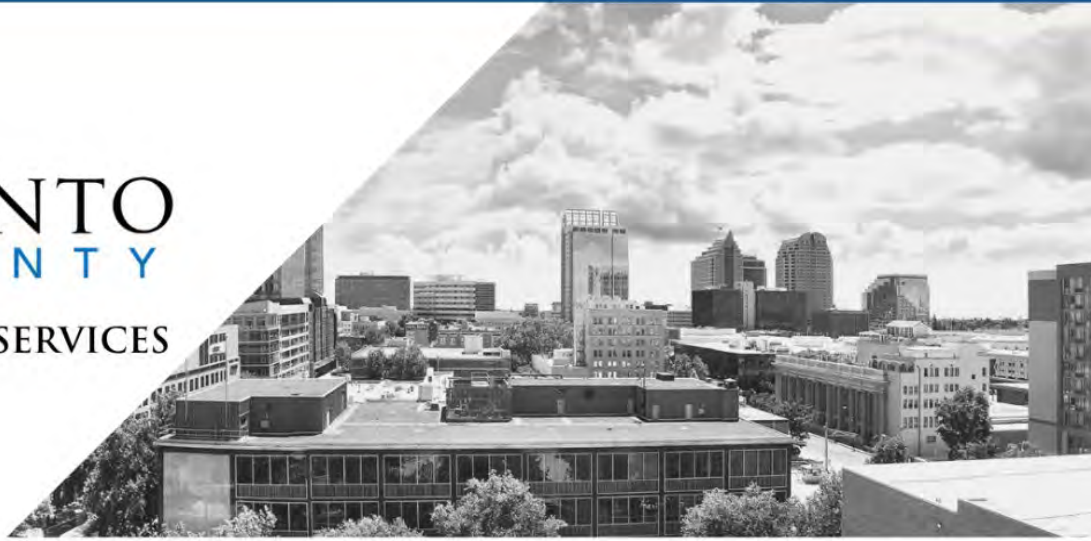


# SACRAMENTO COUNTY

OFFICE OF EMERGENCY SERVICES



## Animal Sheltering Annex



Final Draft  
February 15, 2020

## Table of Contents

<b>HANDLING INSTRUCTIONS</b> .....	<b>4</b>
<b>RECORD OF CHANGES</b> .....	<b>5</b>
<b>INTRODUCTION</b> .....	<b>6</b>
Purpose .....	6
Whole Community Approach .....	7
Intended Audience .....	7
People with Disabilities and Access and Functional Needs.....	8
Assumptions.....	8
Types of Animals.....	8
<b>ROLES AND RESPONSIBILITIES</b> .....	<b>9</b>
Sacramento Operational Area.....	9
Sacramento County Animal Care and Regulation .....	9
Other Animal Control Agencies .....	10
Sacramento County Agricultural Commissioner.....	10
Sacramento County OES .....	10
Sacramento County Public Health .....	10
Law Enforcement.....	11
Sacramento County Fire Agencies .....	11
Cities.....	11
Local Animal Control Agencies, Shelters and Hospitals .....	11
American Red Cross.....	11
California Veterinary Medical Reserve Corps .....	12
Community-Based Organizations and Non-Government Organizations.....	12
<b>Concept of Operations</b> .....	<b>13</b>
Activation Authority .....	13
Protocols for Animal Shelters .....	14
Large Increase in Shelter Population .....	16
Euthanasia Priorities.....	16
Carcass Disposal.....	16
Shelter Set Up.....	17
Animal Intake.....	17
Registration and Identification .....	17
Health & Safety .....	18
Facility Safety and Security .....	18
Animal Care .....	18
Cleaning.....	19
Feeding.....	19
Animal Transportation.....	20
Livestock Management.....	22
Commercial Animal Agriculture Operation Access.....	22
Animal Documentation Guidelines .....	23
Utilization of Animal Rescue Volunteers .....	24
<b>DEMOBILIZATION</b> .....	<b>24</b>
Shelter Closures .....	24
Redistribution of Supplies.....	25

**Removal and Disposal of Animal Carcasses ..... 25**  
**Procedures for Unclaimed Animals ..... 25**  
**Final Data Collection..... 26**  
**ANNEX MAINTENANCE ..... 26**  
**Annex Distribution..... 26**  
**Annex Updates ..... 26**  
**Annex Testing, Training, and Exercises..... 27**  
**AUTHORITIES AND REFERENCES ..... 28**  
**ATTACHMENTS ..... 29**

## **HANDLING INSTRUCTIONS**

1. The title of this document is the *Sacramento Operational Area (OA) Animals in Disaster Annex*
2. The information gathered herein is to be used for training and reference purposes within the Sacramento OA. Reproduction of this document, in whole or in part, without prior approval from the Sacramento County Office of Emergency Services is prohibited.
3. Alternative formats (e.g. Large Print) can be made upon request with the point of contact below.
4. Point of Contact:

### **Sacramento County Office of Emergency Services**

*MARYJO FLYNN NEVINS*

OES Coordinator

(916) 874-4671

[FlynnM@saccounty.net](mailto:FlynnM@saccounty.net)

## RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

REVISION NUMBER	ENTERED BY	DATE	REVISION NUMBER	ENTERED BY	DATE
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

## **INTRODUCTION**

Sacramento County is home to a wide array of disasters such as floods, fast moving grass fires and severe weather. It has become widespread knowledge from past disasters that often people will not evacuate their homes unless they can bring their pets and livestock with them. For many people, pets are considered a member of the family. No one wants to leave animals behind, and when asked to do so, many owners will risk their own lives and the lives of others to save their animals. When people are unwilling to enter a shelter, or refuse to evacuate during an emergency, they remain at risk and place rescue workers at risk. Additionally, many who own livestock are not prepared with specialized transport and holding areas, which may be difficult or impossible to arrange during a disaster.

Disaster preparedness strategies for pets and livestock safety must be in place before a disaster occurs. Disaster preparedness for animal safety can reduce undue loss and suffering of animals, which lessens additional trauma to victims already suffering from the disaster. State and local governments are increasingly realizing that planning for the evacuation and sheltering of animals in any disaster is essential to the well-being of all residents.

The Sacramento County Animals in Disasters Annex is designed as a countywide document to be annexed to the Sacramento County Emergency Operations Plan. This Annex will provide an overview and guidance for the care and sheltering of animals following a major disaster. This Annex can be adapted for local jurisdictions within Sacramento County.

The planning for this Annex was largely completed by review of statewide and national Animals in Disaster Committees, and groups representing public, private and non-profit animal care agencies throughout California and the United States. The various committees and templates have provided guidance and resources for the development of this plan.

### ***Purpose***

This Annex is designed to assist the Sacramento Operational Area in preparing for the care and sheltering of animals before, during and after a disaster. This document outlines guidance for the care and sheltering of animals throughout the County in a major disaster.

The purpose of this Annex is to:

- Provide standardization for protocols and practices for evacuating and sheltering animals in a disaster in Sacramento County and its local jurisdictions;
- Provide direction for the overall coordination of resources for animal care in the OA;
- Ensure the planning for animal care is included within and consistent with the Standardized Emergency Management System (SEMS) and the National

- Incident Management System (NIMS), both in the County/OA and in the field;  
and
- Identify key players and resources for sheltering animals in a disaster.

### ***Whole Community Approach***

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This Annex supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities, the elderly, and people with other access and functional needs;
- Engage and empower all parts of the community to assist in all phases of the disaster cycle; and
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this Annex was developed with the guidance of representatives from the OA cities and representatives from county departments, law enforcement, fire services, emergency management, the access and functional needs communities, and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community. Community resiliency consists of three key factors:

- The ability of first responder agencies (e.g., Emergency Medical Services (EMS), fire, and law) to divert from their day-to-day operations to the emergency effectively and efficiently;
- The strength of the emergency management system and organizations within the OA, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems; and
- The civil preparedness of the OA's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the OA on improving the region's resiliency.

### ***Intended Audience***

The intended audience for this document are the agencies and jurisdictions within the Sacramento OA that have a role in ensuring animals are evacuated, cared for and returned home in a disaster.

### ***People with Disabilities and Access and Functional Needs***

In a catastrophic event, it is expected that alert and warning protocols will be in place to address and meet various access and functional needs, particularly as they relate to the ways in which messages are conveyed to the general public such as in another language, for the deaf and or hard of hearing, the blind, elderly and many other formats. Some of the methods available are as follows:

- TTY/TTD;
- Font size;
- Color analyzer;
- Sound & vibrations;
- Flashes;
- Use of attachments (video);
- 508 compliance (use of screen-readers);
- Posting of accessible electronic content, documents, and videos; and
- Video relay as an option.

### ***Assumptions***

In disasters, the first priority is the protection of life, property and the environment. This has not historically always included planning for the coordinated response for the evacuation, care and sheltering of animals. Based on previous experiences with disaster and local planning efforts, the following planning assumptions are made regarding animals in disaster:

- Local resources within Sacramento County will be very limited the first few days following a major disaster
- Many residents assume government resources will be available to rescue them and their pets in an emergency
- Most pet owners do not make evacuation plans and have not stockpiled resource and supplies to care for their pets
- Evacuation orders may not give information about taking pets
- A percentage of pet owners will fail to evacuate because of their animals
- Many pet owners will arrive at human shelters with their pets
- Some pet owners, especially those with livestock, will leave pets behind
- Service animals will be allowed in human shelters
- All other pets and animals will typically not be allowed in human shelters
- A large number of animals will need shelter and will arrive without provisions
- Many owners will be separated from their animals because of the disaster
- Animals will arrive at shelters without medical history
- There will be an increased danger of disease and contamination

### ***Types of Animals***

The California Animal Response Emergency System (CARES) defines “animals” as “affected commercial livestock, companion animals, exhibition animals, captive wildlife, and exotic pets.” This definition is used for state level response activities.



Service animals, defined by the American with Disabilities Act (ADA) as guide dogs, signal dogs and other animals trained to provide assistance to individuals with disabilities are exempt from restrictions with regards to facility and transportation access.

For the purposes of the protocols outlined in this Annex, animals will be categorized by the following species:

- Dogs and cats
- Rabbits/small mammals
- Reptiles/amphibians
- Domestic/exotic birds
- Horses/equine
- Chickens/other fowl
- Livestock/farm animals
- Other exotic pets

## **ROLES AND RESPONSIBILITIES**

### ***Sacramento Operational Area***

Serving as the lead for the County/OA, the County of Sacramento is responsible for coordinating and managing resources in the County during a disaster. The County is the primary point of contact for allocating resources within the jurisdictions of Sacramento County and requesting resources from the state.

The Operational Area (OA) includes all the cities and special districts such as schools, water and reclamation districts. Both within the EOC and at the scene of the disaster, the Incident Command System (ICS) will be used to manage response activities.

The County has **one** mobile animal shelter trailer that may be deployed in support of local operations throughout the County. The allocation and deployment of these resources will be determined by the County and coordinated by the EOC.

### ***Sacramento County Animal Care and Regulation***

- Develop and maintain a plan for coordinating animal search, rescue, and evacuation.
- Develop and maintain a plan for large animal care and shelter in coordination with the Agricultural Commissioner.
- Coordinate notification of other team members during an emergency.
- Assess the magnitude of the impact of the incident on animals, and assess response activities, and resources status. Regularly report status to the Sacramento county EOC.

***Other Animal Control Agencies***

- Conduct search, rescue, and transportation of cats and dogs as required by an emergency.
- Keep Sacramento County Animal Care and Regulation informed of response activities.
- Request assistance from Sacramento County Animal Care and Regulation as needed.

***Sacramento County Agricultural Commissioner***

- Assist in educational efforts to notify livestock industries of preparedness and response procedures.
- Maintain a list of resources and personnel available to assist local and state jurisdictions in the response and recovery phases in emergencies affecting significant numbers of livestock.
- Assist in providing coordination of information with state and federal agencies.
- Determine high-density animal populations at high risk in the event of an emergency.
- Coordinate with the Animal Care and Regulation and the American Red Cross in developing a plan and priority in transporting animals to animal care facilities when owners are evacuated to shelters.

***Sacramento County OES***

- Integrate messages and information regarding animal owner preparedness into disaster preparedness training and education.
- If necessary, in coordination with Animal Care and Regulation, establish a call center number for animal retrieval and other animal-related information.
- Serve as liaison between local jurisdictions and response agencies, CalOES and other appropriate state and federal agencies for requesting resources when the capabilities of local response agencies are exceeded.
- Integrate the concepts of operation in this plan into emergency management training programs as appropriate.
- Debrief participants and prepare after action reports.

***Sacramento County Public Health***

- Track notifiable and reportable conditions in animals that lead to human disease
- Act as liaison to California Department of Public Health.
- Advise on human health issues and procedures for management of animal wastes and dead animals.
- Provide recommendations to assure adequate vaccination of animal care workers when available

### ***Law Enforcement***

- Provide personnel and equipment resources as available and only after human health and safety issues have been fully addressed.
- Coordinate with Animal Care and Regulation and other animal rescue responders in the management of animal search, rescue, and evacuation operations.
- As resources allow, provide law enforcement support for road closures, operating isolation facilities, decontamination operations, animal depopulation actions, and closing feedlots.
- Provide personnel in restriction of entry into the restricted or quarantined area.

### ***Sacramento County Fire Agencies***

- Provide personnel and equipment resources as available and only after human health and safety issues have been fully addressed.
- Provide support to animal control agencies in rescue of trapped animals.

### ***Cities***

Local government is often the first point of contact for residents needing help or services in an emergency. Local government may have limited capacity or resources to meet the needs of evacuating and sheltering animals in a disaster. Some jurisdictions in Sacramento County have animal response plans, animal shelters and animal control divisions and/or officers. Through their city EOC, local jurisdictions, may request assistance from the County/OA EOC with setting up temporary animal shelters.

City government staff may also help provide services, such as communications, animal control resources or volunteer coordination to assist with countywide response efforts.

### ***Local Animal Control Agencies, Shelters and Hospitals***

In Sacramento County, there are government, non-profit and private animal shelters and animal care facilities. During response efforts, many of these organizations may request the activation of this Annex to support local response efforts. If it is a city agency, the request will come through their local EOC. If is from a private or non-profit organization (for example, the Humane Society of Sacramento) the request will be directed to the County EOC Animal Services Coordinator to determine availability and allocation of County resources in response to the activation request.

### ***American Red Cross***

The American Red Cross (ARC) provides shelter and mass care services to residents throughout Sacramento County. ARC generally assumes the responsibility to help government with care and shelter operations. Initially in a disaster, some shelters may be opened by ARC and some may be opened by city/county staff and then turned over to ARC as additional resources become available to help with local

response. The ARC liaison in the EOC will coordinate with other agencies. In the EOC, the ARC Liaison will work with the County Animal Care and Regulation to co-locate animal shelters with human shelters as much as possible to minimize the added stress of separating pets from their owners. Sacramento County Animal Care and Regulation in partnership with the ARC has pre-identified locations for potential animal shelters to accommodate both companion and large animals.

***California Veterinary Medical Reserve Corps***

The California Veterinary Medical Reserve Corps (CAVMRC) provides guidelines for disaster preparedness sheltering and veterinary care of animals. They also operate local networks that serve as preparedness and response resources to OAs. The CVMRC Program consists of a network of veterinary professionals who are prepared to provide veterinary care for rescue, evacuation, treatment and shelter of animals. In the event of an emergency or disaster a request is made to activate the CVMRC all coordination of these assets is made through the jurisdictional authority. The CVMRC is called upon to assist in the response and provide expertise from the veterinary standpoint.

***Community-Based Organizations and Non-Government Organizations***

Community Based Organizations (CBO) and Non-Government Organizations (NGO) are integral to disaster response. Sacramento County Animal Services maintains an ongoing list of CBOs and NGOs that offer services and resources in the County/OA for the protection and well-being of animals as well as those that operate volunteer networks which may be available to assist local disaster efforts.

## **Concept of Operations**

Sacramento County recognizes the critical importance of coordinating animal evacuation and shelter services during the response to an emergency or disaster. When the Sacramento County/OA EOC is activated, the Animal Unit in the Operations Section, Care and Shelter Branch may be activated to support city or county response operations. The EOC Animal Coordinator will serve as the single point of contact on all animal issues in the OA. This position is staffed by the Sacramento County Department of Animal Care and Regulation or designee. The Sacramento County OA EOC's Animal Coordinator will employ one or more of the following response strategies to meet the needs of animals and the broader community in disaster:

- Work with the Public Information Officer (PIO) to disseminate information to the public regarding the evacuation and care of animals
- Coordinate the evacuation of animals, as needed and as possible, and manage access by animal rescue staff to restricted areas.
- Coordinate resources within the OA to support local jurisdictions
- If resource needs cannot be met with resources within the OA, coordinate resources requests in accordance with SEMS/NIMS operating procedures
- Assess the status of animal shelters site options and establish additional locations as needed in coordination with the Mass Care Coordinator in the Op Area EOC
- Coordinate and provide information for Public Health decisions
- Coordinate the deployment of county mobile shelters and field operations resources
- Identify and coordinate veterinary service needs
- Assist with identification of vendors for procurement of animal supplies with the Logistics Section in the Op Area EOC
- Coordinate agriculture related activities, such as response, sheltering, and feeding of livestock with the ESF-11 Coordinator

### ***Activation Authority***

The activation of this Annex shall be at the request of the local animal control and/or initiated by the Director of the County of Sacramento Department of Animal Care and Regulation or designee. Coordination with the Sonoma County EOC/Operational area activation will be coordinated directly via the Director of Animal Care and Regulation and OES Management.

### **County EOC**

The County/OA EOC is activated when a disaster occurs to coordinate resource requests, resource management and information sharing. The County/OA EOC is staffed by county employees with emergency responsibilities, as well as representatives from other agencies and jurisdictions. The Animal Unit is normally activated when the EOC is fully activated or when needed. City EOCs.

## City EOCs

A city can activate the city EOC in response to local events. A city animal control agency may request the activation of this Annex to support local response operations. City plans may call for an animal control representative to be present when its EOC is activated.

On scene, the respective animal control agency is responsible for animal care and control operations. If the scope of an incident is large enough to overwhelm the initial responding animal control agency, that agency would expand operational procedure and activate this Annex. The request for activation of this Annex would flow from the field to the city EOC to the County/OA EOC.



## Protocols for Animal Shelters

### Managing and Prioritizing Shelter Population and Evacuation

Depending on the damage to existing shelters, it may be necessary to evacuate animals to a temporary shelter or other interim location. Animals should be removed in an order that is in the best interest of the animals, the public, and the shelter. Examples of types and suggested priorities are as follows:

- Owned animals in the veterinary clinic. Animals currently in surgery or pre- or post- operative care have the highest priority.
- Owned friendly dogs (non-aggressive dogs with known owners). If the shelter contains a boarding facility, boarded animals take precedence over impounded animals.
- Owned friendly cats (non-aggressive cats with known owners). If the shelter contains a boarding facility, the boarded animals take precedence over impounded animals.
- Adopted animals in the veterinary clinic (adopted animals in the clinic for spaying or neutering).
- Shelter animals in the veterinary clinic. Un-owned animals in the clinic should be the last evacuated from the veterinary portion of the facility.
- Animals in rabies quarantine. These animals should be evacuated with care and only by qualified shelter staff. Quarantined animals should have as little contact with each other as possible, and when possible should be evacuated to a confined area, away from other shelter animals.

- Stray friendly dogs (healthy dogs that are on stray hold and may be claimed by the owner).
- Stray friendly cats (healthy cats that are on stray hold and may be claimed by the owner).
- Injured friendly animals (injured animals that are on stray hold and may be claimed by that owner).
- Un-owned dogs (dogs that were surrendered or whose legal hold has expired). Dogs in adoption wards should be evacuated first, followed by those awaiting availability to the public.
- Un-owned cats (cats that were surrendered or whose legal hold has expired). Cats in adoption wards should be evacuated first, followed by those awaiting availability to the public.
- Aggressive dogs and cats. These animals should be evacuated with care and only by qualified staff.
- Animals with legal pending. Aggressive animals with legal pending and/or in protective custody should be evacuated only by qualified staff.
- Sick dogs and cats. These animals should be confined to an area separated from other evacuated animals when possible.
- Livestock. Livestock is to include Equine, Cattle, Goats, Llamas, Emu, Pig, and or other clove footed animals. Livestock should be evacuated beginning with owned animals, followed by healthy animals, and then injured or sick animals.
- Poultry/Birds. Chickens, Laying hens, peacocks and other domesticated birds.
- Other species of domestic animals, including small domestic animals such as rabbits, other pet rodents, reptiles, and amphibians. Owned legal pets should be evacuated first, followed by healthy animals, and then injured or sick animals. Pets that are illegal in California, such as ferrets, should be the last of the domestic animals to be evacuated.
- Wildlife. Wildlife priorities should be based on both health and how well the animals can be handled while in custody.
- Industry (facilities are responsible for maintaining their own emergency plans).
- **Lab Animals (currently there are XX facilities in Sacramento County)**

### ***Large Increase in Shelter Population***

If a shelter has not been affected by the incident, immediate preparations should be made to house a large increase in animals. When possible, animals in the shelter prior to the incident should be evacuated so they will not share wards with incoming animals. This is especially important in an emergency in which the potential for the spread of disease is significant, such as flooding. A second dog may need to be housed with a single dog, but more than two dogs should not be housed together unless absolutely necessary. Generally speaking, cats should not be housed in the same cage unless they were previously housed together, and if there is sufficient space within the cage. Sick animals in the shelter before the incident should not be mixed with the general population, but it may be necessary for bite quarantine animals, protective custody/legal pending animals, and strays and adoptable animals to be housed together. After animals have been evacuated, empty kennels should be cleaned with pressurized water and bleach and supplied with water, food, and beds or blankets.

### ***Euthanasia Priorities***

If animals are arriving at a shelter faster than they can be transferred to other facilities, some animals may need to be euthanized, based upon their health condition. Animals should always be scanned for a microchip before being euthanized. The decision to euthanize must be made by the highest ranking manager available at the animal control facility. Considerations that must be taken into account with euthanasia are as follows:

- The psychological impact on all involved
- Jurisdictional authority
- In the case of an infectious disease outbreak and mass depopulation, what additional resources will be needed and how the process will be managed

In the event of euthanasia, documentation is necessary to include animal description, photo to ensure proper identification. Euthanasia may only be performed by a veterinarian, trained veterinary technician or certified euthanasia technician using standard and accepted euthanasia protocols. The only exception to this would be a humane direction provided by a veterinarian for use of a firearm. **Firearms are only utilized by State Humane Officer or other trained Peace Officers.**

### ***Carcass Disposal***

Proper disposal of animal carcasses is critical in:

- Preventing the spread of disease in other animals
- Potential contamination
- Public health to avoid potential harmful environmental effects



Dumpsters or 55-gallon drums are to be utilized for disposal of animal remains. Drums are to be maintained in a secure, separate location away from the healthy animals. Pending the conditions of the disaster, a rendering service will be coordinated for pick up. If an option, drums are suggested to be placed in a refrigeration unit ordered specifically for the animal remains.

### ***Shelter Set Up***

The sheltering capability is a large and complex component of the overall disaster response. Some major aspects of sheltering include intake, triage, routine care, veterinary care, biosecurity, inventory control, communication with the public, and owner reunification.

Shelter set up is dependent upon the type of disaster and types of species being sheltered. There are 4 types of emergency animal shelters:

- Co-located Shelter: shelters in which people and their pets are kept together
- Proximate Animal Shelter: shelters located near human shelters
- Open Shelter: shelters in which both “owned” and “non-owned” animals are cared for. This includes existing animal shelters.
- Shelter in Place: keeping animals, primarily livestock, where they are while delivering food and veterinary care.

After the decision has been made to activate a temporary animal shelter, the EOC will select the location(s). Decisions will be based upon the type of disaster, scale of disaster and available options for one or more sheltering locations. Section Chiefs should then work together to staff the shelter, supply it adequately, and notify the public and media that it is available. The Safety Officer should inspect the facility and its grounds for safety issues. The Operations Section Chief should assign shelter positions to staff and volunteers, create staffing schedules, obtain the appropriate forms, and create a task list for setting up the shelter.

### ***Animal Intake***

Intake processes are crucial at the beginning of all animal sheltering. Tracking animals from the first contact through the process is of the utmost importance. Each step in the process from intake to exit must be tracked and documented. Depending on the type of shelter or animal that is coming to the shelter the steps may vary, however the concept of emergency sheltering and animal tracking will be similar in all instances. The necessary steps are as follows:

### ***Registration and Identification***

The intake process initiates the registration and care of animals. Animals may be brought in by the owner, in person; by a third party; or by an unknown owner. A full description of the animal will need to be documented to include species and breed, gender, color and other information used to identify the animal. The description

along with any available identification needs to be recorded and kept in the animal's file. Types of identification can include collars, tags, licenses, microchips or tattoos on ears or bellies. Each animal should be photographed upon intake (minimum of 2 photos to include a face and profile shot). Cats and dogs without a microchip should be implanted with one during intake and documented.

### ***Health & Safety***

Paid shelter staff will need to handle animals that may have been bitten within the last ten days; have been reported as aggressive by the owner; shows signs of aggression; are extremely difficult to handle; or shows signs of physical pain. These animals may need to be kenneled immediately.

Immediate medical concerns can be detected by examining the eyes, ears, skin, teeth, nose and paws. Animals with contagious or zoonotic conditions should receive prompt attention. Animals should be vaccinated according to the instructions from the veterinary staff.

### ***Facility Safety and Security***

While animals need adequate exercise and socializing, it is important to maintain a safe and secure facility. The safety and security of a facility can be affected by a large number of unskilled volunteers and untrained owners. Volunteers who care for and feed the animals need to be well-oriented to the shelter's procedures and protocols. Examples of potential problems include overfeeding, under cleaning and trying to handle large or unruly dogs.

### ***Animal Care***

The manager of a temporary shelter should determine who may have access to the animals. Although it may not be possible to have locks on every cage and kennels, creating identification system for volunteers who may remove animals from holding areas is necessary.

All animals should be housed with their identification documentation and an Animal Care Log, which is used to record feedings, cleaning, and socialization. The Animal Care Coordinator should create protocols for determining which animals can be taken out of their cages or kennels, how much time they may be out, which activities are allowed, and the labeling system on the cage or kennel that is used to indicate that an animal is out. The Animal Care Coordinator should physically count the animals on the premises at least twice a day and document in the log. Counting can quickly identify animals that may be improperly housed or missing. Although a temporary shelter is a 24-hour operation, animals need periods of darkness and quiet. These periods should be scheduled during the day while night activity is limited to veterinary issues.

### ***Cleaning***

During emergencies, the risk of the spread of disease may be increased. A full cleaning of the housing area should therefore be done twice a day for dogs, cats, co-housed rabbits, and some livestock. For reptiles, small mammals, birds and horses, cleaning should be done once a day. Spot checks should also be scheduled several times per day. The beginning and end of shifts for different positions must be clear.

### ***Feeding***

The Planning and Logistic Section Chiefs will work together to obtain food for the animals if the incident lasts more than 72 hours. Although donated food will arrive daily, keeping the diet consistent is important for reducing stress and cleaning requirements (diet changes can cause loose stools). The following guidelines for feeding should be considered or expanded.

#### **Dogs**

Dogs should be fed two times a day, approximately 10 to 12 hours apart. Wet food should be avoided if possible to limit diet-related diarrhea. If an animal refuses to eat after the first 24 hours in a facility, a spoonful of wet food may be added for taste.

#### **Cats**

Cats should be fed twice per day, approximately 10 to 12 hours apart. Wet food should be provided to kittens under four months old but avoided for adults if possible to limit diet-related diarrhea. If an animal refuses to eat after the first 24 hours in a facility, a spoonful of wet food may be added for taste.

#### **Rabbits/Small Mammals**

Rabbits and other rodents should be fed non-rich diets. The home diet should be continued if known. Rabbit diet should consist of hay (oat or timothy) and green rabbit pellets.

#### **Reptiles/Amphibians**

Care must be taken to identify not only the correct food source for reptiles but also the correct presentation and time of feeding. Additionally, co-housed snakes and many lizards must be separated at feeding times. Diets vary significantly among species and according to size and age of an animal. If possible, home diets should be continued.

#### **Domestic Birds**

Birds should be fed twice daily but must be monitored for food intake regularly. If a bird is not eating the diet given, alternatives must be tried until a diet is found that the bird will eat. Whenever possible, a bird's diet should remain the same as the diet in home. Food must be provided by the owner, found in the owner's home or found in the bird's food dish as a guideline for its diet.

### Horses/Equine

Horses should be fed small amounts of food several times per day. They should be fed locally grown high quality grass hay. Meals should consist of no more food than a horse can consume in an hour.

### Chickens/Other Fowl

Chickens should be given commercial chicken feed twice per day. The chicken's normal diet should be followed if known.

### Livestock/Farm Mammals

- Goats: The diet should consist of commercial goat feed (non-medicated), a plant fiber source, and a salt block. Unless housed in pens that allow access to plant material, goats require a supplement of leafy hays or legumes. Goats should be fed twice a day rather than allowing the animals to free feed.
- Sheep: The diet should consist of commercial sheep feed (non-medicated), a plant fiber source, and a salt block. Unless housed in pens that allow access to grasses, sheep require a supplement of grass hay. Sheep should be fed twice a day rather than allowing the animals to free feed.
- Swine: Pigs should be fed twice a day. An appropriate standard diet consists of a non-medicated commercial pig feed and a small amount of alfalfa hay.

### Animal Transportation

Animals may need to be moved out of temporary shelters. This section addresses transport and shipping issues. The assumption is that only canines and felines will need to be transported and all other animals will stay at the temporary shelter. At each shelter, staff will establish Exit Station protocols to address the following functions for both dogs (Table 2) and cats (Table 3):

**Table 2: Dog Exit Station Protocol**

Number	Function	People	Supplies
1	Direct walkers to appropriate animals	1	To-go list
2	Check microchip; make sure records match. If correct, attach shipping collar; send dog to Station 3. If incorrect, return dog to kennel. Match transport number and give portfolio to walker	2	Two chip readers, Record portfolios
3	Walk and water dogs	4	Leashes Water Bowls
4	Administer flea control Verify microchip	2 (vet or vet tech)	Flea control Pill pockets, Pill guns, Two chip readers
5	Write transport number on Sky Kennel with magic marker Record to driver Put dog in kennel	2	Hole punch, Markers
6	Load kennel into truck	2	

7	Volunteers to fill water bowls	1	
8	Animal walkers	4 or more	Leashes
9	Fork lift operator	1	

**Table 3: Cat Exit Station Protocol**

Number	Function	People	Supplies
1	Take cat out of kennel Check microchip and photo. Check records If incorrect, return to kennel. Write transport number on collar and attach to cats Give flea control if necessary. Place in Sky Kennel	2	2 chip readers, Boxes of portfolios, Collars Scissors, Pens, Flea control Pill pockets, Pill guns
2	Confirm that profile is for the correct cat	2	
3	Write transport number on Sky Kennel with magic marker Attach folder with zip tie	2	Hole punch, Zip ties Markers
4	Load kennel into truck	2	

Transportation guidelines for the primary transport enclosure/carrier:

- Should be strong enough to securely contain the animal. The animal should not be able to reach outside the enclosure in a way that could result in injury to itself, to its handlers, or to other persons or animals nearby.
- Should have no sharp points or missing pieces in anything (e.g., wall, floor) that could cause injury.
- Should be large enough so that the animal has enough space to turn about normally while standing, to stand and sit erect, and to lie in a natural position. The animal should not have to crouch when sitting or standing
- Should have a solid, leak-proof bottom or a removable, leak-proof collection tray under a slatted or mesh floor.
- Must contain enough previously unused litter to absorb and cover excreta unless the dogs or cats are on raised, slatted floors or raised floors made of mesh; litter must be of a suitably absorbent material that is safe and nontoxic to dogs and cats.
- Must allow the dog or cat to be removed easily and quickly from the enclosure in an emergency.

- Must have exterior handles or handholds that enable the enclosure to be lifted without tilting and ensure that anyone handling the enclosure will not come into contact with the animal.

The animal transport vehicle for all species:

- Must not fall below 45 degrees Fahrenheit (°F) or rise above 85°F for more than 4 hours.
- Must adequately protect the animals from exposure to the elements.
- Must have paint, preservative, treatment, or other chemical or material used in or on the enclosure that is nontoxic to the animals and not harmful to their health or well-being.
- Must allow proper ventilation for the animals and not block airflow.

During surface transportation (ground or water), animals must be checked every 4 hours for sufficient air flow and temperature and to observe for illness, injury, or distress. If indicated, veterinary care must be provided for the animals in an appropriately timely manner. Horse trailers cannot be used as open containers for the transport of small animals. Any small animals must be in a transport container, then can be transported within the trailer.

### ***Livestock Management***

It is the primary responsibility of horse and livestock owners to plan for appropriate evacuation and sheltering of their animals. In many cases, the County will work with local farmers and neighbors in the transportation and sheltering of livestock animals. In the event of a biohazard or zoonotic disease that affect the livestock or agriculture population, local County authorities will coordinate efforts with the local Agricultural Commissioner and the CDFA for response and disaster management.

Coordination with local livestock and equine groups for the evacuation and sheltering of large animals at a predesignated site such as the Sacramento County Fairgrounds or other large boarding facility.

### ***Commercial Animal Agriculture Operation Access***

In the event of a large scale emergency, disaster or public health emergency access to large scale commercial agriculture operations will be granted through a permit process. Access will be granted to only verifiable commercial operations which does not include small farms or ranches. Access will be granted on a case by case basis through pre-established procedures.

Permitting access to commercial agricultural operations ensures biosecurity measures are maintained, containment for the animals is intact, waste management procedures and animal welfare concerns are addressed. Continuity of agricultural operations are of the utmost importance. In the event of any activism and or

suspicious Agro Terrorism threats or activities, law enforcement and federal authorities will be notified for a coordinated response.

### ***Animal Documentation Guidelines***

Animal shelter support personnel are responsible for reporting shelter activity data to the IC. Occupancy counts two times a day (morning and evening) are necessary for reporting and safety accountability. Daytime counts may be added at the discretion of the Animal Shelter Management Teams in response to individual security needs. Because multiple agencies may be operating shelters within the incident area, the Animal Shelter Support Coordinator must ensure that agencies are sharing activity information with DOC (Department Operation Center) and the EOC (Emergency Operations Center) to prevent data from being counted twice.

Animal shelter information that is reported involves a variety of formats, including:

- Manual status report
- Animal shelter database
- Animal shelter status boards, updated daily, including the following information:
  - Total number of animal shelters open
  - Total number of animals in care at all sites
  - Total number of new animals in care at all sites
- Site information
  - Name of shelter
  - Lead agency
  - Site address
  - Number of animals in occupancy
  - Number of new animals in occupancy
  - Capacity by species and animal type
  - Percentage of capacity filled
  - Name of site manager and point-of-contact information
  - Site status (e.g. open, closed, stand-by)

It is also critical to create a filing system for the documentation that is created at the animal shelter. A folder and binder system works well. Ideally, laptops and forms uploaded and populated hourly/daily are highly suggested. All animal records and

associated documentation should go into a folder and should be in the same order in each folder. If an animal is onsite, the folder should have a green dot. If the animal has been transported elsewhere, a red dot should be used. If the animal has been moved into a foster home or contingent-adoptive home, a yellow dot should be used. Color coding the folders will facilitate tracking the folders and animals.

Binders/Date input may be used to store and access other information, such as:

- Lost animal information
- Owned animals
- Reclaimed animals
- Stray animals

### ***Utilization of Animal Rescue Volunteers***

Animals in disaster usually bring forth an outpouring of volunteers who want to help. Dealing with animals, particularly in stressful or chaotic situations such as disasters, requires special skills. Volunteers who handle animals need to have experience or training in this area. Several national, state, and local groups offer training programs. Local shelters and animal control agencies are also encouraged to train their own volunteers to assist with the care and sheltering of volunteers in a disaster.

## **DEMOBILIZATION**

When the EOC has notified the IC that a temporary animal shelter should be deactivated, a number of key activities are required and are described below:

- Plan for closing the shelter should begin almost as soon as the shelter is set up.
- Recognize that the need for the emergency shelter will wane as the community begins to move from the response to the recovery phase. It is best to begin to think about the “arc” of the operations and consider how and when to demobilize as part of the initial planning. Help the community understand that this shelter is a temporary resource.
- The actual demobilization date may change from the original plan. However, it is important to have thought through, and begun to prepare for, the closing of the shelter and the myriad concerns that go with that operation.

### ***Shelter Closures***

Closing a temporary animal shelter is usually coordinated with the closure of human shelters. The following activities must be coordinated:



- Communication and coordinated efforts allow animals to be reunified with their owners or to be matched with foster groups
- Shelter closure can be completed by utilizing the check list located in attachments at the end of this Annex
- Reunify all animals with owners or foster homes
- Break down cages and kennels
- Remove paper and tarps from walls and floors
- Sweep and mop floors
- Clean and properly sanitize all surfaces
- Remove signage
- Create a punch list of any items that may need to be repaired and or replaced
- Final walk through of facility with owner to assure clean-up is acceptable

### ***Redistribution of Supplies***

Remaining supplies should be inventoried, returned to the owner, or disposed of properly or donated. This activity is important for reimbursement.

### ***Removal and Disposal of Animal Carcasses***

Although all efforts should be made to use a freezer or refrigerated truck to store dead animals, it may not be possible. If a freezer or refrigerated truck is not available, the animals must be securely tied in several thicknesses of plastic bags and kept at a distance so as to not pose a health risk. Fly spray should be used often. The animals should be moved to a freezer at the shelter when possible or picked up by an animal disposal company.

### ***Procedures for Unclaimed Animals***

Every shelter will need procedures for unclaimed animals. An animal may be adopted, transferred, or euthanized, but the procedures must be consistent with local laws. The procedures must be communicated to local rescue groups and the public. Holding periods of 30-60-90 days are determined by the lead agency. Circumstances such as disaster impacts, facility access, animal care staffing and the humane welfare of the animals must be taken into consideration. Upon conclusion of the established holding period, animals are available for transfer to other animal shelters or recognized rescue groups for adoption and or fostering. Euthanasia options may be considered for the best interest of the animal.

### ***Final Data Collection***

Any remaining data, reports, or documents should be collected to ensure that a complete record of logs, transactions, analyses, and other information is in one place. Information management for the following:

- Animal movement tracking
- Records retention
- Health certificates for interstate movement of animals
- Detailed written records for eligible expenses
- Public information
- Volunteer registration forms/waivers/time keeping

### **ANNEX MAINTENANCE**

The process for maintaining the Annex is described in this section. The discussion identifies who receives and reviews the Annex, how updates are to be integrated into the Annex, how the Annex is tested, what type of training and exercises are developed to enhance understanding and execution of the Annex, and how after-action review is conducted after the Annex has been implemented, whether as part of an exercise or in response to a real emergency.

#### ***Annex Distribution***

Once completed and approved, the Animals in Disaster Annex for Sacramento County is distributed throughout the OA. Printed and electronic copies are also delivered to the EOC in Sacramento County and to other agencies and departments in Sacramento County. Electronic versions of the Final Annex are also distributed to each of the regional and/or local offices with major roles to play in alert and warning.

#### ***Annex Updates***

Sacramento County is responsible for the maintenance, revision, and distribution of the Sacramento County Animals in Disaster Annex. Sacramento County OES annually assesses the need for revisions to the Annex based on the following considerations:

- Changes to local, State, or Federal regulations, requirements, or organization;
- The need for additional subsidiary plans to develop regional response capabilities or eliminate gaps in capabilities, as suggested by Mutual Aid Regional Advisory Committee members; and
- Implementation of tools or procedures that alter or improve on annex components.

Sacramento County maintains the record of amendments and revisions (the Record

of Changes table in the front of this document), as well as executable versions of all documents, and is responsible for distributing the Annex to all applicable agencies.

***Annex Testing, Training, and Exercises***

Exercising the Annex and evaluating its effectiveness involves using training, exercises and evaluation of actual disasters to determine whether goals, objectives, decision, actions, and timing outlined in the Annex led to a successful response.

Exercises are the best method of evaluating the effectiveness of an annex and are also a valuable tool in training emergency responders and government officials to become familiar with the procedures, facilities, and systems that they actually use or manage in emergency situations. Exercises are conducted on a regular basis to maintain readiness.

## **AUTHORITIES AND REFERENCES**

Sacramento County Emergency Operations Plan 2018

Pets Evacuation and Transportation Standards (PETS) Act (PL 109-308)

AB 450, Sec. 8608 of the Government Code California Animal Response Emergency System (CARES)

Americans with Disabilities Act, 1990

California Emergency Services Act; California Government Code § 8550 et seq.

Standardized Emergency Management System; California Code of Regulations, Title 19, Division 2, Chapter 1

State of California Emergency Plan, October 2017

Standardized Emergency Management System Guidelines, November 2009

National Incident Management System, FEMA, December 2008

National Response Framework, Second Edition, Federal Emergency Management Agency, May 2013

## **ATTACHMENTS**