

**YOLO COUNTY
ANIMAL SHELTER AND RESCUE
DISASTER PLAN**

August 2000

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Animal Shelter and Rescue

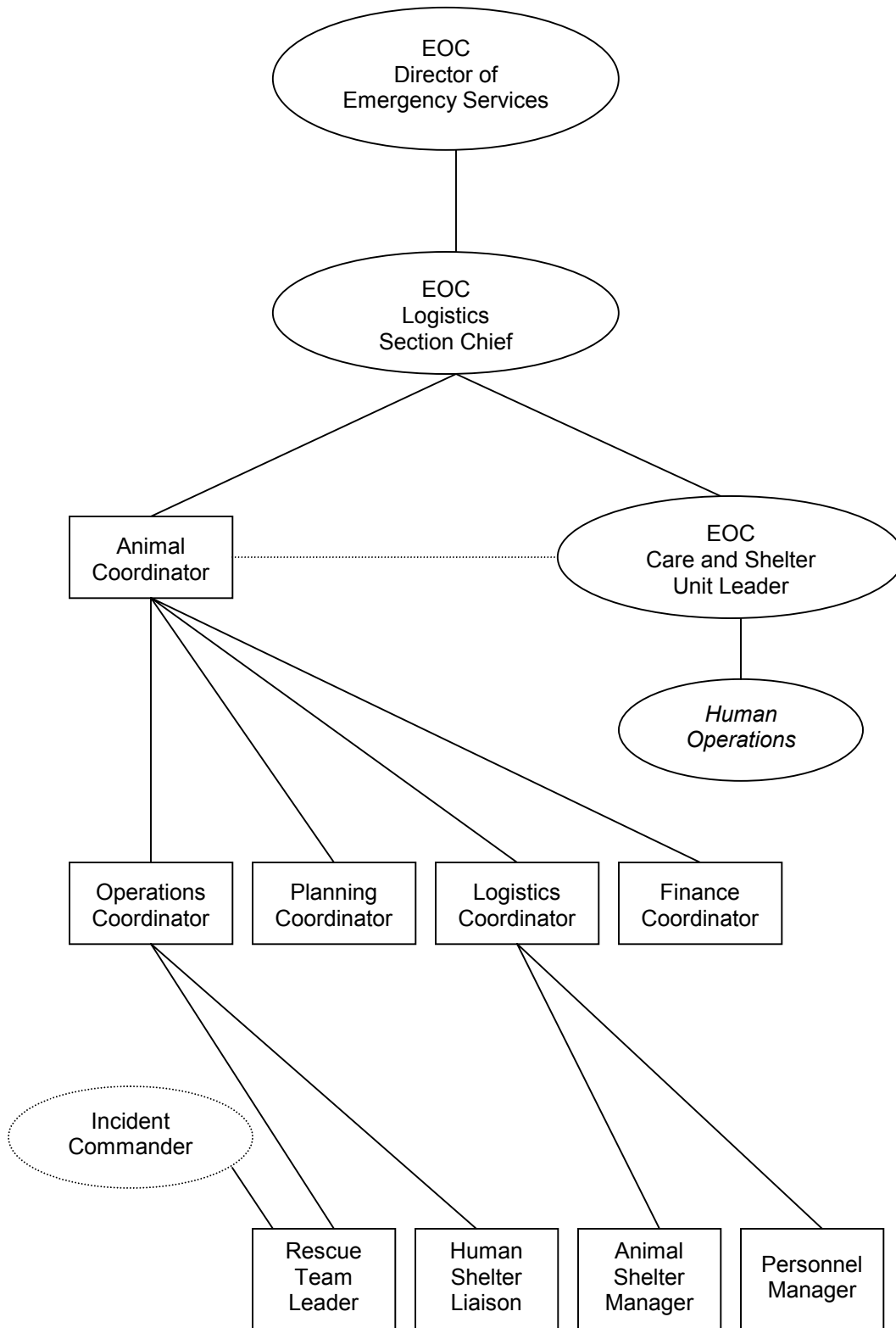


Figure 1: Full-Scale Command Structure

In times of disaster, the major focus of response efforts is geared toward the rescue and mitigation of threats to the human population. However, the domesticated animal population should not be overlooked. Livestock are critical to people's livelihoods and pets have sentimental value. Studies have shown that human risk is minimized and public compliance is increased, if appropriate advance steps are taken to evacuate and rescue animals. Shelters for people do not allow animals, for health reasons, with the exception of assistance animals.

This Plan discusses the Animal Shelter and Rescue activities in Yolo County during an emergency period. It is a Standard Operating Procedure (SOP) document in support of the County of Yolo Emergency Plan.

The ultimate responsibility for the welfare, sheltering, rescue, and transportation of animals rests with their owners. This plan provides assistance to them.

In Yolo County, the Animal Services Section of the Sheriff's Department (Animal Services) has the responsibility to oversee the care and welfare of domesticated animals within the county.

Wildlife shelter and rescue is not a main focus of this Plan. Because humane treatment of animals is a goal of Animal Services, response will be provided to wild animals in need of assistance, as resources permit. All such responses will be coordinated with the California Department of Fish and Game.

Additionally, the UCD-Veterinary Emergency Response Team (UCD-VERT) of the University of California at Davis Veterinary Medical Teaching Hospital (VMTH) is located within the County and provides support to Animal Services.

I. OBJECTIVES

- A. Provide for the humane treatment of animals.
- B. Respond to and assist with animal control, rescue, or sheltering problems.
- C. Remove and/or dispose of injured and dead animals.
- D. Help protect public safety, as related to animal concerns.
- E. Control rabies.

II. COUNTY ORGANIZATION

Yolo County emergency operations follow the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) for all responses. This Plan will follow SEMS and ICS as well.

In the Yolo County emergency organization, Care and Shelter is part of the Logistics Section. The Animal Shelter and Rescue representative therefore reports to and takes direction from the Logistics Section Chief in the Yolo County Emergency Operations Center (EOC). This does not preclude animal rescue activities from working in conjunction with Operations Section field units, as approved by the Logistics Section Chief.

The Animal Shelter and Rescue representative works closely with the Yolo County EOC Care and Shelter Unit Leader, to assist in accommodating human shelterees with pets.

III. RESPONSE ORGANIZATION

The Animal Shelter and Rescue response is comprised of Animal Services staff and volunteers, available UCD-VERT volunteers, and any mutual aid responders. The California Veterinary

Medical Association (CVMA) county coordinator will also be involved. Each of the positions discussed below will be filled in every response effort performed under this plan. Figure 1 (page 1) shows the command structure for all positions. Depending on the size of the disaster and available personnel, the actual number of personnel performing these functions may vary; as appropriate, a person may perform more than one function. For example, all the Coordinator positions may be filled by one individual.

As a general rule, any of these positions may be filled by personnel from Animal Services, UCD-VERT, mutual aid responders, or volunteers, provided they have the appropriate skill, background, or expertise. The two exceptions, Animal Coordinator and Finance Coordinator, are filled as discussed below.

Span of control will be maintained. Ideally, the ratio is one to five, but may be as large as one to seven.

A Department Operations Center (DOC) will be established. The primary location is Animal Services headquarters at 41831 Gibson Road in Woodland. Should this location need to change, an alternate location will be selected in consultation with the Logistics Section Chief. Reliable communications between the DOC and the EOC must be established and maintained.

Management

A. Animal Coordinator.

The Animal Coordinator is the head of the Animal Services Section of the Sheriff's Department or his/her designee. The designee typically is a member of the Animal Services staff, but a member of UCD-VERT or other established animal response group may be individually authorized

to fill this position. If no designee is available, the most senior available employee of Animal Services will perform the function on an interim basis.

The Animal Coordinator coordinates all the Animal Shelter and Rescue disaster efforts. Generally, the Animal Coordinator is the liaison to the Yolo County EOC. In the rare and unusual event that circumstances warrant the Coordinator to be in a location other than the EOC, the Coordinator will appoint a liaison to the EOC, with whom he/she will keep in close contact. Liaison duties include periodic and timely reports to the Logistics Section Chief.

Operations

B. Operations Coordinator.

The Operations Coordinator is appointed by the Animal Coordinator.

Taking direction from the Animal Coordinator, this position directs field rescue operations and oversees the Human Shelter Liaison. Typically, the Operations Coordinator is located at the DOC, but may be elsewhere if circumstances warrant. Regardless, reliable communications must be maintained with the Animal Coordinator and the EOC.

C. Rescue Team Leader.

The Rescue Team Leader is appointed by the Operations Coordinator, if not previously assigned, and leads and directs a single team of personnel who respond to the disaster location to perform rescue efforts. Multiple teams may be required, with each team led by a Rescue Team Leader.

Rescue Teams operate under the following conditions:

- Safety of the response personnel is of the highest priority.
- No Team will have less than two people.
- No member of a Team will enter a hazard area without appropriate backup personnel and equipment.
- Span of control will be maintained. If necessary, Assistant Rescue Team Leader(s) will be designated.

The Leader receives direction from the Operations Coordinator regarding response locations and other animal-related issues. The Leader is responsible for providing timely reports to the Operations Coordinator, including arrival at and departure from the scene.

If an Incident Commander (IC) has been established at the scene, upon arrival the Leader will report to and take direction from, the IC. The IC has responsibility for management of the scene and has authority to direct all operations to best mitigate the disaster at the scene.

If more than one Rescue Team responds to an area under the control of the same Incident Commander, a representative will be selected by the Team Leaders. This representative will be the contact to the IC for the Rescue Teams. Normally, this representative will not perform actual rescue activities.

The Rescue Team Leader also serves as the Safety Officer for his/

her team. The Leader has the authority and responsibility to require modification and/or suspension of animal rescue efforts to protect, primarily, the safety of the rescuers, and secondarily, the safety of the animals being rescued.

D. Human Shelter Liaison.

The Human Shelter Liaison is appointed by the Operations Coordinator.

The Liaison operates at a Red Cross or other shelter designed to house people. He or she takes animals brought to the human shelter and enters them into the Animal Shelter and Rescue system.

As appropriate, animals accepted by the Liaison will either be temporarily housed in a staging area or immediately transported to an animal shelter. An Animal Rescue Team may be requested to respond to the human shelter to pick up the animal.

If circumstances warrant, the Liaison may have a staff and will appoint Assistant(s), as needed, to maintain span of control.

Planning

E. Planning Coordinator.

The Planning Coordinator is the Animal Coordinator or his/her designee.

The Planning Coordinator collects, evaluates, and disseminates information regarding Animal Shelter and Rescue activities. This information is then used to forecast, as best as possible, future needs and concerns.

The Planning Coordinator, Animal Coordinator, and liaison to the Yolo

County EOC work together to develop an action plan for Animal Shelter and Rescue activities for the next operational period. This plan is developed in conjunction with, and as a support to, the overall action plan developed for the entire Operational Area response effort.

Logistics

F. Logistics Coordinator.

The Logistics Coordinator is appointed by the Animal Coordinator.

Taking direction from the Animal Coordinator, this position oversees animal shelter operations and Animal Shelter and Rescue personnel staffing issues. Typically, the Logistics Coordinator is located at the DOC, but may be elsewhere if circumstances warrant. Regardless, reliable communications must be maintained with the Animal Coordinator and the EOC.

G. Animal Shelter Manager.

The Animal Shelter Manager is appointed by the Logistics Coordinator and oversees all operations at a given animal shelter. This includes supervising shelter workers. In the event of a large number of personnel, the Manager shall appoint Assistant Managers to maintain span of control.

The Animal Shelter Manager has overall responsibility to see that each animal admitted to the shelter is assigned an identification tag and that the tag number and animal description are included in the written documentation. All animals should have their picture taken and be scanned for microchips upon admission, if equipment is available. The Animal Shelter Manager reports to

the Logistics Coordinator on a periodic and timely basis regarding the status of the shelter and ability to continue to admit animals. This includes requests for supplies and equipment as needed.

The Animal Shelter Manager also serves as the Safety Officer for his shelter. He has the authority and responsibility to require modification and/or suspension of animal shelter efforts to protect, primarily, the safety of the shelter workers, and secondarily, the safety of the animals being sheltered.

H. Personnel Manager.

The Personnel Manager is usually designated before the disaster occurs, by the head of the Animal Services Section of the Yolo County Sheriff's Department. If no such designee is available, the position is filled by the Animal Coordinator or his/her designee.

Taking direction from the Logistics Coordinator, this position oversees the Animal Shelter and Rescue personnel, whether they are staff, volunteers, or mutual aid responders. The Personnel Manager schedules staffing for shifts and locations, ensures that volunteers have completed the proper forms, and tracks on-duty hours for payroll and other purposes.

The Personnel Manager will be responsible for lining up grief therapists or other mental health professionals as needed for Animal Shelter and Rescue personnel.

Meals for all responders, while on duty, and lodging for non-local responders are responsibilities of the Personnel Manager. Unless coordinated through the Operational Area

EOC, these expenses will be paid by Yolo County through the Animal Services Section of the Yolo County Sheriff's Department.

Finance

I. Finance Coordinator.

The Finance Coordinator is usually designated before the disaster occurs, by the head of the Animal Services Section of the Yolo County Sheriff's Department. If no such designee is available, the position is filled by the Animal Coordinator or his/her designee. The Finance Coordinator MUST be an employee of Yolo County working for Animal Services, the County Auditor-Controller, or other appropriate County department. He or she may be a member of the Finance Section of the Yolo County emergency organization, if appropriate.

Taking direction from the Animal Coordinator, this position tracks all financial aspects of the Animal Shelter and Rescue efforts. This includes payroll, purchases, compensation claims, and other costs.

IV. FACILITIES

A. Animal Services Headquarters.

Headquarters for Animal Services is located at the Animal Services Shelter, 41831 Gibson Road in Woodland. This is the shelter for day-to-day use.

Adjacent to this shelter is a 30-acre fenced pasture that may be used to hold livestock during a disaster.

B. Staging Area.

The staging area is where animals are brought from the crisis area prior

to transport to a shelter. It should be outside the hazard zone and able to properly hold the animal(s) for the period of time between rescue and transport to an available shelter.

The staging area should also have ability for communications with the Operations Coordinator and, ideally, with the Animal Coordinator as well.

Staging areas may be long-term or temporary depending on the nature of the disaster and the scope of efforts in a given location.

Selection of sites for staging areas, near the hazard area, should be done by the Rescue Team Leader, or representative, in consultation with the Incident Commander.

Selection of sites for staging areas near human shelters should be done by the Human Shelter Liaison in consultation with the manager of the human shelter.

C. Shelter.

An animal shelter should be located at a facility that can handle animals on a long-term basis, in humane conditions. It should have the ability for communications with the Logistics Coordinator and, ideally, with the Animal Coordinator as well. There should be sufficient parking to accommodate workers and animal owners.

The preferred shelter is the Animal Services Shelter at 41831 Gibson Road in Woodland (Animal Services Headquarters).

In the event this location will not serve the needs of the disaster, the first alternate location is the Yolo County Fairgrounds, 1250 East Gum Road in Woodland. For activation of this shelter, contact the Fair Asso-

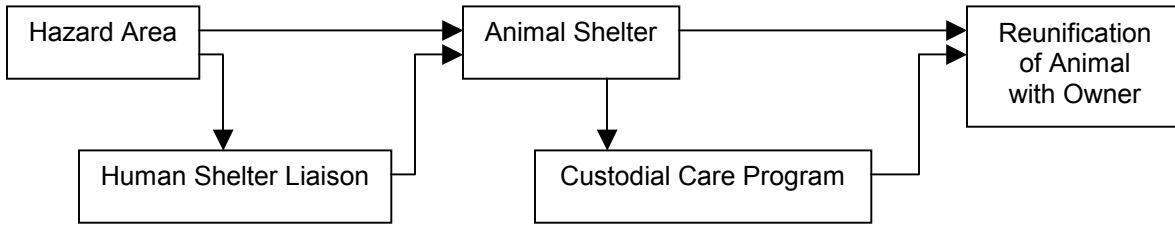


Figure 2: Animal Location Flow Chart

ciation Manager at 530-662-5393. Feed and staffing must be provided.

In the event another site is needed, because the Fairgrounds is filled to capacity, because it is in use as a human shelter, because it is in the disaster area, or for other cause, coordinate with the Logistics Section Chief at the Operational Area EOC for other shelter location(s).

V. CUSTODIAL CARE PROGRAM

If available shelters are not adequate, the Custodial Care program may be implemented. This program allows individuals to take sheltered animal(s) home and care for them privately.

The Animal Coordinator implements the Custodial Care program. Upon implementation, each Animal Shelter Manager becomes a Custodial Care Coordinator, unless he/she designates another Animal Shelter and Rescue responder.

If appropriate, the Logistics Coordinator may designate a Custodial Care Coordinator for each staging area.

Each Custodial Care Coordinator has overall responsibility for ensuring that each animal sheltered under this program is assigned an identification tag, that the tag number and animal description is included in the written documentation, and that the Custodial Care form is completed. The Custodial Care Co-

ordinator should ensure that all animals have had their picture taken and, if equipment is available, have been scanned for microchips. The Custodial Care Coordinator will accept as Custodial Care volunteers only those persons who will be able to provide adequate and humane care for the animal(s) to be so sheltered. A valid California Driver's License is required as identification, which shall be checked prior to release of animal(s) to the Custodial Care volunteer.

VI. REUNIFICATION PROCEDURES

Aside from preserving lives of the animals, the major focus of the Animal Shelter and Rescue efforts is to reunite animals with their owners. To this end pictures should be taken of all animals sheltered, for the purpose of display to the public. Efforts should be taken to display these pictures in a forum that will allow owners to make an initial identification without the need to travel to the shelter.

Once an owner has initially identified an animal and has traveled to the shelter to confirm the identity, the animal may be released to the owner. Release procedures include the completion of the Animal Summary Release Form, including the name and contact information of the person claiming the animal. This information will be beneficial in the event follow-up contact is necessary.

Release of animals will only be done upon presentation of proper identification and satisfactory claim of ownership. Such requirements are necessary to prevent acquisition of animals by other than the rightful owners or owner's agents. If equipment is available, onsite microchipping should be encouraged to provide a permanent identification for the future.

See Figure 2 (page 7) for a representation of the shelter process.

VII. DISASTER RECOVERY ISSUES

The outcome of disasters does not always result in many stray and homeless animals. It is important to determine what type of situation is going to result from a given disaster. For example, during the 1989 Loma Prieta earthquake, many animals became homeless and lost. Animal control agencies were overwhelmed with the need for space and volunteers. Conversely, the 1991 Oakland Hills fire, which affected over 2000 homes, burned so "hot", "heavy", and "fast" that most of the animals affected succumbed to the fire and little space and few volunteers were needed. Previous disasters have proven that animals which are injured or frightened tend to hide during the day, when recovery crews are working, and come out at night. Therefore, a pro-active stance needs to be taken during the initial recovery period, following the disaster. This may likely include staffing patrol crews (Rescue Teams) at night to recover these animals.

Consideration should be given to notifying, in writing, local veterinarians that Animal Services will be responsible for expenses incurred for emergency treatment of stray animals affected by the disaster and brought in by private residents for a specific period of time (ten days after the disaster is suggested). This would apply only in those cases

where the bill was not paid by the owners. This policy would take effect only upon approval by the head of the Animal Services Section of the Yolo County Sheriff's Department or his/her designee. Notification should take place via the CVMA county coordinator.

There are occasions where, unfortunately, an animal is not able to be rescued, either because the animal is trapped or too badly injured, or because attempted rescue would put the rescuer at too much risk for his own safety. In circumstances such as these, putting the animal down may be the only humane option. Decisions regarding treatment versus euthanasia should be made by a licensed veterinarian. The primary concern in handling sick, injured, or stray animals should be to alleviate an animal's pain and suffering and to provide normal treatment, if possible, while minimizing injury to human beings and preventing/controlling the spread of zoonotic diseases.

Dead animals found and disposed of by municipal and other services are usually not identified or otherwise noted before disposal. All pet animals found dead, by any agency assisting Yolo County Animal Services in the removal and/or disposal of deceased animals, should be brought to an animal shelter or staging area for identification prior to disposal. Alternately, a field log of animal description and location must be kept. Use of a camera would be helpful while scanning for microchips is essential, provided appropriate equipment is available. All deceased livestock animals should be logged with description, including brands or other identifying marks, and location of impound. Identification of dead animals by their owners may not be possible in every case. However, if animals are disposed of without an attempt being made, this problem will be much worse.

VIII. OUTSIDE ASSISTANCE

During the disaster response and recovery phases, Animal Shelter and Rescue efforts are conducted as part of the Yolo County emergency organization. As such, the personnel in the Operational Area EOC are in a position to provide support to Animal Shelter and Rescue operations.

Most likely, this support will be in the form of the Public Information Officer (PIO). The PIO has the task of communicating with the public about the disaster situation. All news releases for Operational Area disaster operations, including those of Animal Shelter and Rescue, go through the PIO in order to reduce conflicting information and the resultant confusion of the public. The PIO is also the point of contact for media inquiries about County disaster operations. Because of the specialized nature of Animal Shelter and Rescue operations, the liaison to the EOC should be prepared to assist the PIO in responding to animal-related inquiries.

Requests for facilities and/or supplies not available through existing agreements are routed through the EOC. In the event an additional location is needed for a shelter, or more or different equipment is necessary, a request may be made. There will likely be a sizeable delay, even if the request can be filled in-county. Therefore, the Planning Coordinator should have as much information as possible to anticipate the needs and make the appropriate requests.

Mutual aid requests are also made through the EOC. Mutual aid can be defined as outside personnel, who have certain specific needed skills and abilities, who respond to an affected area to assist in the response and recovery effort in that area. In the event that additional personnel are needed, or soon will be needed, for the Animal Shelter and

Rescue effort (e.g. veterinarians, animal control officers, etc.) a mutual aid request can be made. Again, there likely will be a sizeable delay before the available assistance can arrive, so advance planning is beneficial.

IX. FORMS

All of the following forms are intended to be in triplicate, with the exceptions of Animal Release Summary Sheet and Custodial Care Form, both in duplicate.

Small Animal Intake Form – Record entry of small animals into the shelter.

Large Animal Intake Form – Record entry of large animals into the shelter.

On the back of the yellow copies of the intake forms is an Activity Log to record medicines and other care given to the animal.

All animals that are entered into a shelter, regardless of length of stay, should be recorded on the appropriate intake form. An animal that is rescued and then immediately released to the owner, without placement into a shelter, does not need to be recorded on these forms.

Animal Release Summary Sheet – Must be completed before release of any animal from a shelter. It is important to have a record of who claimed which animals.

Lost Animal Form – Used to help match stray animals in the shelter with their owners.

Animal Rescue Request Form – To report an animal known to be in need of assistance.

Custodial Care Form – Tracks animals sheltered under the Custodial Care program, in the event this program is activated.

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Small Animal Intake Form

Date Arrived Shelter Animal ID #
Date Discharged Assigned Location Photo ID#

Name Phone
Permanent Address
Temporary Address
Emergency Contact
Veterinarian / Vet Hospital and Phone

If animal submitted by a Good Samaritan:

Where was animal found?

Do you wish to adopt the animal, if the owner is not found? Yes No

ANIMAL IDENTIFICATION

Species Name Age
Breed Size: Toy Small Medium Large Giant
Coat Color Coat Length: Short Medium Long
Microchip Yes No / Other ID# Sex: M M(neutered) F F(spayed)
To aid in animal identification, initial here so we may microchip this animal, if not already done.

MEDICAL

Rabies Vaccine? Yes No Tag # County issued

Other Vaccines (indicate date given):

Canine: DHLPP (5 in 1) Bordetella (kennel cough) Coronavirus

Feline: FVRCP (3 in 1) FeLV

Other Species:

Any medical problems? No Yes

Taking medications? No Yes Owner provided? No Yes

Special diet? No Yes Owner provided? No Yes

HABITS AND TRAITS (mark all that apply)

fence jumper digger scratcher submissive housebroken highly excitable biter shy
leash broken barker/vocal declawed obedience trained other

Aggressive toward men women children other animals none unknown

To the best of my knowledge, the above described animal HAS or HAS NOT bitten anyone within the last fourteen (14) days, or that information is UNKNOWN to me.

Due to the declared emergency, I am requesting authorized agents of Yolo County to board my animal listed above and agree to all of the following:

- 1) I understand that my animal may be exposed to diseases and other risks while being housed at the shelter or other facilities, and therefore I will not hold the authorized agents responsible for the health or death of my animal.
2) I am responsible for any emergency expenses incurred during treatment of my animal.
3) I agree to attempt to find alternate housing for my animal as soon as possible.
4) I agree to contact Yolo County Sheriff's Department, Animal Services, on a daily basis to keep the county updated on my whereabouts and possible alternate housing.
5) I understand that this boarding agreement is temporary and I agree to make arrangements to claim my animal within five working days of the close of the Animal Disaster Shelter.
6) I understand that I will be subject to boarding fees starting the sixth working day after the close of the Animal Disaster Shelter.

Owner/Agent Signature Date

Accepted by (staff) Date

Large Animal Intake Form

Date Arrived _____	Page ____ of ____
Date Discharged _____	Shelter Herd Letter Code _____
Assigned Location _____	Shelter Herd Paint Color _____

Name _____ Phone _____
 Permanent Address _____
 Temporary Address _____
 Emergency Contact _____
 Veterinarian / Vet Hospital and Phone _____

If animal submitted by a Good Samaritan:

Rescue Location _____

Species: Cattle Sheep Swine Horse Goats Other _____

Individual Animal Identification

	ID (Brand/tattoo/etc.)	Description	Age	Sex	Breed	Individual Animal ID#
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____	_____

Known medical problems for any of the above 15? No Yes _____

Due to the declared emergency, I am requesting authorized agents of Yolo County to board my animals listed above and agree to all of the following:

- 1) I understand that my animals may be exposed to diseases and other risks while being housed at the shelter or other facilities, and therefore I will not hold the authorized agents responsible for the health or death of my animals.
- 2) I am responsible for any emergency expenses incurred during treatment of my animals.
- 3) I agree to attempt to find alternate housing for my animals as soon as possible.
- 4) I agree to contact Yolo County Sheriff's Department, Animal Services, on a daily basis to keep the county updated on my whereabouts and possible alternate housing.
- 5) I understand that this boarding agreement is temporary and I agree to make arrangements to claim my animals within five working days of the close of the Animal Disaster Shelter.
- 6) I understand that I will be subject to boarding fees starting the sixth working day after the close of the Animal Disaster Shelter.

Owner/Agent Signature _____ Date _____

Accepted by (staff) _____ Date _____

Animal Release Summary Sheet

Species	Description	Shelter Animal ID#
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

I hereby acknowledge I am the owner (or owner's authorized agent) of the animals described above, that I have taken custody of the animals, and that I am responsible for their transport and care. I also acknowledge that I have received the animals in satisfactory condition.

I hereby release this facility, all Animal Shelter and Rescue personnel, and all other agencies / personnel associated with these animals' care from responsibility and liability.

I have been advised that the premises to which I am returning the animals should be thoroughly checked for damage (fences down, holes, hot spots, chemicals, and any other animal-endangering conditions), and that any metal fencing should be washed, before returning the animals to the premises.

Owner / Agent Signature _____ Date _____

Contact information

Same as shown on intake form

Name _____

Address _____

Phone _____

Photo Identification Type and Number _____

Proof of Ownership: License tag Microchip Copy of intake form _____

Released by (staff) _____ Date _____

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Lost Animal Form

Date Found Intake Shelter Animal ID# Today's Date Date Lost Owner Phone Permanent Address Temporary Address Emergency Contact Veterinarian / Vet Hospital and Phone Where was animal lost (include cross street and city)?

ANIMAL IDENTIFICATION

Species Name Age Breed Size: Toy Small Medium Large Giant Coat Color Coat Length: Short Medium Long Microchip Yes No / Other ID# Sex: M M(neutered) F F(spayed) To aid in animal identification, initial here so we may microchip this animal, if found and chipping is not already done. Detailed description Is a photo attached? Yes No

MEDICAL

Rabies Vaccine? Yes No Tag # County issued Other Vaccines (indicate date given): Canine: DHLPP (5 in 1) Bordetella (kennel cough) Coronavirus Feline: FVRCP (3 in 1) FeLV Other Species: Any medical problems? No Yes Taking medications? No Yes Special diet? No Yes Aggressive toward men women children other animals none unknown

To the best of my knowledge, the above described animal HAS or HAS NOT bitten anyone within the last fourteen (14) days, or that information is UNKNOWN to me.

In the event my animal is found and due to the declared emergency, I am requesting authorized agents of Yolo County to board my animal listed above and agree to all of the following:

- 1) I understand that my animal may be exposed to diseases and other risks while being housed at the shelter or other facilities, and therefore I will not hold the authorized agents responsible for the health or death of my animal.
2) I am responsible for any emergency expenses incurred during treatment of my animal.
3) I agree to attempt to find alternate housing for my animal as soon as possible.
4) I agree to contact Yolo County Sheriff's Department, Animal Services, on a daily basis to keep the county updated on my whereabouts and possible alternate housing.
5) I understand that this boarding agreement is temporary and I agree to make arrangements to claim my animal within five working days of the close of the Animal Disaster Shelter.
6) I understand that I will be subject to boarding fees starting the sixth working day after the close of the Animal Disaster Shelter.

Owner/Agent Signature Date Accepted by (staff) Date

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Animal Shelter and Rescue

Animal Rescue Request Form

Date Sighted _____ Time Sighted _____

Location of animal or sighting (address, cross streets, landmarks, etc.) _____

Animal Species _____ Breed _____ Sex: M M(neutered) F F(spayed)

Color and distinctive markings _____

Did the animal appear to be injured or in immediate danger? _____

Name of requesting party _____

Agency or owner (if different from above) _____

Address / City _____

Phone (work) _____ Phone (home) _____

Temporary address _____

Is there a key available? Yes No Location _____

If necessary, is keyless entry authorized? Yes No

Aggressive toward men women children other animals none unknown

To the best of my knowledge, the above described animal HAS or HAS NOT bitten anyone within the last fourteen (14) days, or that information is UNKNOWN to me.

Signature of person completing form _____ Date _____

Rescue Use Only

Request received: Date _____ Time _____

Action taken _____

Emergency medical treatment provided to animal _____

Treatment given by (name) _____ Phone _____

Rescue Team Member Veterinarian Other _____

Animal taken to _____ Intake Shelter Animal ID# _____

Address / City _____

Name and agency of person completing this report _____

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Animal Shelter and Rescue

Custodial Care Form

Custodian _____
Mailing Address _____
City _____ Zip _____
Physical Address _____
Phone _____ Driver's License _____

Description of kennel, paddock, cage, or other custodial shelter: _____

CUSTODIAL ANIMALS

1. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? []No []Yes _____
Taking medications? []No []Yes _____
Special diet? []No []Yes _____
Aggressive toward []men []women []children []other animals []none []unknown
If known: Owner _____ Phone _____

2. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? []No []Yes _____
Taking medications? []No []Yes _____
Special diet? []No []Yes _____
Aggressive toward []men []women []children []other animals []none []unknown
If known: Owner _____ Phone _____

3. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? []No []Yes _____
Taking medications? []No []Yes _____
Special diet? []No []Yes _____
Aggressive toward []men []women []children []other animals []none []unknown
If known: Owner _____ Phone _____

4. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? []No []Yes _____
Taking medications? []No []Yes _____
Special diet? []No []Yes _____
Aggressive toward []men []women []children []other animals []none []unknown
If known: Owner _____ Phone _____

As the custodian of the above animals, I acknowledge the following:

- All care will be in accordance with Yolo County Sheriff's Department, Animal Services Section policies.
• I am responsible for all costs of medical care provided to the animals in my custody EXCEPT in life-threatening situations (as indicated by the attending veterinarian) or as pre-approved by the Animal Coordinator or his/her designee.

Custodian Signature _____ Date _____

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CHECKLIST FOR ANIMAL COORDINATOR

There is no set order to these checklist items.

Started/Completed

Notes

Before an Emergency

- Identify organizations that will manage/host shelters.
- Make sure arrangements exist for 24-hour access to buildings at shelter locations.
- Coordinate with the Department of Employment and Social Services and the American Red Cross to develop procedures for dealing with people who bring pets to human shelters.
- Identify sources of shelter supplies (including food and water).

During an Emergency

- Respond to the Operational Area EOC, if activated.
- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
- Maintain an Activity Log.
- Appoint personnel as needed.
- Oversee Animal Shelter and Rescue activities.
- Coordinate with the EOC Logistics Section Chief to identify locations and priorities of Animal Shelter and Rescue activities.
- Maintain communications with the Operations Coordinator and the Logistics Coordinator.

After an Emergency

- Identify, and forward, paperwork that properly goes to the EOC Logistics Section Chief.
- Keep all other paperwork pertaining to Animal Shelter and Rescue activities, for the appropriate and/or required length of time following the emergency.

CHECKLIST FOR ANIMAL COORDINATOR, continued

There is no set order to these checklist items.

Started/Completed	Notes
<input type="checkbox"/> <input type="checkbox"/>	Oversee transfer of unclaimed animals from emergency shelters to day-to-day Animal Services custody.
<input type="checkbox"/> <input type="checkbox"/>	File after-action report with the California Veterinary Medical Association Disaster Preparedness Center.

CHECKLIST FOR OPERATIONS COORDINATOR

There is no set order to these checklist items.

Started/Completed	Notes
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During an Emergency

- Report to Animal Services headquarters, or other location as assigned by the Animal Coordinator.
- Once at the location, identify yourself such that you can quickly be identified as to your position.
- Maintain an Activity Log.
- Maintain communications with the Animal Coordinator.
- Coordinate as necessary with the Logistics Coordinator.
- Oversee all animal rescue activities.
- Oversee all Human Shelter Liaison operations.

CHECKLIST FOR RESCUE TEAM LEADER

There is no set order to these checklist items.

Started/Completed	Notes
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During an Emergency

- Direct all activities of the Rescue Team.
- Act as Safety Officer for the members of the Rescue Team.
- Maintain communications with the Operations Coordinator.
- Coordinate on-scene activities with the Incident Commander, if applicable.

CHECKLIST FOR HUMAN SHELTER LIAISON

There is no set order to these checklist items.

Started/Completed	Notes
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During an Emergency

- Direct all activities of the Human Shelter Liaison Unit.
- Act as Safety Officer for the Human Shelter Liaison Unit.
- Maintain communications with the Operations Co-ordinator.
- Coordinate on-site activities with the Shelter Manager or Incident Commander, as appropriate.

CHECKLIST FOR PLANNING COORDINATOR

There is no set order to these checklist items.

Started/Completed

Notes

Before an Emergency

- Work with the Animal Coordinator to circulate disaster planning information.
- Work with the Animal Coordinator to coordinate resources that will be needed during an emergency.

During an Emergency

- Collect and evaluate information regarding Animal Shelter and Rescue activities.
- Forecast, as best possible, future needs and abilities of Animal Shelter and Rescue personnel.
- Maintain an Activity Log.
- Work with the Animal Coordinator (and liaison to EOC, as appropriate) to develop the animal Action Plan.
- Work through the liaison to the EOC to request needed supplies and/or mutual aid.

After an Emergency

- Work with the Animal Coordinator to write thank-yous or otherwise acknowledge the contributions of personnel who assisted the Animal Shelter and Rescue effort.
- Work with the Animal Coordinator to prepare and submit after-action reports.
- Work with the Animal Coordinator to re-evaluate needs for future emergencies.

CHECKLIST FOR LOGISTICS COORDINATOR

There is no set order to these checklist items.

Started/Completed	Notes
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During an Emergency

- Report to Animal Services headquarters, or other location as assigned by the Animal Coordinator.
- Once at the location, identify yourself such that you can quickly be identified as to your position.
- Maintain an Activity Log.
- Maintain communications with the Animal Coordinator.
- Coordinate as necessary with the Operations Coordinator.
- Oversee all animal shelter activities.
- Oversee Personnel Manager activities.

CHECKLIST FOR ANIMAL SHELTER MANAGER

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- Oversee all operations at a given shelter.
- Ensure appropriate kenneling for each animal being sheltered.
- Ensure adequate and appropriate food and water.
- Ensure a Shelter ID tag is affixed to each animal upon intake into the shelter.
- Ensure an Animal Registration Form is completed for each animal upon intake into shelter.
- Ensure the animal is recorded in the animal log book when a transfer is made.
- Ensure an Animal Release Form is completed before release of an animal.
- Act as Safety Officer for all Animal Shelter and Rescue personnel at the shelter.

After an Emergency

- Forward all paperwork pertaining to Animal Shelter and Rescue activities to the Animal Coordinator.
- Work with Animal Coordinator to transfer unclaimed animals from emergency shelters to day-to-day Animal Services custody.

CHECKLIST FOR PERSONNEL MANAGER

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- Oversee all personnel issues for Animal Shelter and Rescue activities.
- Maintain an Activity Log.
- Maintain records of who works which shifts in which positions.
- Maintain registration forms of all volunteers.
- Work with the Planning Coordinator to identify need to request mutual aid personnel.
- Coordinate feeding for all Animal Shelter and Rescue personnel.
- Coordinate lodging for non-local Animal Shelter and Rescue personnel.
- Maintain contact with the Logistics Coordinator.
- Work with the Finance Coordinator as required.
- Arrange grief therapist availability as needed for personnel..
- Coordinate evaluation of volunteers to assess ability to continue responding.

After an Emergency

- Forward all appropriate paperwork to the Finance Coordinator.
- Forward all other paperwork pertaining to Animal Shelter and Rescue activities to the Animal Coordinator.

CHECKLIST FOR FINANCE COORDINATOR

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- Oversee all financial aspects of the Animal Shelter and Rescue activities.
- Maintain an Activity Log.
- Respond to location assigned by the Animal Coordinator.
- Once at the location, identify yourself such that you can quickly be identified as to your position.
- Maintain contact with the Animal Coordinator.
- Maintain financial records for Animal Shelter and Rescue activities.
- Work with the Finance Section Chief and Finance Section staff of the Yolo County EOC, as appropriate.

After an Emergency

- Ensure worker's compensation claims continue to be monitored and appropriately handled. If appropriate, this activity may be performed by the Claims Unit Leader of the EOC Finance Section.
- Forward all paperwork pertaining to Animal Shelter and Rescue activities to the Animal Coordinator.