Emergency Support Function 11

Agriculture

ESF Coordinator: Humboldt County Emergency Management Agency

Primary Agencies: Humboldt County Emergency Management Agency
Humboldt County Department of Public Health
Humboldt County Environmental Health

Support Agencies: Humboldt County Sheriff/Municipal Law Enforcement
Iowa State University Extension Service
Iowa Department of Natural Resources
Private agricultural organizations and procedures
Iowa Department of Agriculture and Land Stewardship

I. INTRODUCTION

A. Purpose

Emergency Support Function 11 (ESF-11) Agriculture, coordinates efforts before, during, and after an emergency or disaster of countywide significance that address:

1. Protection against an outbreak of a highly contagious or economically devastating animal (including zoonotic) or plant/tree disease.

2. Assurance of food safety and security.

3. Care of domestic large and small livestock and pets.

4. Care of pets and companion animals.

B. Scope

The four primary functions of ESF-11, Agriculture, are to:

1. Implement a local response to an outbreak of a highly contagious animal disease, an outbreak of highly infective plant/tree disease, or an economically devastating infestation of plants or animals.
2. Assure the safety and security of the commercial food supply by investigating, testing, and analyzing the potential adulteration of products and implementing a local response.

3. Coordinate actions to prevent the loss of livestock due to a disaster or emergency and to properly dispose of animal carcasses if necessary.

4. Coordinate actions to provide care and shelter of pets due to a disaster or emergency.

II. POLICIES

A. Each individual, family, worker, visitor, business, organization and institution within Humboldt County is responsible for emergency planning for a minimum of three days of self-sufficiency of both food and water, along with general emergency preparedness. These preparations are for both human and animal populations.

B. ESF-11, Agriculture, follows the Incident Command System (ICS) / National Incident Management System (NIMS).

C. This plan coordinates the emergency response of a multitude of agencies and organizations. As a result, it is impossible to list all precepts (regulations, policies, and procedures) that regulate the specific operations. Each primary and support agency or organization in this ESF is responsible to develop realistic and manageable precepts specific to its respective emergency operations.

D. In an agricultural emergency, the priority will remain the protection of the health and safety of citizens. It is essential that animal owners remain responsible and accountable for their livestock and pets.

E. In the event of an emergency or disaster of countywide significance, primary and support agencies will utilize their staff and volunteers to their attained level of training and ensure appropriate measures are in place to protect the health and safety of all workers.

III. CONCEPT OF OPERATIONS

A. General

1. In an agricultural related incident, local Incident Command System (ICS) structure is intact and should expect to incorporate subject matter experts from state and/or federal agencies as the incident develops either by invitation or by statutory authority.
2. Incident Command and the emergency operations center, as needed, will organize and coordinate the capabilities and resources of county government, municipalities, private organizations, and the private sector to facilitate the delivery of services, technical assistance, expertise, and support for emergency operations within this ESF.

3. Upon a local disaster declaration, the Humboldt County Board of Supervisors may invoke temporary controls on local public sector resources and travel to initially contain the spread of infectious disease. Iowa Department of Agriculture and Land Stewardship (IDALS) will exercise their authority to stop animal movement if and when necessary.

4. The Humboldt County Fairgrounds or other suitable structure with adequate resources may serve as a temporary boarding facility for production and/or domestic livestock.

5. Specific information regarding handling domestic pets during a disaster can be found in Attachment A of this ESF.

B. Organization

1. The Humboldt County Department of Public Health and Environmental Health are the primary agencies for coordinating local response to contaminated or suspected contaminated food supplies until such time that the Humboldt County Emergency Operations Center (EOC) requests additional local, state and federal assistance.

2. The Humboldt County Department of Public Health is the primary agency for coordinating local response to Zoonotic events.

3. IDALS would likely provide a subject matter expert to the local incident command system to incorporate state resources into the local response to an outbreak of a countywide significance of infectious disease in domesticated livestock and an exotic plant pest.

4. In a similar fashion, the Iowa Department of Natural Resources (DNR) would likely provide a subject matter expert to the local incident command system to incorporate state resources into the local response to an outbreak of a countywide significance of a non-domesticated animal disease as it is the primary agency for coordinating efforts relating to non-domesticated animal disease or infestation of countywide significance.
5. UDALS and DNR can provide subject matter experts to the local ICS to coordinate local response for plant pest infestation of countywide significance according to the type and location of the infestation.

6. Humane Society of North Iowa will act as the primary agency for providing assistance, if possible and resources allow, to lost or injured pets before, during, and after an emergency or disaster of countywide significance. Incident Command may request local veterinarians to provide technical assistance and volunteer support to primary agencies in this effort.

7. Humboldt County Emergency Management Agency coordinates the activities with pets and companion animals.

C. Procedures

1. Each organization under this ESF will follow its internal standard operating procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC.

2. When the Incident Commander determines that local resources are exhausted, the EOC will coordinate the request for additional resources through IMAC, other mutual aid compacts, and then to the state through HSEMD.

D. Phases of Emergency Management

1. Mitigation and Preparedness Activities
   a. Maintain an inventory of available resources including trained personnel.
   b. Develop and maintain standard operating procedures for emergency and disaster situations.
   c. Assure the training of personnel and volunteers in their emergency responsibilities.

2. Response and Recovery Activities
   a. Provide a senior official to operate from the EOC or other command location to assure coordination with other agencies, as necessary.
b. Coordinate emergency planning activities and information with neighboring jurisdictions and the EOC.

c. Personnel providing emergency assistance will maintain chain of command in accordance with National Incident Management Systems (NIMS) procedures and protocols and work within the Incident Command System (ICS).

d. Maintain records and document all expenditures during the emergency or disaster.

IV. RESPONSIBILITIES

A. Humboldt County Department of Public Health and Environmental Health

1. Determine whether food sources for public distribution are safe for human consumption.

2. Detect and monitor zoonotic diseases.

3. Determine the locally affected boundaries.

4. Provide guidance for immediate protective action within Humboldt County and report and maintain liaison with state and/or federal agencies.

5. Draft citizen advisories for affected areas and provide information to the JIC.

6. Advise the EOC of health hazards.

7. Conduct mass inoculation or medication distribution when indicated per ESF-8, Public Health and Medical Services.

B. Humboldt County Emergency Management Agency

1. Manage the county emergency operations center.

2. Provide the liaison between the Incident Command Post and external agencies to coordinate for additional resources when required.

C. Iowa Department of Agriculture and Land Stewardship (IDLS)
Provide assets, resources and coordination with external agencies to an outbreak of a countywide significance of infectious disease in domesticated livestock or an exotic plant pest.

D. Iowa Department of Natural Resources (DNR)

Provide assets, resources and coordination with external agencies to an outbreak of a countywide significance of infectious disease in non-domesticated animals or infestation.

E. Humboldt County Conservation

1. Detect and monitor tree diseases and pests.

2. Determine the locally affected boundaries of disease or pest infestations.

3. Provide guidance for immediate protective action within Humboldt County and report and maintain liaison with state and/or federal agencies.

4. Ensure continued contact with private, state, and federal forestry landowners.

5. Make recommendations on protective action.

6. Advise the EOC of health hazards. The EOC will forward all health-related information to the Humboldt County Department of Public Health.

F. Local and Voluntary Agencies and Private Businesses

1. Provide citizens with pre-incident education in conjunction with volunteer groups regarding emergency care and evacuation.

2. Identify sites/facilities for co-located sheltering, boarding of companion animals, and/or quarantining pets, if possible.

3. Coordinate with volunteer organizations and agencies to provide volunteer services for animal care upon request.

4. Provide services in accordance with their individual capabilities and the defined requirements of the situation.
G. Law Enforcement Agencies

Provide support to any quarantine activities and support any security requirements within the limits of their capabilities.

V. REFERENCES

Support Annex 6, Animal Disaster Response Plan

VI. ATTACHMENTS

Attachment A
Support Annex 8

Animal Disaster Incident Response

Coordinating Agency: Humboldt County Emergency Management Agency

Primary Agencies: Humboldt County Emergency Management Agency
Humane Society of North Iowa

Support Agencies: Humboldt County Sheriff’s Office
Humboldt County Department of Health
Iowa Department of Agriculture and Land Stewardship
Iowa Department of Natural Resources
Iowa Department of Public Health
Iowa Homeland Security and Emergency Management Division
Local Animal Shelters
Local Veterinarians

I. INTRODUCTION

Recent disasters have illustrated the need to assure that pet sheltering and rescue is incorporated into our emergency response preparations. The human–animal bond is very strong and unless there are mechanisms in place to assure the safety of pets, many owners many refuse to comply with local, state, and federal protective action recommendations.

This plan is not meant to supersede or conflict with State or County plan for Infectious Animal Disease Emergencies. Infectious Animal Disease Emergency Response is very different from response to natural hazards and other types of
events, due to the nature of disease transmission and disease control measures. Rather, this plan focuses on planning for pets during other types of non-disease disasters, such as floods, tornados, chemical spills, etc.

A. Purpose

There are many local, state, federal and private sector organizations that play a role in animal planning for disasters. The intent of this plan is to define the actions that Humboldt County will take during response and recovery; to clarify roles and responsibilities; to identify county resources that can be incorporated into response; and to identify the types of support Humboldt County can access from outside private and public entities.

For the purposes of this plan and associated preparedness and response efforts, the definition of pets will focus on service and companion animals.

B. Definitions

Pets (for the purposes of this plan) are defined as: dogs, cats, caged birds, rodents, lagomorphs (hares, rabbits), and non-venomous reptiles.

C. Authorities

Local Authorities:
County Sheriff:
• Animal welfare authorities

Local Animal Care Authorities:
• Animals at large

State Authorities:
Iowa Department of Agriculture and Land Stewardship:
• Animal Rabies vaccination regulations
• Animal movement regulations
• Animal shelter regulations

Iowa Department of Public Health
• Human exposure to Rabies
• Other zoonotic diseases

D. Activation

This plan will be activated at the discretion of Humboldt County EOC in the event of an incident necessitating animal sheltering, rescue and / or mass care.
E. Situation / Assumptions

1. The protection of human life is the highest priority in emergency response. However, in any situation in which Humboldt County is providing emergency evacuation, rescue, and sheltering for its citizens, the county will also make considerations for pets, if at all possible.

2. Historically, many human evacuation shelters did not accommodate pets, requiring owners in need of sheltering, who did not have alternate plans for their animals, to choose between desertsing their animals or refusing to evacuate. The Humane Society of the United States has compiled the following disaster related estimates:

- Up to 25% of people who refuse to evacuate do so because of their pets; this represents 5-10% of the total population directed to evacuate.
- Of those pet owners who do evacuate, 30-50% will leave pets behind, even with advance notice of evacuation.
- Approximately 50-70% of those people who leave their animals behind will attempt to reenter a secure site to rescue their animals; this represents 5-15% of the total population directed to evacuate.
- The 10 to 25% of individuals who refuse to evacuate, or attempt to return to the evacuated areas because of their animals, risk injury, exposure to hazardous materials, and their own lives, as well as those of emergency response personnel who must rescue them.

3. Animals that are not cared for by their owners during a disaster may become a public health and safety risk. Loose and displaced animals are possible carriers of disease and can become a nuisance or danger to people.

4. Decaying carcasses can contaminate water sources or could potentially lead to increased disease in humans and / or animals. Timely carcass removal is critical.

5. Many pets are considered integral parts of families. Animals and animal issues attract media attention. This is particularly true during a disaster. The failure to deal with animal issues in disasters not only results in utilizing more resources and placing additional human lives at risk, but it can result in significant public outcry and negative media coverage.

6. In past events, when animals were impacted by disasters, a large number of self-responders arrived on scene and attempted to address the situation. These well-meaning, but untrained and
emotionally driven individuals, can be very disruptive and create many law enforcement challenges. Additionally, these situations may encourage the arrival of "rescue groups." Some of these groups are well-trained and helpful, and some are not.

II. CONCEPT OF OPERATIONS

A. Planning Responsibilities:

While it is acknowledged that many may define pets in broader terms incorporating additional species, it is not feasible to tailor this plan for every species of animals, such as livestock, wildlife, and exotic species, due to resource, supply and safety related constraints and issues.

Ultimately service animals and pets are the responsibility of their owners, therefore persons housing wildlife and exotic species as pets should work with their local veterinarians and shelters to make animal specific arrangements before disasters strike. (Appendix A contains service animal and pet personal preparedness guidance).

During certain types of emergencies, livestock may also be affected. Producers should make every effort possible to assure the safety of their livestock.

B. Incident Management:

Primary and support agencies will manage and coordinate, and / or assist in local response actions (Annex B lists primary and support entities). If a disaster impacts animals in the county, the County Emergency Management Coordinator or should contact the State Veterinarian within the Iowa Department of Agriculture and Land Stewardship. At that time, the State Veterinarian will provide assistance and guidance. It is anticipated the affected County will manage the response effort and the State Veterinarian and Iowa Department of Agriculture will be acting as a support agency.

All response operations will be conducted in accordance with the requirements of NIMS (National Incident Management System). The local responders will establish on-scene command and operate under the Incident Command System (ICS). In addition to the normal ICS positions, other key event specific positions (which are outlined in Appendix C) can be assigned when implementing this plan.

A sample operations guide for developing and maintaining a local shelter is included as Appendix D. Guidelines for emergency housing and care of service animals and pets is included at Appendix E.

C. Public Information:
The Humboldt County Public Information Officer will be responsible for coordination of all media activities and press associated with the protection and sheltering of animals within Humboldt County. All public information must be reviewed by the Humboldt County PIO/Joint Information Center and approved by the Incident Command. Sample public information is included as Appendix F. Responsibilities may include:
- Notifying the public of the location of appropriate shelters for containment of lost/stray; service animals or pets that citizens cannot provide care for or service animals; and service animals and pets that need immediate medical attention.
- Delivering instructions to the public to prepare their service animals pets for an impending emergency.
- Obtaining pertinent animal-related information from members of primary and / or support agencies.

III. ROLES AND RESPONSIBILITIES:

A. County

1. County Emergency Management:

a. Developing and maintaining this annex
b. Working cooperatively with primary and support agencies listed in this plan to assure its effective implementation in times of disaster
c. With the incident commander, brief local and state officials as to the situation in regard to affected animal populations and considerations in dealing with them
d. Maintain resource lists, contracts and agreements used in this annex
e. Coordinate with County Emergency Operations Center (EOC) and chief elected officials in requesting aid from Iowa Homeland Security Emergency Management Division (HSEMD)

2. County/Municipal Law Enforcement:

a. Provides the EOC, incident command post, and incident commander with communications links
b. Report animals at large to the incident command and, if possible, collect and detain animals for identification and transport to an appropriate animal shelter facility
c. Document deceased animals and communicate with incident command or shelter operations about those animals

3. County and/or Local Animal Control Officers

a. Coordinate pick up and delivery of service animals and pets to collection points or designated sheltering facilities
b. Providing care (feed, water, house) to service animals and pets
c. Help provide medical treatment
d. Report injured and or diseased service animals and pets
e. Isolate service animals or pets that may potentially be diseased, contaminated

4. County Engineer / Public Works
a. Provide technical assistance and resources to support animal related containment activities
b. Coordinate the posting of signage and barricades for securing designated containment areas

5. County Public Health
a. Avail themselves to the Incident Commander / EOC staff for consultation or collaboration in regards to public health issues

6. Fire Departments
a. Assist in the containment and decontamination of animals

7. Elected Officials
a. Provide for a unified message under the joint information center concept
b. Approving contracts associated with disaster operations and arranging payment for services rendered
c. When applicable, declare a state of emergency or disaster for the particular jurisdiction

B. State

1. Iowa Department of Agriculture and Land Stewardship
   a. State Veterinarian and Field Staff
      • Provide guidance and assistance
   b. Iowa Veterinary Rapid Response Team
      • Provide animal care and organizational assistance

2. Iowa Department of Natural Resources (DNR):
   • DNR is responsible for carcass disposal.
   • Authority for carcass disposal for routine mortalities is describe in section 567 IAC 100.4(2).
   • Disposal for mass animal mortalities due to natural disasters, accidents and foreign animal diseases is allowed under variance authority described in IAC 567 Chapter 13.

3. Iowa Homeland Security Emergency Management Division
   • Coordinate the provision of state resources to support response efforts, as outlined in Chapter 29C of the Iowa Code.

IV. ATTACHMENTS

APPENDIX A: Service Animals and Pets Personal Preparedness Guidance

APPENDIX B: Shelter Operations Guide
APPENDIX C: Public Information Releases

APPENDIX D: Potential Shelter Facilities and Sources of Resources

APPENDIX A:

Service Animals & Pets Personal Preparedness Guidance

Develop An Emergency Plan And Practice It.

How can you get started with emergency preparedness? Start by imagining the types of disasters that you might encounter. This is the first step toward developing an effective disaster plan. Then, develop a general family disaster plan. The federal and local Emergency Management Agencies and the American Red Cross have brochures that will help you develop your plan.

Some points on plan development include:

- Practice evacuation of your family and pets until you can evacuate within a few minutes.
- Decide on a place where your family will meet if you get separated.
- Decide who will take care of your pet and where he or she will stay during a crisis.
- Consider having your pets and animals micro-chipped to assure proper identification of your pets and animals if they should become separated from you.
- If you have a personal emergency, make arrangements for pet care with neighbors, family and friends. Make sure they have keys to your house and leave information on where you will be, how you can be reached, which room the animals are in, and how to care for your pets.
- Do not leave unfamiliar foods and treats for your pet. They may overeat which leads to intestinal problems. Provide water in a heavy bowl that cannot be tipped over.
- Always keep exotic pets in separate rooms. Many exotic pets can be very dangerous to disaster personnel and other animals not familiar with them or who encounter them unexpectedly. Leave warnings and handling instructions for all exotics, especially poisonous ones.
- Paste labels clearly for rescue workers to see what animals they will encounter, how many and where they can contact somebody familiar with how to take care of them.
- For disaster or local emergency situations, think of who you would phone outside of your area. Often people cannot phone into a disaster zone, but it is possible to phone out. An out-of-state contact can help relay information and keep your family connected.

The best emergency plans involve many people and systems that can back each other up. Here are some people and groups you need to get involved:

- Family
- Friends
• Neighbors
• Your veterinarian
• Your local animal control or humane shelter
• Local boarding and grooming kennels
• Local hotels and motels in your area that accept pets

Accustom Your Pets To Sudden Actions As Would Be Needed In A Disaster.

Actions taken for pets in preparation for a disaster include the following.

• Train your dog. Obedience may save its life during an emergency and help to make it a welcome guest.
• Familiarize your pet with its transport crate before a crisis.
• Familiarize your pet with being transported. You can practice drills with your pet by getting it used to riding with you in your car. That way it will not be unduly alarmed if it has to evacuate in a disaster.
• Cats can be very difficult to catch when they are stressed or afraid. Practice catching and transporting your cat in a crate and carrying it around the house. This will allow your pet to become familiar with the transport box.

Prepare A Disaster Kit For Each Pet.

You should have a disaster kit for each pet. Do not store kits in the kitchen or the garage. These are frequently the areas where fires start.

Kits and their contents should be easily retrieved and kept in rodent-and ant-proof containers. Check the contents of the disaster kits twice a year when the clocks change for daylight savings. Rotate all foods into use and replace with fresh food every two months.

Here are some items that are recommended for your disaster kit:

• Extra collars and tags, harnesses and leashes for all pets (including cats).
• Muzzles may be needed to control agitated and aggressive animals — for dogs, these can be made from gauze rolls or panty hose. A muzzle or towel can be used for cats. A towel can be used to restrain your bird if it becomes agitated and aggressive during the confusion.
• Extra pet food to avoid diet changes in stressful situations.
• Toys or blankets your pet will find familiar.
• A manual can opener.
• Food, water, and bowls for each pet.
• Paper towel, plastic bags, and spray disinfectant for animal waste clean up.
• Copies of your pet’s medical and vaccination records. Boarding facilities may not accept your pets without proof of health.
• If your pet is on medication, ask your veterinarian about keeping extra supplies of medication or a copy of the prescription for these medications in your kit. Mark your calendar to replace medications before they expire.
• A recent photo of your pet.

You should prepare or purchase a crate or container for your pet. Your crate should be easily accessible and large enough for your pet to stand up and turn around. Since animals may be sheltered in open facilities, make sure there is enough bedding to keep them warm. You should also label the crate with your pet’s name, your name and where you can be reached.

A pet first aid kit is also a good idea. The kit should include only materials that you know how to use. Remember that if your pet has a problem and you do not know exactly what it is, you should consult a veterinarian.

Useful items for a first aid kit for pets include:
• Bandaging materials to cover wounds
• Animal antiseptic ointment
• Clippers
• Latex gloves
• Tweezers.

Special Recommendations For Birds.

The care of birds in disasters requires special consideration. Following are some recommendations.

• Determine if your birds need a continuous supply of power. Purchase a generator to meet your facilities’ needs. Make sure your generator is in good running condition by starting it monthly.
• Make sure you have a sufficient water supply. Large water containers with chlorinated water (10 drops of chlorine bleach to each gallon of water) can be used to store water that prohibits bacterial growth. Store water away from sunlight.
• Aviaries should be equipped with an overhead sprinkler system. This will be very important to minimize smoke inhalation, cool the air and reduce the chance of burn injuries.
• Aviculturists should have enough carriers on hand to evacuate all birds. Many birds will run into their nest boxes during a crisis. Nest boxes should be equipped with quick-release latches and a hinge-type cover over the entrance to enable you to remove the nest box and use it as a pet carrier. Flights should be constructed with easy access into and out of them.
• Birds often require specialty foods. Make sure you know what these are and where you can get them. Although surplus food can often be refrigerated, this may not be possible in a disaster, when the power supply is out.
• If vaccinations are appropriate for your bird, be sure they are up-to-date. Consult your veterinarian to learn which vaccinations are appropriate.
• Birds should be tested and free of psittacosis and tuberculosis. These are serious diseases and are transmissible to many other animals and people.
• Do not leave your birds where they can be exposed to fumes from fires or chemicals. Birds are sensitive to smoke and fumes and succumb quicker to smoke than most other animals.

Actions To Help Ensure A Safe Response To A Disaster

• Stay calm and assess the situation.
• Never put yourself or others at risk. Do not attempt to rescue your pet if your life or health or that of others may be placed in danger.
• Crate your cat or dog immediately. If you do not, your pet may sense danger. This will make them want to hide and they become more difficult to catch and crate.
• Listen to the emergency alert system on your radio or television for instructions on what you should do and whether special arrangements have been made for people with pets. Follow any emergency alert guidance that is provided and incorporate them into your actions.
• If your pet has been exposed to chemicals, get information on how to handle it without harming yourself. You should have identified sources of veterinary care and other information in your emergency plan.

• Under no circumstances should you ever leave your pet behind, tied up outside or let them loose to fend for themselves. Roaming dogs are a public health hazard and owners remain responsible for any injuries or damage caused by your dog. In large disasters where loose animals become a problem, animal control shelters often have no other option than to treat these animals as abandoned. Many pets have to be adopted, fostered, or euthanized.

• Make sure somebody knows where you can be contacted and what the needs and location of your pets are.

Here Are Some Guidelines That May Help You Through The Recovery Period

• Check your pet for injury and exposure to chemicals. If you have any concerns about the health of your pet or their exposure to hazardous materials, contact a veterinarian before you attempt to treat them.

• If you have to move to new surroundings, do not remove your pet from its crate until it is calm. Do so only in a closed room.
• Be careful in allowing your cat or dog out after a major disaster. Follow the recommendations of the emergency management personnel as to whether the environment is safe for you and your pet.

• Give your pet small amounts of food and water several times throughout the day. The volumes of food may be increased to normal over three to four days.

• Let your pet have plenty of uninterrupted sleep. If you still have your pet’s favorite toys, encourage them to play. This will allow them to recover from the stress and trauma.

• Avoid unfamiliar activities with your pet, such as bathing, excessive exercise, or diet supplements. Try to avoid diet changes.

• If you and your pet are separated, pay daily visits to local shelters, animal control facilities, veterinary offices and kennels until you have found it. A phone call is often not as effective as a visit. You can also post photos of your lost pet. If your pet has tattoos, a microchip or other permanent identification, this will increase the chances of finding it. Be aware that collars and tags are sometimes lost.

• If you find a stray animal, take it to a shelter or other facility set up for lost and found animals. Place an advertisement in the local newspaper to inform the owner where the pet was taken. Often newspapers run found ads for free.

• Share your experiences with friends and family. Talking about your experiences will help you deal with them and offers great stress relief.

• Consider seeking professional counseling, as recovery is aided when guided by professionals experienced in dealing with disasters.

DISASTER PREPAREDNESS CHECKLIST FOR PETS AND ANIMALS
Following are items every pet and animal owner should have on hand in preparation for a disaster of animal rescue event:

☐ Your written family disaster plan
☐ Disaster preparedness kit
☐ Crate and bedding
☐ Food, water, manual can opener, and dishes
☐ Plastic bags, paper towels, newspaper (when shredded, can be used as cat litter), disinfectant
☐ Collar, leash, harnesses
☐ Muzzles, gauze rolls
☐ Identification tags
☐ Current medical and vaccination records
Extra bottles of daily medications or copies of prescriptions with current expiration date
Current photos
Pet comfort items: towels, blankets, toys
List of hotels, motels and boarding kennels that accept pets
Detailed instructions for animal care and rescue workers
First aid kit
Flashlights, batteries
Copies of health certificates
Out-of-state telephone contact
Flat tire repair kit

Animal Well-Being

Any unfamiliar stress on an animal raises potential concern about its well-being. Animal welfare can be compromised in disasters in the following ways.

Being left without food and water in secured areas
Prolonged confinement in cages in animal shelters
Exposure to the environment
Lack of appropriate veterinary care
Lack of socialization
Inability to express natural behavior patterns

Appendix B
Shelter Operations Guide

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I. INTRODUCTION

There are numerous challenges developing shelters, for both human and animal, which can only be solved by creative ideas and innovative programs. This plan has been developed for the operation of a cat and dog friendly shelter for various counties within the state of Iowa. It is an adaptation created through investigating industry standards for animal shelters, other states pet shelter programs, as well as ongoing experience.

This plan outlines the shelter operation associated with pet friendly shelters. Not all shelters can be pet friendly.

A. Assumptions

• The local animal control officials, emergency managers, and first responders will lead animal sheltering operations in local communities.
• Support agencies include the Iowa Department of Agriculture and Land Stewardship, Iowa Veterinary Rapid Response Teams, Iowa Department of Natural Resources, Iowa Homeland Security Emergency Management Division, local humane organizations, and other related groups.
• Any emergency resulting in evacuation of residents to a shelter will result in companion animal issues.
• The protection of companion animals is the responsibility of their owner.

B. Purpose

To control and support the humane care and treatment of companion animals during an emergency situation.

II. CONCEPT OF OPERATIONS

The sheltering and protection of animals is the responsibility of their owner. The Humane Society of North Iowa is the lead local agency for situation assessment and determination of resource needs. As needed, the State will support the protection of animals affected by an emergency to include rescue, sheltering, control, feeding, and...
preventative immunization of animals left homeless, lost of strayed as a result of an emergency.

Request for state assistance with animal protection and resources will be routed through County Emergency Management Coordinators to Iowa Homeland Security Emergency Management Division who is responsible for coordinating with other state agencies.

A. Shelter Operation Duties

1. Management Duties
   • Submission of Situation Reports nightly to the EOC
   • Ensure Animals are being cared for

2. Logistics
   • Set up signage and registration location at designated shelter.
   • Designate separate areas for dog and cat living quarters.
   • Designate dog walk areas and cat exercise areas.
   • Evaluate building facilities and report conditions.
   • Inventory supplies and report on needs and surplus.
   • Set up fans, trash cans, and other necessity supplies.
   • Stage additional support supplies including disinfectant, refrigerators, first aid, etc…

3. Operations
   • Ensure owners are the only one handling the animals.
   • Document injuries
   • Register evacuees and their pet(s) using associated forms.
   • Assign a shelter impound number to each pet. The shelter number shall consist of three parts. The first part will be the owner’s (head of household) initials first and last. The second part will be the owner’s driver’s license or state ID number. The third part will be a letter signifying the individual animal. For instance if Mr. and Mrs. Peter Thibodeaux arrives at the shelter with two dogs and one cat, Mr. Thibodeaux’s (head of household) driver’s license # is 7864321. Their pet’s shelter #’s will be PT7864321A, PT7864321B, and PT864321C.
   • Take picture of animal with owner (if possible). Use small dry erase board to log the shelter impound number on the board and include this in the picture.
   • Make photocopy (if copier available) of owners driver’s license or resident ID card for file.
   • Write the shelter number on the animal ID collar. Distribute animal collar, owner wrist band and associated stickers (as necessary).
   • Direct owner to appropriate kennel area.
• Shelter workers are responsible for ensuring pet owners take care of their pets. If an owner has not walked, cleaned, fed, & watered their pet before 10:30 a.m. and 6:30 p.m., the shelter worker will notify the Operations Chief and the pet will be cared for. The animal care sheet shall be signed by the shelter worker in red to signify that the shelter worker cared for the pet and not the owner. A “Failure To Comply Reprimand” will be issued.
• Shelter workers should not attempt to handle animals unless directed by Operations Chief or section head. If animals are in distress, shelter workers shall contact Operations Chief. Operations Chief has full authority to evict a shelter worker for not cooperating and following rules.

4. Planning

• Develop Incident Action Plans for next operational period. (24 hours)
• Animal census will be taken every morning at 7 am. The census shall be recorded on the sit report and the report sent in that evening. It is understood that the census on the report is taken at 7am even though the report is sent that evening.

5. Finance

• Monitor requests for cost implications.
• Monitor volunteer hours.
• Maintain cost accounting for supplies and other materials procured before, during, and after the event.
• Monitor damages for storm related, evacuee related, and cat/dog/owner related.
• Submit financial summary to Shelter Manager on scheduled frequency.

B. Definitions

Companion animal: Licensed domestic dog or cat, caged birds, rodents, lagomorphs, and non-venomous reptiles.

Exotic animal: Spiders, venomous reptiles, etc…

Approved crate or kennel: Hardened carrier similar to air flight requirements or collapsible wire crates.

C. Shelter Setup

1. Building – to use prior to use of facility, check…
• Water and power
• Adequate lighting
• Ingress and egress through all doors
• Readily available fire extinguishers (tagged within the last 12 months)
• Functionality of restrooms
2. Registration area:
   • Located near a strategic entry point for segregating “people” shelter from “pet” shelter.
   • Picture will be taken of animal with owner if possible.
   • Owner is wrist banded to signify authorization into pet area; only one (1) wrist band per family. Only one family member is allowed into the dog or cat living quarters. That family member must be over 18 yrs of age. No one under 18 is allowed in the pet living quarters.

3. Pet Housing Locations:
   a. Designate animal living quarters.
   b. Dog living quarters, separate quarantine area for aggressive or loud dogs.
   c. Cat living quarters, separate quarantine area for aggressive cats.
   d. Designate Dog Walk Area and Cat Exercise Area.
   e. Animals in heat or animals that show signs of aggression will be isolated from the general population of animals.
   f. Focus on keeping animals facing away from each other.
   g. Monitor for aggressiveness and relocate as necessary.

4. Volunteer Registration Desk:
   a. Registration for volunteers willing to assist and support agencies and organizations with various tasks.
   b. Volunteers must be qualified by education and or experience for the duties they are being requested for.

5. Cleaning Operations
   a. Surface areas will be disinfected and sanitized with a solution suitable for antibacterial/antiviral situations.
   b. Clorox clean-up wipes for hands of all involved or other appropriate hand sanitizer.
   c. Trash cans to handle animal waste with liner of at least 3 mil thick or greater.
   d. Disposable cleaning cloths (or high grade paper towels) for clean up activities.

III. EQUIPMENT & SUPPLIES

There are a number of supplies and materials necessary to support a pet friendly shelter. The below list of equipment and supplies are outlined by locations.

A. Registration Area

1. Radios (walkie-talkie)
2. Cell phone
3. Digital or camera w/film
4. Pens, markers, pads
13. Portable fans for kennel areas
14. Refrigerators for can foods
15. Flea control products (Advantage, Frontline, or
5. Color wrist bands for owners                      Capstar)
6. Note pads                                           Rabies catch pole
7. Animal Care forms                                  Sharpie markers
8. Duct tape                                          Micro-chip scanner
9. Table and chairs                                    Easel stands for signage
10. Signage                                           Human first aid kit
11. Avery labels, plain white                          Animal first aid kit
12. Avery labels assorted colors preprinted (intact male, intact female, in heat, geriatric, people aggressive, animal aggressive).

B. Dog Shelter Room

1. Muzzles (various sizes)                          12. Signage
2. Carriers (various sizes)                          13. Water
3. Can openers                                        Assorted foods
4. Spray bottles                                     15. Blankets & towels
5. Hand disinfectant                                 16. Trash cans & trash bags
6. Paper towels                                       Disinfectant
7. Heavy duty plastic bags                           17. Food & water bowls
8. Mops, buckets, sponges                             18. Poop scoops
9. Table and chair                                   19. Newspaper for
10. Leashes, collars, and harnesses                  20. Quality rope
11. Bedding                                          21. ID neckbands

C. Cat Shelter Room

1. Heavy gauntlets/cat gloves (welder gloves are acceptable as an alternative)
2. Carriers (various sizes)
3. Can openers
4. Spray bottles
5. Hand disinfectant
6. Paper towels
7. Heavy duty plastic bags
8. Mops, buckets, sponges
9. Table and chair
10. Leashes, collars, and harnesses
11. Quality rope
12. Cat litter and disposable pans
13. Signage
14. Water
15. Assorted foods
16. Blankets and towels
17. ID neckbands
18. Food and water bowls
19. Disinfectant in spray bottles

IV INTAKE/DISCHARGE PROCESS

A. Registration and Forms

1. Pet – evacuation staff and pet owner will complete the following:
   a. Owner (head of household) fills out Shelter Admission/Discharge form.
   b. Owner fills out top part of form. Ensure that driver’s license number is correct and that owner has address from disaster affected area. Please ensure owner fills out entire form and completes all information legibly.
   c. Staff will fill out section labeled for shelter worker. Ask to see owner/head of household’s driver’s license or resident ID to verify what was written on the form. The designated head of household/owner will be the only person permitted to discharge the animal. Verify that owner has proof of Rabies Vaccination. If owner does not have proof of Rabies Vaccination, collect $10.00 and set up time for owner to meet with vet at shelter to have Rabies Vaccination administered. After the form is complete, file alphabetically by owner’s last name in the Shelter Administration binder, along with the Pet Owner Sheltering Agreement stapled to Shelter Admission/Discharge form.
   d. Note the animals impound # is the owners initials first and last, and the owner’s driver’s license number and A for the 1st pet, B for the second pet, etc.
   e. Write shelter impound number on neck band with pet’s name and owner’s last name.
   f. Write shelter impound number or numbers on wrist band for owner to carry to permit owner into animal living quarters.
   g. Escort owner to animal living quarters.

B. Discharging a Pet

1. To discharge a pet, the head of household/owner must present driver’s license or resident ID to shelter staff for proof of ownership. Locate the admission form. Verify ownership and note date and time of departure and have owner sign form. After paperwork is complete, remove forms alphabetically in Discharge binder. The volunteer will then escort the owner to retrieve the animal(s) and confirm that all supplies from the owner are returned to the owner.

V. PET OWNER AGREEMENTS

A. Letter to Owner Regarding Pet Care

In many instances, pets are considered part of the family. A modest plan has been developed to support residents with their domestic cat, dog and companion pets.
Should you have an exotic pet or require care/sheltering for a pet, contact your primary veterinarian who can work with you on options before the event.

Exotic Animals Are Not Permitted in this Pet Friendly Shelter.

Cats, dogs and companion animals in designated pet friendly shelters must have:
- Written proof of vaccinations from you veterinarian during the past 12 months; Rabies Vaccination is required, Canine Distemper and Parvo, Bordatella Virus vaccinations are recommended as well as Feline Viral Rhinotracheitis Vaccine
- Proper ID collar and up to date rabies tag
- Proper ID on all belongings
- Carrier or cage of sufficient size for the animal to stand, stretch, and turn around
- Leash
- Ample food supply
- Ample water supply
- Water/food bowls
- Any necessary medication(s)
- Newspapers, plastic disposable gloves, and trash bags for handling waste
- Favorite toy
- Cages will have the owner’s name and address, pet name, and other pertinent information labeled clearly and securely on the cage.
- Water, food, and medicines are the owners responsibility
- NO veterinary services are available at the shelter.

Other Important Numbers:
- Iowa Department of Agriculture (515-281-5321)
- Your Veterinarian’s Office Number:

C. Animal Sheltering

Dogs:
- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food and water.
- Dogs shall be walked at least twice a day for 20-minute intervals.
- The kennel shall have prominently posted:
  - Owner’s Name
  - Pet’s Name
  - Owner contact information (cell phone, pager, shelter sleeping location, etc...)
- Potable water shall be available at all times.
- Water container should be rust proof, cleaned daily and mounted so the animal can not tip it over or urinate in it.
- Self feeders if used should be mounted so dogs can not urinate or defecate in them.
- Bedding of blankets or towels must be used and in sufficient quantity readily available should soiling occur.
- Owner to supply newspapers, plastic disposable gloves, and trash bags for owner handling waste
• Medicine and food should be in sufficient quantity to support your animal.

  Cats:
  • Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, water and litter.
  • Cat kennels shall be serviced (cleaned) at least twice a day.
  • The kennel shall have prominently posted:
    □ Owner’s Name
    □ Pet’s Name
    □ Owner’s contact information (cell phone, pager, shelter sleeping location, etc...)
  • Cat litter and pan must be provided in each cage.
  • Water and dry food should be available at all times.
  • Bedding of blankets or towels must be used and sufficient quantity readily available should soiling occur.
  • Medicines and food should be in sufficient quantity to support your animal.

D. Pet Owner Rules

Below outlines the basic responsibilities of residents caring for their animal. Please review and be prepared to take your part.
1. You must have identification with you and on your cat or dog and animal cage at all times (see attached pet care outline).
2. You must provide appropriate type animal kennel for your pet.
3. You must provide written proof of current Rabies Vaccinations. If you do not have proof of rabies vaccination, a $10.00 fee is collected and a rabies vaccination will be given by a veterinarian. Canine Distemper, Parvo, Bordatella, and Feline Viral Rhinotracheitis vaccines are recommended.

4. There are designated “living areas” for residents and designated “living areas” for cats and dogs. Residents may NOT bring their companion animal to the “residents living areas.” Only one person per household will be allowed to enter the animal living quarters. No one under 18 years of age will be permitted in the animal living quarters.

5. Owners agree to feed, water, sanitize, and exercise their cat or dog on a scheduled frequency of no less than twice daily.

6. Owners will not permit other shelter occupants to handle or approach their animal(s). Owners agree not to handle any other shelter occupant’s pet.

7. Owner agrees that if their animal(s) become unruly, aggressive, show signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc…), the pet(s) may be removed to a more isolated location.

8. Owner acknowledges that failure to follow these rules may result in the removal of their animal(s).

9. Owner acknowledges that any decision concerning the care and welfare of their animals(s) and the shelter population as a whole are within the sole discretion of the local county chief animal officer or designee – whose decisions are final.

10. 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 authority. 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.

11. Owner shall permit their animal(s) to be examined to determine if medical or stress conditions are present and require attention. Owner also agrees to the administration of medication to alleviate symptoms.

Owner Signature ________________________________________________________

Date ____________________________

E. Forms

Pet Owner Sheltering Agreement

I, ________________________________ the owner of ____________________________ understand that emergencies exist and that limited arrangements have been make 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 confined with a leash, harness, and muzzle (if necessary). Scheduled times will be strictly adhered to.

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 Canine Distemper, Parvo, and Bordatella, and Feline Rhinotracheitis are recommended vaccines.

5. I will not permit other shelter occupants to handle or approach my pet either while it is in its carrier or during exercise time.

6. I will maintain proper identification on my pet and its carrier at all times.

7. I permit my pet to be examined by animal shelter personnel.

8. 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, shows signs of contagious disease, is infested with parasites, or begins to show signs of stress-related conditions, my pet may be removed to a remote 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 or designee, whose decisions are final.

9. 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.

I hereby agree to hold harmless all persons, organizations, corporations, or government agencies involved in the care and sheltering 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 care and sheltering of my animal(s).

________________________________________  __________________________  __________
Pet Owner’s Signature                Pet Owner’s Printed Name           Date

Shelter Admission/Discharge

Owner Information

Date_______________

Name: ____________________________________________
Address: _____________________________________________________
City: ___________________________ State:_____ Zip:__________
Home Phone: ___________________________ Work Phone: _____________
Cell Phone: ___________________________ Pager: _____________
E-mail Address: _______________________________________________
Place of Employment ___________________________________________
Driver’s License #: _______________ Social Security #: _____________
How can you be contacted while your pets are here? ___________________
Please list anyone authorized to care for your pets while they are here at the
shelter.  (No one under 18 years is allowed in the animal living quarters.)
Name: ____________________ Relation to Owner: ______________________

Pet Information:

Pet A  Pet B  Pet C
Name
Breed
Date of Birth
Color
Sex
Spayed/Neutered
Is this pet on any
Medication?
Is this pet on a special
Diet?
Any allergies/illnesses
Identifying marks, tattoos
Micro-chipped?

Pet’s Medical History:

Rabies Vaccine
DHLPP Vaccine
Kennel Cough Vaccine
FVRCP Vaccine

Current Veterinarian: ________________________ Phone: ________________
How did you become aware of this shelter? _______________________________
Do you have your own transportation    Yes____  No___

I understand that I am totally responsible for the care of my pets while I am using the
facilities.  I agree to hold harmless all persons and/or this facility for assistance in
housing my pets, or should they become lost, injured, or ill while utilizing these services.
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 have not claimed my pet’s within 30 days that it will be considered abandoned.

____________________  ______________________
Admission Date   Owner/Agent for pet(s)

____________________  ______________________
Discharge Date      Owner/Agent for pet(s)

Daily Check In/Out
Animal Log

Shelter Location:___________________________  Date:______________

Owner Name  Pet Name
     AM Time    PM Time        Comments
Animal Care Sheet

Pet Name:_________________________________Cage#____________Impound#__________

Legend:
F= Food  W= Water  Eating= Y or N  UR= Urine
BM= Bowel Movement  CC= Cage Cleaned
Dogs are to be walked by legal owners only

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Appendix C

Example Public Information

Service Animals & Pets
☐ If you evacuate your home, DO NOT LEAVE YOUR PETS BEHIND. Pets cannot survive on their own and you may not be able to find them when you return.

☐ For public health reasons, many emergency shelters cannot accept or co-locate pets. Find out which motels and hotels in your area allow pets in an emergency. Include your local animal shelter's number in your list of emergency numbers; they will be able to provide information concerning pets during a disaster.

☐ Make sure identification tags current and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site or an out-of-area emergency contact. Micro-chipping is recommended as a permanent form of identification. Have a current photo of your pet or microchip information for identification purposes.

☐ For pets requiring licenses, have proof of a current license.

☐ Have a copy of your pet's medical records, including vaccination status, and place one in your vehicle. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters require that your pet's vaccinations be current.

☐ If it is impossible to take your pet with you to a temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

Suggested supplies for an animal emergency kit:
☐ a secure, portable pet carrier
☐ collar (with current identification tag) and leash or harness
☐ pet food (nonperishable) and a can opener if necessary
☐ bottled water
☐ pet waste clean-up supplies and a small litter box and litter for cats
☐ your pets updated medical records
important phone numbers such as veterinarian, kennel, emergency clinic, hotels that accept pets
medications your pets may require
recent photo of you and your pet

Further assistance

If you see an injured or stranded animal in need of assistance, or if you have any other questions or concerns about animal protection during an emergency situation, contact the Humboldt County Emergency Management. (Include phone numbers/addresses)

Appendix D

Potential Shelter Facilities and Sources of Resources

Potential Shelter Facilities:
1. North Iowa Fair grounds
2. Local boarding kennels
3. Local animal shelters
4. Local veterinary clinics / hospitals

Potential Sources of Additional Resources:
1. Local farm supply stores
2. Pet shops
3. Hardware stores
4. Lumber yards
5. Superstores
Grocery stores