A notation will be entered on the back of the Admission/Discharge Form for that owner and pet, including date, time and description of which rule was not followed.
- c. Shelter workers are responsible for ensuring that people keep the shelter clean. Trash cans with plastic liners should be available for owners to throw away their trash.
- d. Shelter workers will be responsible for monitoring the walking and potty areas. This is best done by making sure owners are aware of the necessity of cleaning up the feces and that there are trash cans with liners available.

G. DISCHARGE

- a. This process begins when the LDAF ICP has been notified by the parish OHSEP director that the situation is safe for the people to return home.
- b. Ensure only family-designated animal caregiver arrives to sign out pet. They must present photo ID and have color coded wristband.
- c. Retrieve the Animal Care sheet from cage; it will be filed with other shelter forms.
- d. Ensure owner has cleaned out cage and removed personal items from cage.
- e. Have owner sign out the pet on the Admission/Discharge Form.
- f. Staple the Animal Care Form to Admission/Discharge Form and file the forms in alphabetical order in the discharged file.
- g. Determine if the person requires transportation to the PPP and make sure they are in the correct place, and on time for their transportation. A new TRF will be required for the return transportation cycle.
- h. Shelter teams assist in loading animals into transportation crates and onto transportation vehicles under supervision of the Loadmaster.
- i. The DCFS pet barcode band should be removed from the plastic sheet protector and taped on the pet transport crate.
- j. Loading Team fills out a truck manifest, verifies that all crate doors are secure as pets are loaded, and ensures that no exotic pets are put on refrigerated trucks.

- k. Loading Team checks that every pet in truck is listed on Truck Manifest and makes sure that the driver is aware he must stop every two hours and ventilate for 30 minutes.
- l. Loading Team signs the truck manifest to signify truck is loaded and checked.
- m. Loading Team should list contact info on the Truck Manifest so driver can phone if questions arise.
- n. Loading team calls Animal Emergency Coordinator at receiving parish to notify them that truck has left shelter.
- o. Each receiving parish should have their Animal Emergency Coordinator (usually the Animal Control Officer (ACO) present at the PPP and at the parish animal shelter to assist in the return process.

H. ADMINISTRATIVE FUNCTIONS

a. CREDENTIALING.

- i. In all animal sheltering situations, LDAF will deploy and utilize trained and credentialed staff. Shelter staff will receive a credential from LDAF that will be based on the responder's type and level of NIMS-ICS training. The credentialing plan is included in LDAF's All Hazards Base Plan. The credential identifies a person as an agricultural emergency responder who is authorized to support and eSF-11 response, such as animal sheltering or animal search and rescue. Additional task-specific training may include biosecurity, family counseling, animal handling, emergency management, cleaning and disinfection, and disease recognition. This training may be provided by LDAF, the AgCenters or other qualified organizations or personnel. Public concern and potential conflict associated with human and animal evacuation and sheltering will require shelter staff to have some level of training to comfort pet owners and defuse potentially volatile situations. Law enforcement personnel have this training and can be a training resource for non-law enforcement personnel who would support the sheltering effort.
 - ii. SMT staff and other credentialed response staff will be credentialed with photo-ID "L-Badges." Untrained support personnel and "just-in-time" volunteers who may be needed in the response but have not take NIMS-ICS courses (i.e., shelter works, cowboys, cattle haulers) will be give "V-Badges." All responders who receive a badge must sign the Credentialing Application that contains the responder Code of Conduct. Job-specific training will be provided through "just-in-time" training associated with deployment and any pre-response assignment. Personnel associated with the daily operation of a shelter must be familiar with the documentation requirements and the access screening protocols. Training in these aspects of shelter management will be needed for volunteer shelter workers working under a "V-Badge" credential. Training in animal care and handling and biosecurity can be provided at the shelter-level by private, state, or federal personnel.
- b. **HEALTH/SAFETY.** Health and safety will be planned, coordinated and implemented by the Shelter Safety Officer. General human first aid and access to emergency medical services must be provided at all shelter locations. Special consideration should be given to safety issues associated with animal bites, cleaning pets that may have been exposed to a


toxic environment, daily pet waste cleanup, sharps procedures associated with animal treatment, drug security, euthanasia procedures and euthanized pet disposal.

- c. **COMMUNICATION.** Communication associated with household pet sheltering will involve operational communications and public information. Operational communications will be managed by the CGS in a shelter's ICS. Communications equipment may include 700 and 800 MHz radios, cellular telephones, or any other system compatible with operations and the LDAF ICP.
- d. **DOCUMENTATION.**
 - i. Documentation is critical to providing an accurate record of creating, operating, and maintaining animal shelters. This information is important in managing an emergency response, managing pet care and ownership, providing liability protection, and in cost recovery efforts. Examples of the required documentation are included in Appendices 7 and 8.
 - ii. Written documentation will be maintained by using official state or federal forms, or a combination of both. Documentation should be recorded with an ink pen, and any entry errors should have a single line drawn through them with the author's initials and date recorded at one end of the line.
 - iii. **Shelter Documentation Forms for FEMA reimbursement**
 1. LDAF Form 01, Registration and Credentialing for non-LDAF volunteers only (has Code of Conduct that volunteers must sign and adhere to).
 2. LDAF Form 02, Daily Sign In/Sign Out Sheet for use as emergency timesheet; FEMA pays overtime only; LDAF employee must maintain regular timesheet and vehicle log.
 3. LDAF ICS 211, Registration and Credentialing Form for all LDAF responders; one time registration only for responder to receive ESF-11 credential (green photo L-Badge if ICS trained, pink non-photo V-Badge if not ICS trained).
 4. ICS 214 Unit Logs document unit activities; to be submitted daily.
 5. ICS 215. Branch Level Operational Planning Form; to be completed by Operations Chief at morning Tactics Meeting where all resources needed by the shelter, for current operational period, are listed; form is submitted daily so LDAF ICP can meet needs and develop daily Incident Action Plan (IAP).
 6. ICS 215A, Risk Analysis, to be filled out by Safety Officer at daily Tactics Meeting each operational period.
 7. Shelter SitRep, produced at the beginning of each shift and submitted daily to ICP.
 - iv. **Evacuation and Sheltering Forms** (for use at PPP and shelters to document activities).
 1. Truck Manifest for Pet Emergency Evacuation (AHS 20-20).
 2. Transportation Registration Form (AHS 20-21).
 3. Animal Emergency Shelter Admission/Discharge (AHS 20-22).
 4. Animal Emergency Shelter Agreement (AHS 20-23)
 5. Failure to Comply Notice (AHS 20-24).
 6. Daily Animal Care Sheet (AHS 20-25).
 7. For Medical Information Only (AHS 20-26).
 8. Bite Record (AHS 20-27).

9. Rabies Vaccination Needed (AHS 20-28).

10. Shelter Owner Log (AHS 20-29).

- v. If pictures, video, or taped messages or interviews are used to supplement the written documentation record, the following information should be documented for each picture, video segment, or audio taped message or interview: photographer or interviewer, subject, time, date, person interviewed (video or audio taped), photo and film roll number, direction (pictures and video) and general weather conditions (e.g., temperature, wind direction, humidity, sky condition, etc.).
- e. **ACCESS SCREENING.** Shelter access control is a crucial part of shelter management. Only credentialed shelter staff and approved pet owners should be allowed to enter the shelter area. In either case, “L-Badges” or “V-Badges” should be issued to individuals with access to the shelter area. Shelter workers will be issued “L-Badges” if they have the required NIMS-ICS training; other CTN volunteer shelter workers, without the pre-requisite training, will be issued “V-Badges.” Owners will be issued a “CTN Shelter-Badge” after they have signed in to care for their pet. This badge must be returned when the pet owner leaves the shelter, upon sign-out. These badges are color-coded to the issuing CTN shelter.
- f. **RESOURCES USED.** Throughout the process of sheltering household pets and service animals, it will be necessary to maintain various types of documentation. For reimbursement payments to the responding agency or other forms of state or federal reimbursement or cost sharing, it will be necessary to document the resources applied and expended in providing animal sheltering. These costs can include labor charges, equipment rentals or purchase, costs of expendable equipment or supplies, subcontractor costs, or any other costs associated with providing the sheltering services. The Planning Section will be responsible for maintaining this documentation, using forms identified above.
- g. **PUBLIC INFORMATION.**
 - i. Public information will be coordinated between the SM and the LDAF ICP Public Information Officer (PIO). Guidelines and restrictions associated with public information are contained in the LDAF All Hazards Base Plan.
 - ii. Once a shelter is being set up for operation, the LDAF PIO will initiate a public information and media plan to inform the local community of the existence and operation of animal shelters. Possible public information conduits will include the LDAF website and/or media relations. The LDAF website will have a link to Emergency Programs, listing pertinent information, updates and links to applicable forms.
 - iii. Media and Public Relations: Each SM shall funnel all media inquiries, interviews and press releases through the LDAF PIO. The PIO will coordinate all information releases. The following media protocol will be observed during animal sheltering:
 - 1. When the media approaches a shelter or working area, they shall be directed to the SM for permission and direction.
 - 2. Any requests for interviews by the media must be referred to the LDAF PIO, who will schedule with the appropriate spokespersons.
 - 3. A “pre-interview briefing,” attended by all interested parties (Section Chiefs, Area Command, etc.) is appropriate, when necessary.

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- iv. Utilize the LDAF website to post official information during a sheltering event to prevent and dispel rumors and inaccuracies, reduce miscommunication, and support the official lead agencies charged with overall conduct of the sheltering activity.
 - v. Failure to use the PIO system may result in immediate loss of credentials.

V. REFERENCES

1. LDAF's All-Hazards Plan
2. LDAF's Mobile Pet Shelter SOP

APPENDIX 1: LDAF H-HOUR TIMELINE (COMPLETE)

H-Hour 120+

1. Develop and maintain transportation contract to support the movement of household pets
2. Pre-position and store pet transport cages and shelter cages at Correctional Facilities, LDAF and designated parish storage sites for transportation and pet sheltering.
3. Identify Pet Evacuation Shelters co-located with Human Shelter locations
4. Develop and train LDAF Incident Management Teams (IMT) to respond to Agriculture , Food Safety, Forestry, Pet and Livestock emergencies
5. Maintain and develop resources and MOU's with state and out of state humane groups that may be called to support LDAF management team
6. Maintain and develop contracts for supplies needed to support ESF 11 and ESF 4 function
7. Develop and maintain communication with parish OEP directors, animal control directors and other state agencies to define parish emergency agriculture, pet and livestock needs.
8. Develop and maintain communication with state and parish emergency response partners to develop community preparedness plans to protect agriculture, the food supply, and to address pet evacuation and sheltering
9. Review and update ESF 11 and ESF 4 plans with local, state and federal agencies
10. Develop and maintain ESF-9 CONOPS for ASAR
11. Develop and maintain LDAF Fuel contracts.
12. Develop and maintain LDAF Fuel Distribution teams
13. Maintain and update LDAF personnel fuel cards and Fuel stickers.
14. Develop Food Protection Task Force and Food Rapid Response Team
15. Develop and maintain LDAF facilities for emergency response

H-120

1. Monitor Storm
2. Review ESF 11 and ESF 4 plans and procedures
3. Governor activates core SEOC
4. ESF-11 desk activated at SEOC-GOHSEP Branch
5. LDAF Command ,General Staff and Crisis Action Team on alert
6. LDAF Emergency Director prepares ICS 201 Briefing
7. Notify and coordinate Emergency Contracts, CTN Shelter facilities, Local, State , Federal agency partners, MOU's, NGO's and LSART to activation and deployment status
8. Notify and coordinate with APHIS regarding potential needs for APHIS Technical Specialist
9. Notify Fuel and Pet Transportation contracts of activation and deployment status
10. Notify and coordinate LDAF facilities and personnel to activation and deployment status(Facility personnel leave is suspended until further notice)
11. Confirm CTN Shelter capacity
12. 2-3
13. Fill LDAF fuel tanks to capacity
14. Distribute fuel logs to LDAF Fuel sites

15. Distribute emergency fuel cards
16. LDAF IMT advised to make family, pet and home preparations for the storm
17. LDAF IMT prepare to report to assigned work station

H-96

1. Delegation of Authority from Commissioner to ESF-11 Incident Commander to manage incident
2. ESF-11 Incident Command Post activated in Baton Rouge
3. ESF-11 Incident Commander activates LDAF Command and General staff
4. ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
5. ESF-11 and ESF 4 desk staffed per SEOC activation status
6. ESF-11 Incident Commander activates ESF-11, Local, State, Federal and NGO assets to accomplish Agriculture, Food Safety, Fuel, Pet transportation and Sheltering missions
7. Coordinate with USDA regarding federal assistance, APHIS Technical Specialist, APHIS ESF 11 Coordinator and USDA Food & Nutrition Service.
8. Submit request through WebEOC and APHIS VS ADD as needed for USDA Technical Specialist (USDA-VS and USDA-AC)
9. ESF-11 Incident Commander activates MOU's with CTN Pet Shelter locations
10. ESF-11 Incident Commander /Shelter IC activate LDAF IMT's to open CTN Pet Shelters
11. ESF-11 Incident Commander activates MOU's with LDOC to assemble pet crates and configure crates on pet transport trucks to support operations plan for pet transportation & sheltering
12. LDOC sends prison labor crews to assist LDAF personnel in setting up CTN shelters.
13. Notify LDOC to set up special needs pet shelters on prison grounds
14. ESF-11 Incident Commander will alert LSART, ASAR teams and NGO's of ESF-11 activation status via sit rep and calls
15. ESF-11 Incident Commander executes fuel contract for evacuation.
16. Inventory and maintain LDAF facility operational and emergency equipment and prepare for transport to LDAF sites
17. LDAF IMT staff emergency responder credentialing stations at LDAF ICP, LDAF District offices and LDAF CTN Pet Shelter's
18. LDAF employees advised to make family, pet and home preparations for the storm
19. Coordinate with LDAF Commissioner, LDAF Fire Protection and State Fire Marshall on implementation of Burn Ban.
20. Evaluate LDAF facilities for potential tree or debris damage and remove trees that may pose a threat to the facilities
21. LDAF personnel notified to prepare for LDAF emergency response, report as
22. assigned to work station, and to maintain LDAF fleet and equipment, staged ready to respond and stored in a safe location
23. 2-4

H-24

1. ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
2. LDAF CTN Pet Shelters continue to intake & register pets

3. Continue to monitor fuel availability with vendors
4. ASAR teams report for staging, credentialing and preparation.
5. LDAF Fuel teams are activated and deployed to Fuel sites.
6. All LDAF Fuel sites monitor and provide fuel readings
7. LDAF prepare to conduct Agriculture and Food Safety damage assessments
8. LDAF damage assessment teams staged for activation and deployment status reports
9. LDAF facilities prepare for Storm force winds and damage.
10. LDAF fleet and equipment stored in safe location.
11. LDAF receives and stores emergency supplies for ESF 11 function H-Hour
12. ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
13. Onset of tropical storm force winds
14. LDAF Pet shelter teams may be reassigned to response and assessment
15. and may be backfilled by NGO's

H + 12

1. Deploy ASAR teams per request to support LDWF and LANG SAR
2. Coordinate pet identification and transportation with LDWF and LANG SAR operations.
3. LDAF CTN Pet Shelter operations continue
4. LDAF Emergency fuel operations continue

H + 24

1. ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
2. Food Distribution request authorization to release USDA food commodities to disaster organizations pursuant to 7 CFR §250.69 and 7 CFR §250.70; submit orders for additional food commodities as requested through LDAF (USDA Food and Nutrition Service)
3. Emergency Fuel Operations continue to support recovery efforts
4. Conduct Agriculture and Food Safety damage assessments
5. Pet return follows DCFS return of people as allowed by Parish OEP's
6. Demobilization of LDAF CTN Pet Shelters, responders, equipment and supplies

H + 48

1. Start demobilization of pet shelters and return facilities to original use
2. Livestock feeding and watering operations based on assessments and NGO support
3. Emergency Fuel Operations continue to support recovery efforts

APPENDIX 2: LDAF REFRIGERATED TRUCK PET TRANSPORTATION PROTOCOL

1. Activation of Pet Truck Contract
2. Pet transports arrive at LDAF ICP
3. Pet Transport Contractor (PTC) report to LDAF ICP
4. Pet Transport personnel receive LDAF credentials and Transport Placards.
5. LDAF Transportation Branch Director (TBD) and Pet Transport Contractor (PTC) develop and review Pet Transport routes to PPP, Receiving Pet shelters and planned truck ventilation stops.
6. Pet Transport Trucks dispatched to Dixon Correctional Institute
7. PTC dispatch Household Pet transports to assigned locations in receiving parishes.
8. PTC and driver verify that refrigeration unit are in good working condition and have a temperature sensor in the cab of each truck.
9. Pet Transport drivers turn refrigeration units on, and maintain at 70 degrees for the duration (Staging, Loading, Transport and Unloading) of the Household pet transportation process.
10. Pet Transport trucks are required to be ventilated every 1.5 to 2 hours by opening the rear doors and ventilating the truck for at least 30 minutes during transport, loading and unloading.
11. It is critical that the Pet Transport truck remain cool during loading and unloading. One or both of the rear doors may be closed to maintain 70 degrees; however the rear doors must be opened at least every two hours to ventilate the truck for at least 30 minutes.
12. Pets in transport crates are stacked only 2 rows high in pet transport.
13. Driver should check the load to ensure that all pet cages are secured in truck
14. Driver should sign the truck manifest and take the top 2 copies of the pet transport manifest. (*The bottom page of the Truck manifest remains with the local jurisdiction.*)
15. Driver should have in his possession before departure a packet containing the pet transportation request form for each pet loaded on the truck and 2 copies of the truck manifest.
16. The local animal evacuation team leader will check the loaded pets before the doors of the transport are closed and transport truck will depart to receiving shelter.
17. **Pet Transport temperature must be 70 degrees before doors are closed for departure and maintained at 70 degrees for the duration of the trip to the receiving shelter.**
18. Pet Transport driver will notify the PTC, the location and time of departure, the temperature of truck, location of planned ventilation stops and location of receiving shelter.
19. During transport to receiving pet shelter, the driver will stop at least every 1.5 to 2 hours and ventilate the truck for at least 30 minutes. Driver will call PTC to verify transport has stopped to ventilate the truck for 30 minutes and log the transport temperature. (*Care should be taken when rear doors are opened that no pet has gotten out from their cages. Should a pet get loose, notify LDAF TBD immediately.*)
20. Driver should notify PTC upon arrival at the receiving shelter. Upon arrival at the receiving Pet shelter, the driver will give the loading team leader the 2 copies of the truck manifest and the transportation registration forms. Driver should have the manifest signed after the truck is unloaded and keep the second copy of the manifest for his records.
21. Driver will notify PTC when truck is unloaded at the receiving pet shelter. Drivers will be on standby status at that location until instructed by LDAF TBD to prepare for loading of pets for the return trip to receiving parish.
22. PTC will dispatch pet transport to receiving parish where pets will be unloaded.
23. Driver will notify PTC when pets are unloaded and prepare for return to Dixon correctional to unload pet transport crates and other LDAF equipment.
24. Driver will notify PTC dispatcher when truck is empty and return to LDAF ICP to be demobilized.
25. Driver will receive Pet medications from PPP Pet representative, place pet medications in LDAF evidence bag. PPP pet representative and LDAF driver will sign and date Chain of Custody report. The LDAF driver will seal medications in bag and apply evidence tape. LDAF driver will give evidence bag with sealed medication and chain of Custody report to Pet Shelter Manager, upon arrival at LDAF Pet shelter.

PET TRANSPORT DRIVER LDAF EQUIPMENT SIGN OUT/IN FORM

Driver _____ LDAF Placard Number _____
Truck License Plate _____ Trailer License Plate _____
Make/Model of Truck _____
Cell Phone _____ or _____
Beginning Mileage _____ Date _____ Time _____
Ending Mileage _____ Date _____ Time _____

Items Released to Pet Truck Driver: Items Returned by Pet Truck Driver:

Load Bars _____ Load Bars _____
2" X 27' Yellow Ratchet Straps _____ 2" X 27' Yellow Ratchet Straps _____
Pet Transport Crates _____ Pet Transport Crates _____

Pet Transport Driver is responsible for returning these items to LDAF. You will be held accountable for the items not returned.

I have read the above information and I agree to abide by this agreement.

*Print
Name*

Signature _____ Date

Verified by LDAF Transportation Branch

Director

Date

APPENDIX 3: LDAF TRANSPORTATION INCIDENT MANAGEMENT TEAM (IMT) SOP

I. REGISTRATION OF PET

1. First, find LSART if they are present; Look for someone with DCFS, to see if they want to register the people at the table with you as you register their pet OR if the people need to go register with DCFS, before/after registering their pet. Each parish does this differently.
2. Assess if the pet is aggressive or sick...they may need alternative sheltering.
3. Fill out the Transportation and Shelter Intake Form as completely as possible (if vaccinations are unknown owner should fill out to the best of their ability). Enter the unique animal ID (bar code) number given by DCFS or the state (microchip can also be used) for the person's wrist on the form and the animal neck band. Take a picture of the dog using your cell phone and the picture printer. **BE SURE TO GET A GOOD MOBILE NUMBER FOR THE OWNER!!!**
4. Record the owner and animal information of the Truck Manifest for pet Emergency Evacuation form.
5. On the back of the back tags, place the picture of the dog. The owner is then given one of the back tags.
6. Explain to the owner that part of the shelter agreement is that they care for their animals. Any animal not receiving care will be removed by animal control. If for any reason an owner is unable to care for their pet, they are to notify their unit leader so that short-term alternative arrangements can be made.
7. Explain that owners are responsible for the actions of their pets. Owners are responsible for ensuring their pets do not injure anyone.
8. Cats will not be allowed out of cages. Only the family-designated animal caregiver will be allowed to care for the cats.
9. If animal is unfriendly or aggressive, be sure to call the shelter manager where the animal is going to warn them, and write it on the cage paperwork.
10. Give the owner the pink and canary copy of the transportation and shelter intake form.
11. If the animal is a lap pet, please skip to #1 Banding.
12. The green copy of the Transportation and Shelter form, and the back tag with the picture is then placed in a clear page protector and hole punched to the transport cage.
13. If the transport cage is mobile, a piece of duct tape can be placed on the top with the unique ID number (bar code) and the owner's number.
14. The owner should have: the backtag, the pink and canary copies of the transportation forms to retrieve their pet.

II. BANDING THE PET

1. Go to the kennel area designated for banding (usually LSART has this set up)
2. Owner takes animal in on leash and closes the door before banding; ideally allow the owner to do this especially if the animal is not friendly. If they need assistance, we can help. Reminder: band should allow thumbs to slide easily between band and fur
3. If microchips are available and pet does not have one, microchip will be placed and number recorded.

III. LOADING THE PET

1. Allow owner to walk the animal into the truck and load the animal into the kennel designated by the backtag with picture and paperwork.
2. When finished loading all animals, give the truck driver the canary and pink truck manifest copies.

APPENDIX 4: CTN AND MEDICAL NEEDS SHELTER (MNS) SHELTER INFORMATION

I. CTN Parish Neck Band Color (example): Orleans-Blue; Jefferson-Red; Calcasieu-Yellow; Cameron -Not specified; Iberia-Not specified

II. CTN Shelters Predicted Intake/Capacity: Shreveport/Haughton-600 to 800 pets/3,000; Alexandria-1000 to 1500 pets/1,500; Monroe-500 to 1000 pets/1,000; DCI (MNS shelter) -unknown/200; Blackham Coliseum 50 to 100+ ; Lamar Dixon Expo Center-100 +; Mobile Pet Trailer-55 per trailer

III. CTN PET SHELTER ADDRESSES

A. DIXON CORRECTIONAL INSTITUTE (MNS): 5568 Hwy 68 Jackson, LA 70748 #225-634-6290

B. MONROE: Jim Shipp Pavilion Hwy 80 Monroe, LA 71209

C. SHREVEPORT: LDAF Haughton Office 740 Covington Rd. Haughton, LA 71037 #318-949-3225; State Fairgrounds 3701 Hudson St. Shreveport, LA 71109

D. ALEXANDRIA: Woodrow Dewitt Livestock Complex 100 Greg Marshall Alexandria, LA 71302

APPENDIX 4: SHELTER INCIDENT COMMAND STRUCTURE

LDAF will use NIMS-ICS to manage any emergency or disaster sheltering response. The LDAF IC will work with the Companion Animal Branch which provides operational guidance to the CTN shelters. Each CTN shelter is a unique Division of the Companion Animal Branch. An LDAF SMT will manage onsite shelter activities with the Division Supervisor serving as SM. An ICS function called Branch Level Tactical Planning will be used to execute a complex incident, meaning that all activities and resource needs will be determined at the shelter level (Division level) and will be communicated to the LDAF ICP for support and documentation. Overall incident objectives will be set by the LDAF ICP and a daily Incident Action Plan (IAP) will be produced to disseminate response information. Daily tactics meetings will be conducted by the Operations Section Chief at each shelter to determine daily resource needs and shelter assignments. A safety message must be included in each meeting to emphasize safety in all response activities. Short operational briefings must be held at the shelters at the beginning and end of each shift to gather information, to communicate current plans, and to make corrections to any division assignments. This command system will be used instead of Area Command so shelters do not have to produce a daily IAP; but shelters must communicate planning information to the ICP so an IAP can be produced for incident and FEMA documentation and so the ICP can support shelter activities.

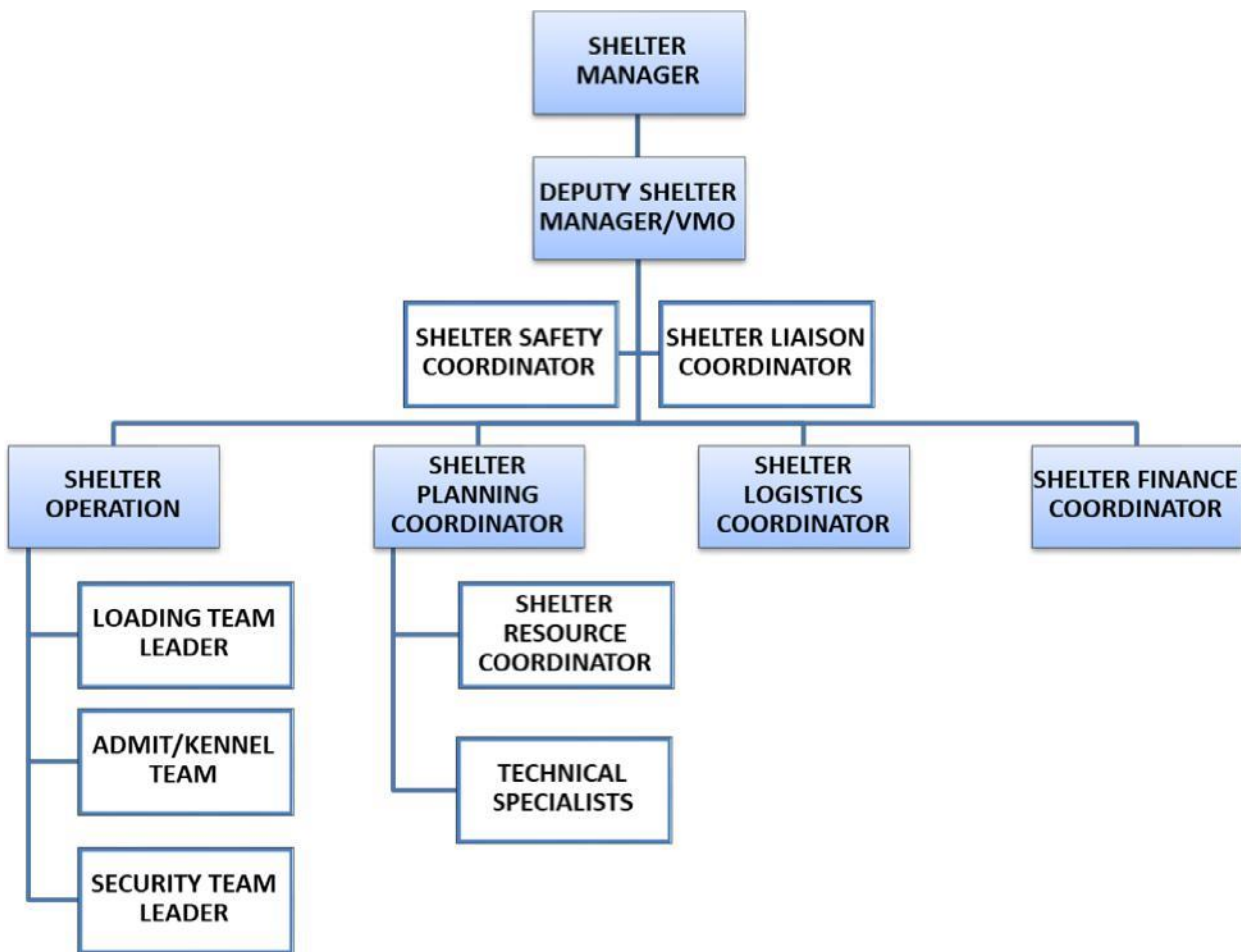


Figure 1. Example ICS Structure for CTN Shelter's in Monroe, Alexandria, Shreveport.

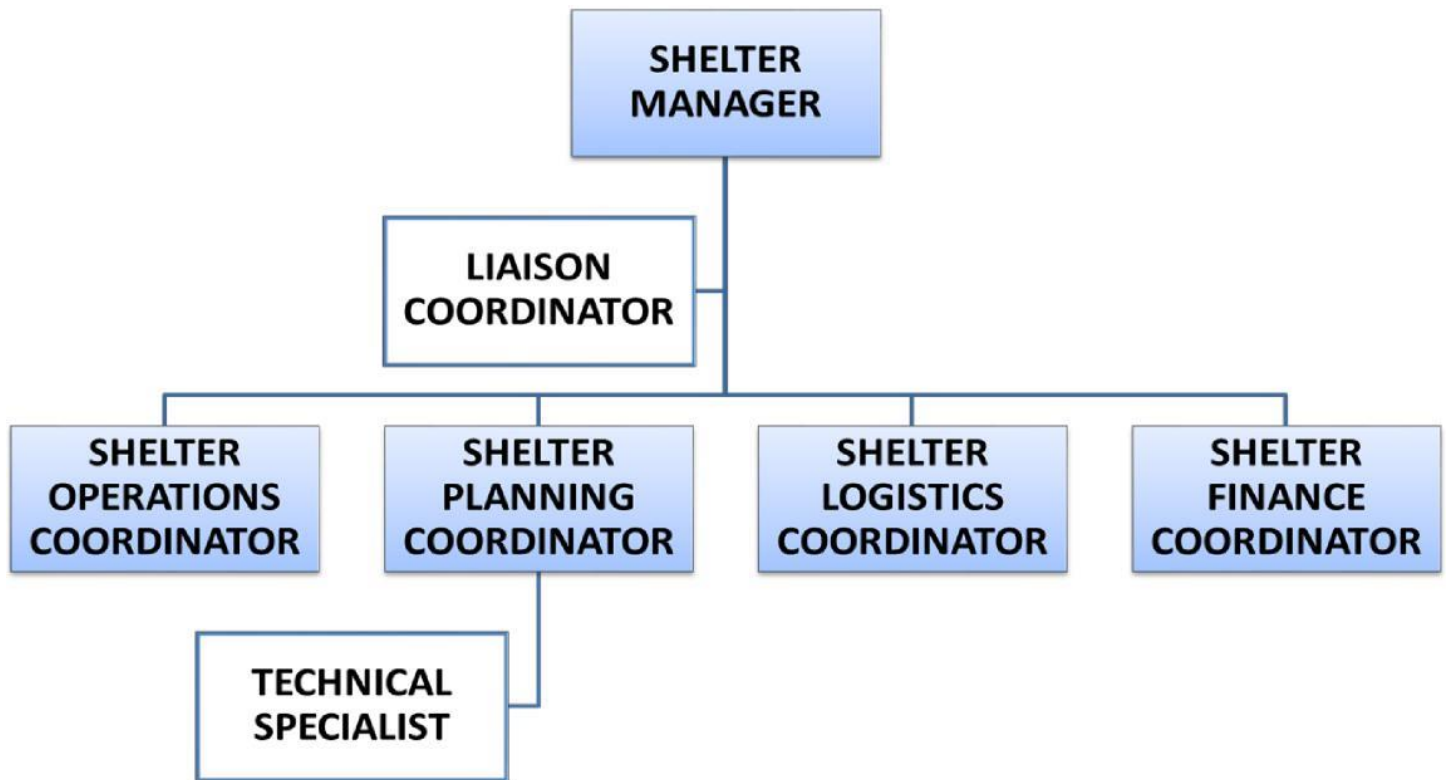


Figure 2. Example ICS Structure for Transition, Mobile Pet Shelter, Dixon Correctional Institute.

APPENDIX 5: BITE PROTOCOL

All animal bites will be reported immediately to the Team Leader, SM, and ACO and will be documented on the Bite Record (AHS 20-27). This transfer of information should occur at every point along the path to the shelter.

Cage/crate should be clearly tagged and information placed in the animal's paperwork as soon as the incident is noted or suspected:

1. "This cage/crate contains an animal that has been involved in a bite."
2. Note date and time of the bite
3. Personal identification of the human bitten should be clearly noted
 - a. Determine the rabies vaccination status of the person who has been bitten
4. Identify any person who observed the bite
5. Note owner of the animal clearly and detail the time/date notification to the owner in the animal's paperwork
6. Note any special circumstances associated with bite

Highlight the vaccination status of the animal. If there is no vaccine history, the animal should NOT be vaccinated until after the 10 day observation period. Any illness noted in the animal during the 10 days must be reported to the parish health unit. Any stray, unwanted dog, cat or ferret that bites a person may be euthanized immediately and the head submitted for rabies examination.

Direct the person bitten to a first aid facility: student health center on campus or their choice of physician. (Inform the physician that you were bitten in an environment where *Clostridium tetani* prevalence might be unusually high – horse arena and barns).

The cage/crate and animal should be placed in an isolation area designated at the shelter.

The animal must remain under observation for 10 full days (as determined by animal control). Other options, such as euthanasia or release to owner, must be pursued in a proper manner. All options are outlined in the Sanitary Code provided by the state public health veterinarian.

Unvaccinated animals will be handled according to the protocol of the receiving parish animal control in consultation with the state public health veterinarian.

APPENDIX 6: CONTRACT VETERINARY SERVICES AND NGOS

LDAF is planning to coordinate with outside (non-governmental) veterinarians to provide CTN pet shelter veterinary care. If available, a veterinarian may be present at initial unloading of pets and for regular shelter clinic hours. The SMs will set veterinary hours as needed at his/her shelter. Responding veterinarians will keep their own records to comply with Louisiana Board of Veterinary Medicine regulations regarding client/patient relationship and to document treatment costs. A copy of this form will be provided to Shelter Plans Sections. Possible resources for this care include: LSART VMC, EMAC, NVRT

APPROVED NGOS

<p>Louisiana State Animal Response Team Dr. Renee Poirrier 8550 United Plaza Blvd., Suite 1001 Baton Rouge, La. 70809 (337) 981-8387, cell (337) 298-1636</p>	<p>International Fund for Animal Welfare Kelly Johnston, US Sr. Project Officer 1400 16th Street NW, Suite 510, Washington, DC 20036 703-819-4991 kjohnston@ifaw.org</p>
<p>Red Rover Beth Gammie Director of Field Services RedRover P O Box 188890 Sacramento, CA. 95818 Cell: 916-216-3677 bgammie@redrover.or</p>	<p>Shannon Walajtys, Director, Disaster Response & Risk Reduction 290 Summer St, Yarmouthport, MA 02675 508-364-7071 swalajtys@ifaw.org</p> <p>Jennifer Gardner, Manager, Disaster Resilience 290 Summer St, Yarmouthport, MA 02675 410-258-8323 jgardner@ifaw.org</p>
<p>American Humane Josh Carey 63 Inverness Drive East Englewood, Co. 80112 303-704-9030 (800) 227-4645, fax (303) 792-9900 joshc@americanhumane.org</p>	
<p>American Society for the Prevention of Cruelty to Animals (ASPCA) Kevin Pigg Manager, Disaster Response; National Field Response Baton Rouge, LA 332-400-7673; Kevin.pigg@aspca.org</p>	


APPENDIX 7: SHELTER ACTIVATION AND READINESS CHECKLISTS

LDAF Pet Shelter Activation Checklist


1. Contact Parish OEP Director
2. Contact Parish Animal Control: aggressive and abandoned animals; quarantine; pet transport; and animal handling; conduct animal handling training; provide additional support
3. Contact Sheriff and /or Dept. of Corrections: inmate labor (pet cage set up, daily cleaning of shelter, etc); security; traffic control
4. Contact local Fire Department: fire extinguishers; paramedics; safety officer; space requirements
5. Conduct pet shelter IMT training on an as-needed basis: position specific training; mock drill
6. Contact LSU Ag Extension County Agent: advise there is a shelter in parish – volunteers needed
7. LNO makes contact with parish LDH, DOTD, DCFS, Red Cross and Wildlife and Fisheries: shelter responder housing and food service; pet owner transport to pet shelter
8. Identify alternative pet shelter sites
9. Contact Pest Control service

Facility Readiness Checklist

1. Check Utilities:
 - a. Water: service provider, plumbing operational and adequate, bathroom facilities operational and adequate, porta-potties.
 - b. Electricity: service provider, operational and adequate for capacity, light bulbs, breakers, outlets, safety check:
 - c. Phone System: land line and service provider, internet connectivity and service provider
 - d. Waste disposal: increase capacity and frequency of service
2. Parking:
 - a. Facilitate loading and unloading of pets
 - b. Sufficient space for pet owners transport
 - c. Lighting
 - d. Safety check
3. Equipment:
 - a. Pallet jack
 - b. Forklift: Maintained, full of fuel, and operational
 - c. Need two certified drivers
4. Local Supplies: shavings, pet food, etc.



5. LDAF Supplies: Logistics Chief inventories supplies on hand and determines supplies needed



Form No.	Form Name
20-20	<i>Truck Manifest for Pet Emergency Evacuation</i>
20-21	<i>Transportation Registration</i>
20-22	<i>Animal Emergency Shelter Admission/Discharge</i>
20-23	<i>Animal Emergency Shelter Agreement</i>
20-24	<i>Failure to Comply Notice</i>
20-25	<i>Daily Animal Care Sheet</i>
20-26	<i>Medications Administration and Owner Communications During Sheltering</i>
20-27	<i>Bite Record</i>
20-28	<i>Rabies Vaccination Needed</i>
20-29	<i>Shelter Owner Log</i>

****Please note that these are abbreviated replicas of the original forms and if you would like an original form please contact LDAF's Planning Section Chief.**



LOUISIANA DEPARTMENT OF AGRICULTURE & - FORESTRY MIICE
STRAIN DVM, COMMISSIONER

Anirrial Health Services, P.O. Box 1951, Baton Rouge, LA 70821-1951, (225) 925-3980, FAX (225) 925-4103

11110101111101111111

TRUCK MANIFEST FOR PET EMERGENCY EVACUATION

Org in: _____ Transport Cycle: _____

Destination: _____

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				

Truck Driver's Signature: _____ Start miles _____ End Miles _____

Transportation Checked by PPP: _____ Page # _____ of _____

Received at Destination by: _____



TRANSPORTATION REGISTRATION FORM

*** YOU MUST PRESENT THIS FORM TO RECLAIM YOUR PET**

Date:	Truck Number:									
Origin PPP/Shelter:	Destination Shelter/PPP:									
Shelter leaving from:	Name:									
Contact Numbers: Cell:	Home:									
Other Contact Number:	Name at Other number:									
Street Address:										
City Address:					Zip Code:					
Region of City:					Parish:					
Photo ID #: <input type="checkbox"/> Yes	<input type="checkbox"/> No	Check Type:		DL	State ID	Passport <input type="checkbox"/> Other				
<input type="checkbox"/> Dog	Cat DSH/DLH	<input type="checkbox"/> Dog	<input type="checkbox"/> Cat DSH/DLH	<input type="checkbox"/> Dog	<input type="checkbox"/> Cat DSH/DLH					
Other		Other		Other						
Name:		Name:		Name:						
Unique ID No.:		Unique ID No.:		Unique ID No.:						
Breed/Type		Breed/Type		Breed/Type						
Color		Color		Color						
Gender	M	M/C	F	F/S	Gender	M	M/C	F	F/S	
Medication(s):			Medication(s):			Medication(s):				
Rabies license #:		None:		Rabies license #:		None:		Rabies license #: <input type="checkbox"/> None:		
Microchip:	Yes	No	Microchip:	Yes	No	Microchip:	Yes	No		
Number			Number			Number				
Owner's Signature			Intake person's initials							

Owners are responsible for caring for their pets at the shelters. Failure to care for your pet or make arrangements to have your pet cared for will result in removal of your pet from the shelter to the local animal control facility.

***Special arrangements have been made for special need's owners with pets.**

I hereby agree to indemnify, defend, and hold harmless the federal government and all of its agencies, the State of Louisiana and all of its agencies, all associations, corporations, governmental agencies, individuals, and organizations involved in rescuing, transporting, caring and sheltering, registering and reunifying my pet, and their directors, officers, employees, agents, and representatives from and against any and all losses, liabilities, demands, suits, judgments and claims, including reasonable attorneys' fees, made against or incurred by the above named parties as a result of the rescuing, transporting, registering, sheltering, reuniting, or otherwise caring for, handling, keeping, or maintaining my pet as a result of the declaration of emergency or disaster that has caused the need for such action. This indemnification and hold harmless clause shall not apply to willful or intentional acts of the named parties.

Pet Owner's Signature

Pet Owner's Printed Name

Date



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY MIKE STRAIN DVM,
 COMMISSIONER
 Animal Health Services, Suite 4000, Baton Rouge, LA 70806 (225)925-3980, FAX (225) 925-4103

CAGE's #

TRANSPORTATION AND SHELTER INTAKE FORM

YOU MUST PRESENT THIS FORM TO RECLAIM YOUR PET

Shelter Location: _____

Owner given Agreement

Transportation Information: (Completed at Point of Origin)

Origin # 1 PPP/Shelter:	Date:	Truck #:	Origin #1 PPP Shelter:	Date	Truck #:
Origin # 2 PPP/Shelter:	Date:	Truck #:	Origin #2 PPP Shelter:	Date	Truck #:
Origin # 3 PPP/Shelter:	Date:	Truck #:	Origin #3 PPP/Shelter:	Date	Truck #:
Origin # 4 PPP/Shelter:	Date:	Truck #:	Origin #4 PPP/Shelter:	Date	Truck#:
Name:		Cell Phone:		Other Phone:	
Street Address:		City:	State:	Zip:	Parish:
Photo 1D#:		Check Type: <input type="checkbox"/> DL <input type="checkbox"/> State 1D <input type="checkbox"/> Passport <input type="checkbox"/> Other			

Pet Information: (Completed at Point of Origin)

O Dog O Cat DSH/ DLH O Other	O Dog O Cat DSH/ DLH O Other	O Dog O Cat DSH/DLH O Other
Name:	Name:	Name:
Unique 1D No:	Unique ID No:	Unique ID No:
Microchip:	Microchip:	Microchip:
Breed/Type Color	Breed/Type Color	Breed/Type Color
Gender M MIN F F/S	Gender M M/N F F/S	Gender M M/N F F/S
Medication(s):	Medication(s):	Medication(s):
Rabies license #: None:O	Rabies license #: None:O	Rabies license #: None:O
Owner's Signature	Intake person's initials:	

Shelter Intake Information: (Completed by Shelter Worker)

Name:		Driver's License #:
Address:		
City:	State:	Zip:
Cell Phone	Other Phone 1:	Other Phone 2:
Please list anyone authorized to care for your pets while they are here at the animal evacuation shelter. <i>(*No one under 18 years is allowed in the animal living quarters)</i>		
Name:	Relation to Owner:	
Name:	Relation to Owner:	

I understand that I am totally responsible for the care of my pets while I am using the facilities. I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I further agree to indemnify any persons or entities that may have suffered any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I also agree to follow the pet area rules while I am here. Any abandoned animals will be taken to the nearest local animal shelter.

I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s). I understand that if I fail to feed walk, clean care for my pet and sign the animal care sheet twice daily my pet will be considered abandoned and be removed from the shelter.

Admission Date

Owner/Agent for pet(s)

Discharge Date

Owner/Agent for pet(s)

ANIMAL EMERGENCY SHELTER AGREEMENT AND RULES

Understand that emergencies exist and that limited arrangements have been made to allow myself, family, and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement, and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier except at scheduled times. During scheduled relief time, my pet will be properly controlled with a leash, harness, and muzzle (if necessary). Scheduled times will be strictly followed.
2. I agree to properly feed, water, clean, and exercise my pet and sign the pet care sheet twice per day, before 10:30 a.m. and 6:00 p.m. I understand that failure to comply with this rule may result in removal of my pet from the shelter.
3. I agree to properly sanitize the area used by my pet, including proper disposal and disinfecting.
4. I certify that my pet is current on rabies vaccinations. Rabies vaccination is required of all pets in the shelter. I understand that if I cannot provide proof of rabies vaccination, a rabies vaccination will be administered to my pet and I may be asked to cover these costs. I understand that Canine Distemper, Parvovirus, and Bordetella, and Feline Rhinotracheitis are recommended vaccines and may be available for a fee.
5. There are designated "living areas" for residents and designated "living areas" for cats and dogs. Residents may NOT bring their cat or dog to the "residents living areas." Only one person per household will be allowed to enter the cat or dog living quarters. No one under 18 years of age will be permitted in the animal living quarters. I will not permit other shelter occupants to handle or approach my pet either while it is in its carrier or during exercise time. I agree not to handle or approach other shelter occupant's pet.
6. I will maintain proper identification on my pet and its carrier at all times and I will carry proper identification for myself (picture id) to be allowed into the shelter to care for my pet.
7. I acknowledge that my failure to follow these rules may result in the removal of my pet. I further understand that if my pet becomes unruly, aggressive, show signs of contagious disease, is infested with parasites, or begins to show signs of stress-related conditions, my pet may be removed to an isolated location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the Shelter Manager whose decisions are final.
8. I certify that my pet has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.
9. I understand that any pet found abandoned or without owner within the shelter, will result in the animal being relocated to the nearest animal control facility with final disposition left to the discretion of the animal control facility.
10. Owners are responsible for caring for their pets at the shelters. Failure to care for your pet or make arrangements to have your pet cared for will result in removal of your pet from the shelter to the local animal control facility.
11. I consent to medical treatment for my pet in the event of an emergency during transport and sheltering.

Special arrangements have been made for special need's owners with pets.

AN ANIMAL IS CONSIDERED ABANDONED WHEN THE OWNER HAS FAILED TO TAKE CARE OF AND SIGN THE ANIMAL CARE SHEET FOR 48 HOURS. If the owner fails to care for the animal for 48 hours, that animal will be removed from the shelter and sent to the nearest animal control facility.

I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s).



FAILURE TO COMPLY NOTICE

You, the pet owner, are receiving this notice because of a break in the ANIMAL EMERGENCY SHELTER AGREEMENT to provide the care required to your pet. The checked box below details the reason for this notice and written below is the corrective action taken by the Head of Operations and Shelter Manager.

- 1. Your pet was not cared for by the designated family member or an assigned replacement for at least 48 hours.
- 2. Your pet's medical condition was not reported on admission in the Animal Emergency Shelter Admission/Discharge Form.
- 3. Other rule (please describe):

Corrective Action:

Approved by: _____

Title: _____

Shelter Worker's Signature and Date:

Owner's Signature and Date:



DAILY ANIMAL CARE SHEET

Pet Name: _____ Cage #: _____ Unique ID #: _____

Legend: F = Food W = Water **E = Eating** Y or N UR = Urine **BM = Bowel Movement** CC = Cage Cleaned
Walked = 20 min + Dogs are to be walked by legal owners or agent only. Cats should only be removed from cages with caution.

Date	Shift	Care							Checked By		Note
		F	W	E	UR	BM	CC	Walk	Owner	Volunteer	
	AM										
	PM										
	AM										
	PM										
	AM										
	PM										
	AM										
	PM										
	AM										
	PM										
	AM										
	PM										
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LOUISIANA DEPARTMENT OF AGRICULTURE FORESTRY
 MIKE STRAIN DVM, COMMISSIONER
 Animal Health Services, P.O. Box 1951, Baton Rouge, LA 70821-1951, (225) 925-3980, FAX (225) 925-4103



BITE RECORD

Name of owner:	
Contact number(s):	
Person bitten:	
Contact number(s):	
Location of bite on body:	
Date of bite:	
Time of bite:	
Cage #:	
Name of animal:	
Unique ID #:	
Breed / Age:	
Quarantine location:	
Date quarantine starts:	
Date quarantine ends:	

 Shelter or Ag. Officer Signature

 Shelter or Ag. Officer Printed Name

 Date



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