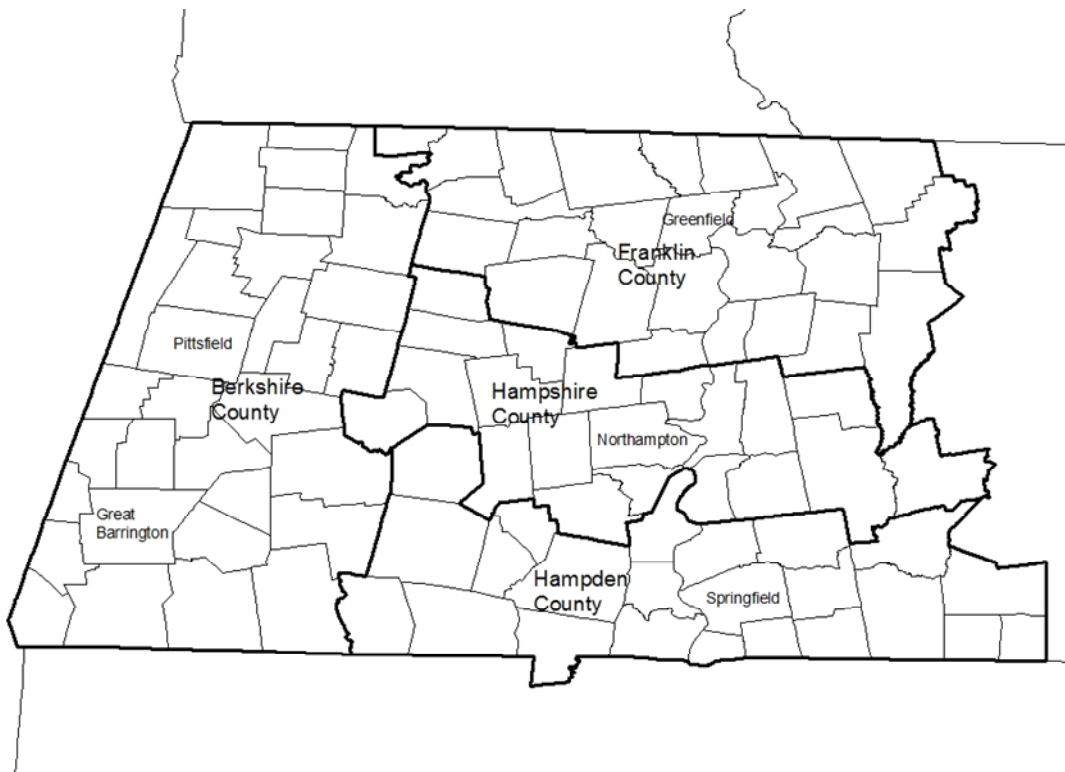


Pet Friendly Shelter Operations Tool Kit



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HURRICANE



TORNADO



WILDFIRE



FLOOD

Disaster Resistant Communities Group LLC

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The Pet Friendly Shelter Operations Took Kit was prepared in coordination with the Western Massachusetts Regional Homeland Security Council by the Disaster Resistant Communities Group LLC.



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Purpose

The purpose of this Tool Kit is to provide a Disaster Animal Response Team (DART) with the resources to open, manage and close a Pet Friendly Shelter.

This Tool Kit is design to be broken into is separate components upon arriving at a facility that will be used to house a Pet Friendly Shelter.

Shelter Organization

The first component of this kit is the Table of Organization that outlines the management structure for the operating the shelter.

Checklists

The kit contains two checklists, one for opening the shelter and one for closing the shelter.

Job Action Sheets

The leader of the DART will identify individuals to fill the various roles as outlined in the Job Action Sheets. While there are Job Action Sheets for nine roles it is important to note that one individual can fulfill two or three roles depending on the number of DART members available and the size and scope of the planned shelter operation.

Standard Operating Guidelines

The Standard Operating Guidelines are designed to provide specific guidance for managing certain aspects of the shelter.

Memorandum of Understanding

The kit contains a copy of the Memorandum of Understanding between the State of Massachusetts Disaster Animal Response Team (SMART) and a local Disaster Animal Response Team (DART)

Forms

This component of the kit contains all of the forms that are required for opening, operating and closing the shelter.

Signage

The Shelter Sign Kit contains a wide selection of signage that will be needed to properly identify various areas in and around the shelter.

Table of Contents

Shelter Organization.....	6
Table of Organization	
Checklists.....	8
Shelter Closing	
Shelter Opening	
Job Action Sheets	12
Incident Commander	
Safety Officer	
Logistics Section Chief	
Operations Section Chief	
Shelter Manager	
Staffing Manager	
Pet Intake Coordinator	
Pet Living Area Coordinator	
Planning Section Chief	
Standard Operating Guidelines	30
Bite Protocol	
DART Activation / Deployment	
Shelter Rules	
Shelter Selection Criteria	
Spontaneous Volunteer Management	
Trailer Usage	
Memorandum of Understanding.....	44
State of Massachusetts Animal Response Team / Disaster Animal Response Team	
Forms.....	48
Bite Report	
Expense Reimbursement Request	
Facility Survey	
Facility Usage Agreement	
Failure to Comply Notice	
Pet Crate / Cage Identification Cart	
Pet Daily Care	
Pet Log	
Pet Owner Agreement	
Pet Registration	
Procurement Log	
Situation Report	
Staff Log	
Staff Registration	
Staff Schedule	
Trailer Inventory - Berkshire County	

Trailer Inventory - Franklin County	
Trailer Inventory - Hampden County	
Trailer Inventory - Hampshire County	
Trailer Usage Form	
Shelter Signage.....	67
Shelter Sign Kit	

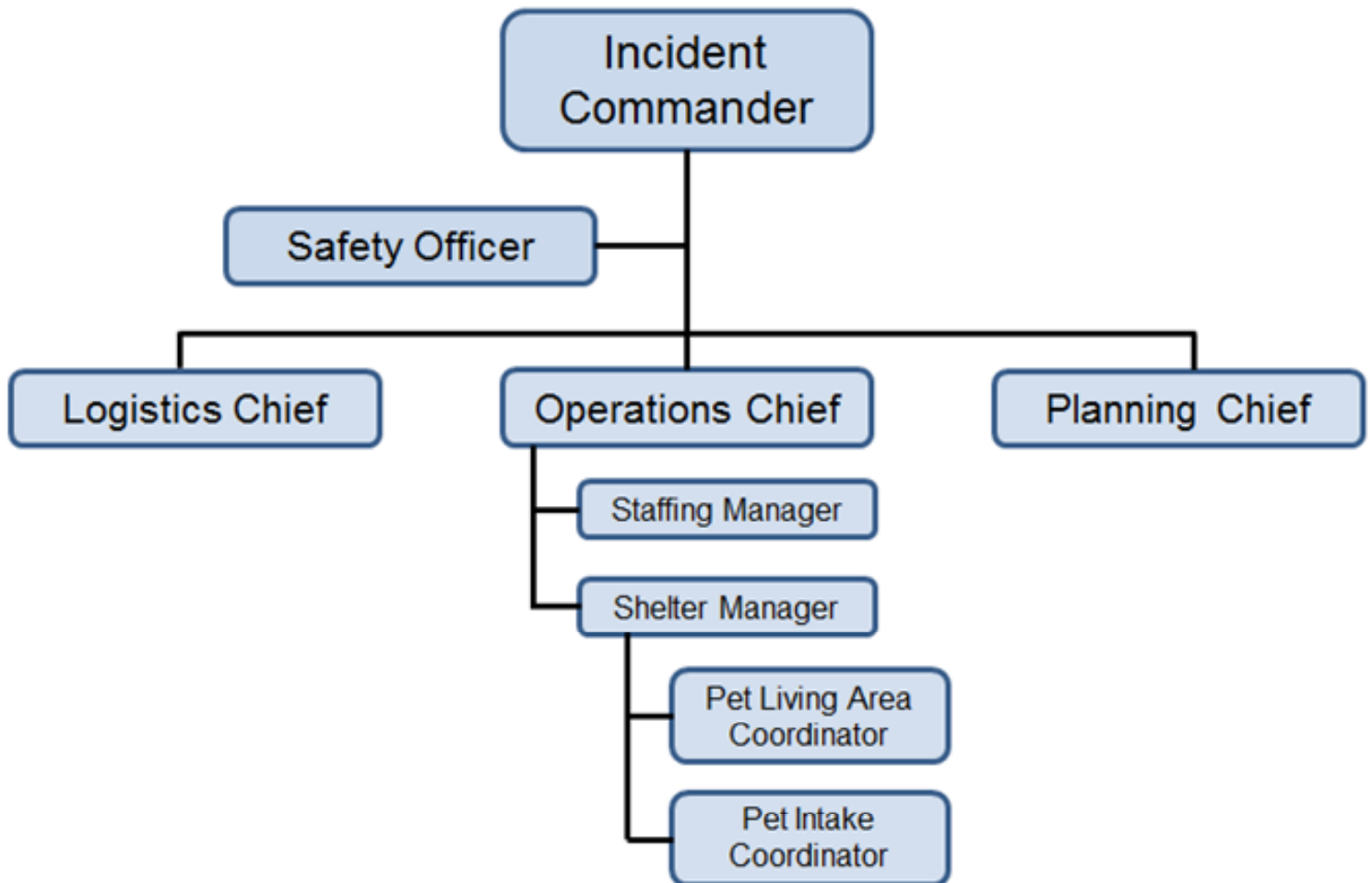
Shelter Organization

Table of Organization



Pet Friendly Shelter – Table of Organization Standard Operating Guidelines

The following Table of Organization is based on the Job Action Sheets for operation of a Pet Friendly Shelter.



Checklists

Shelter Opening

Shelter Closing



Pet Friendly Shelter – Shelter Opening Checklist

This checklist provides actions that need to be completed during the shelter opening process and identifies a Lead Individual responsible for ensuring that listed actions are completed.

All available volunteers will be needed to assist with opening the shelter.

✓	Facility Survey	Lead Individual	Logistics Section Chief	
	Upon arriving at the shelter location and before the shelter is set- up complete a pre-occupancy survey of the facility. Use the Logistics Section Chief Job Action Sheet for guidance in undertaking the facility survey.			
✓	Pet Living Area Set-Up	Lead Individual	Pet Living Area Coordinator	
	Work with the Shelter Manager to determine the location to set-up the Pet Living Area.			
	Work with the Logistics Section Chief to access the required equipment and expendable supplies that are contained in the DART Trailer.			
	Use the Pet Living Area Coordinator Job Action Sheet for guidance in setting-up the Pet Living Area.			
	Prepare the area in which crates / cages and pens will be place by covering the floors and walls with plastic. Use painters tape to secure the plastic. DO NOT cover the aisles between the crates / cages and pens with plastic as this will create a safety hazard due to the plastic being slippery.			
	Use the following matrix to determine the floor space requirement for various crates / cages and pens. Note: The floor space requirement includes three inches added to both sides of the crate and pen and is rounded up to the nearest square foot.			
	Crates / Gages			
	Size	Stacked	Floor Space Required	Number of Pets Housed
	Small (12" x 19")	Three High	3 Square Feet	3
	Small (19" x 25")	Three High	4 Square Feet	3
	Medium (15" x 23")	Two High	5 Square Feet	2
	Medium (20" x 27")	Two High	5 Square Feet	2
	Medium (21" x 30")	Two High	6 Square Feet	2
	Large (19 x 26")	Two High	6 Square Feet	2
	Large (24" x 36")	Two High	8 Square Feet	2
	Extra Large (28" x 42")	One High	10 Square Feet	1
	Giant (30" x 48")	One High	12 Square Feet	1
	Pens			
	Size	Stacked	Floor Space Required	Number of Pets Housed
	Small (24" x 24")	Can Not Be Stacked	5 Square Feet	1
	Small (24" x 30")	Can Not Be Stacked	5 Square Feet	1
	Medium (24" x 36")	Can Not Be Stacked	6 Square Feet	1
	Large (24" x 42")	Can Not Be Stacked	7 Square Feet	1
	Large (24" x 48")	Can Not Be Stacked	9 Square Feet	1
		Set-up crates / cages and pens.		

	Crates / cages should not face one another.		
	When setting-up the crates / cages and pens make sure dog and cat areas are segregated.		
	A separate area should be identified for pets such as birds, small mammals (Gerbils, Hamsters, Guinea Pigs, Mice, Rabbits and Potbelly Pigs), reptiles, fish and arachnids.		
	Use the chairs and tables that are available at the facility if needed to support various activities associated with the Pet Living Area.		
	<p>Within the Pet Living Area identify areas to support the following activities:</p> <ul style="list-style-type: none"> • Cleaning / Disinfecting Equipment Area – An area in which crates / cages, pens and other equipment can be cleaned and disinfected. This area may be located outside of the building. • Food Preparation Area – An area in which pet owners and shelter staff can prepare food that will be given to pets. • Supply Storage Area – A secure location for storing equipment and expendable supplies. • Pet Walking Area – An area outdoors that can be used by pet owners and shelter staff to walk pets. • Isolation Area – This is an area in which a pet can be placed upon becoming sick or is overly stressed due to its close contact with other pets. <p>Use signage from the Shelter Signage Kit to properly identify all work areas.</p>		
✓	Pet Intake Area Set-Up	Lead Individual	Pet Intake Coordinator
	Work with the Shelter Manager to determine the location to set-up the Pet Intake Area.		
	Work with the Logistics Section Chief to access the required equipment and expendable supplies that are contained in the DART Trailer.		
	Use the chairs and tables that are available at the facility to set-up the Pet Intake Area.		
	Use Pet Intake Coordinator Job Action Sheet for guidance in setting-up the Pet Intake Area.		
✓	Staff Registration Area Set-Up	Lead Individual	Staffing Manager
	Work with the Shelter Manager to determine the location to set-up the Staff Registration Area.		
	Work with the Logistics Section Chief to access the required equipment and expendable supplies that are contained in the DART Trailer.		
	Use the chairs and tables that are available at the facility to set-up the Pet Intake Area.		
	Use Staffing Manager Job Action Sheet for guidance in setting-up the Staff Registration Area.		
✓	Staff Lounge Area Set-Up	Lead Individual	Shelter Manager
	The Shelter Manager will determine the location to set-up the Staff Lounge Area.		
	This area should be in a separate room away from the busy work areas of the shelter.		
	Snacks and meals that are provided for shelter staff should be limited to this area.		
	Use the chairs and tables that are available at the facility to set-up the Staff Lounge Area.		



Pet Friendly Shelter – Shelter Closing Checklist

This checklist provides actions that need to be completed during the shelter closing process and identifies a Lead Individual responsible for ensuring that listed actions are completed.

All available volunteers will be needed to assist with closing the shelter.

✓	Pet Living Area Break-Down	Lead Individual	Pet Living Area Coordinator
	Use the Pet Living Area Coordinator Job Action Sheet for guidance in breaking-down the Pet Living Area.		
	Work with the Logistics Section Chief to inventory and return equipment and un-used expendable supplies to the DART Trailer.		
	Return all of the facility's tables and chairs that were used during the operation of the Pet Living Area to their appropriate location.		
	Thoroughly clean and disinfect the area.		
✓	Pet Intake Area Break-Down	Lead Individual	Pet Intake Coordinator
	Use Pet Intake Coordinator Job Action Sheet for guidance in breaking-down the Pet Intake Area.		
	Work with the Logistics Section Chief to inventory and return equipment and un-used expendable supplies to the DART Trailer.		
	Return all of the facility's tables and chairs that were used during the operation of the Pet Intake Area to their appropriate location.		
	Thoroughly clean the area.		
✓	Staff Registration Area Break-Down	Lead Individual	Staffing Manager
	Use Staffing Manager Job Action Sheet for guidance in breaking-down the Staff Registration Area.		
	Work with the Logistics Section Chief to inventory and return equipment and un-used expendable supplies to the DART Trailer.		
	Return all of the facility's tables and chairs that were used during the operation of the Staff Registration Area to their appropriate location.		
	Thoroughly clean the area.		
✓	Facility Cleaning	Lead Individual	Shelter Manager
	Ensure that all shelter equipment and un-used expendable supplies are returned to the DART Trailer.		
	Ensure that any of the facility's tables and chairs that were used during the operation of the shelter is returned to their appropriate location.		
	Ensure that the facility is thoroughly cleaned and that the Pet Living Area has also been disinfected.		
✓	Facility Survey	Lead Individual	Logistics Section Chief
	Upon the break-down of all the shelter equipment, the return of all of the facility's tables and chairs that were used during the operation of the shelter and the thorough cleaning and disinfecting of areas used complete a post-occupancy survey of the facility. Use the Logistics Section Chief Job Action Sheet for guidance in undertaking the facility survey.		

Job Action Sheets

Incident Commander
Safety Officer
Logistics Section Chief
Operations Section Chief
Shelter Manager
Staffing Manager
Pet Intake Coordinator
Pet Living Area Coordinator
Planning Section Chief



Pet Friendly Shelter – Incident Commander Job Action Sheet

Mission	To provide oversight regarding all aspects of operating of the shelter.
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Immediate (Operational Period 0 – 2 Hours)
<p>Assign the following roles to qualified leadership volunteers:</p> <ul style="list-style-type: none"> Logistics Section Chief Operations Section Chief Planning Section Chief Safety Officer <p>There is a Job Action Sheet available for each of the listed roles.</p> <p>In the event there are not enough qualified leadership volunteers available to fill all of the Section Chief roles, the Incident Command can also serve as one of the Section Chiefs.</p> <p>The role of Safety Officer can be filled by the Incident Commander if there are not enough qualified leadership volunteers available to fill the role.</p>

Intermediate (Operational Period 2 – 12 Hours)
<p>Ensure that all positions identified in the shelter's Table of Organization have been filled.</p> <p>Ensure that the shelter is being effectively managed utilizing the forms, guidelines and checklists contained in the Shelter Operation Tool Kit.</p> <p>Determine whether or not certain volunteer expenses will be eligible for reimbursement by interfacing with the government agency that requested DART to open the shelter. If certain expenses will be eligible for reimbursement notify the Logistics Section Chief of this decision and provide information on what expenses will be eligible for reimbursement and the point of contact information for the individual at the agency that will process the Expense Reimbursement Request Form.</p>

Extended (Operational Period Beyond 12 Hours)
<p>Ensure that the shelter is being effectively managed utilizing the forms, guidelines and checklists contained in the Shelter Operation Tool Kit.</p> <p>Conduct a daily shelter briefing to be attended by all staff currently assigned to the shelter. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.</p>

Shelter Closing
<p>Coordinate with the Shelter Manager and Planning Section Chief to determine when the shelter is to be closed. This decision will be based partially on:</p> <ul style="list-style-type: none"> The ability of disaster victims to return home. The number of pets currently being housed in the shelter. <p>Conduct a shelter operations debriefing to be attended by all staff upon the break-down of the shelter. The purpose of the debriefing is to review the lessons learned during all phases of the shelter's operation and to provide an opportunity for staff members to share their feelings in a group environment.</p> <p>In the event that such a debriefing cannot be conducted immediately following the closing of the shelter it will be important to set a date and time for the briefing as soon as possible. All volunteers that assisted with operating the shelter should be notified of the date and time of the briefing and encouraged to participate.</p>

Required Resources
<p>Cell Phone – Required</p> <p>Shelter Operation Tool Kit</p>



Pet Friendly Shelter – Safety Officer Job Action Sheet

Mission	To ensure that the shelter is safely operated and that shelter staff and pet owners adhere to safety guidelines contained in the Shelter Operation Took Kit and all safety regulations / rules associated with the facility that is being utilized to house the shelter.
Position Reports To	Incident Commander

Immediate (Operational Period 0 – 2 Hours)	
	The role of the Safety Officer can be filled by the Incident Commander if there are not enough qualified leadership volunteers available to fill the role,
	Upon the Logistics Section Chief completing the pre-occupancy survey meet with the Logistics Section Chief to review all safety regulations / rules that apply specifically to the facility that is being utilized to house the shelter.
	Prepare a list of all facility specific safety regulations / rules and provide a copy of the list to the Staffing Manager and the Pet Living Area Coordinator.
	If it is determined that there is a need for law enforcement to have a presence at the shelter due to safety and / or security issues work with the Planning Section Chief to request such assistance from the local emergency management agency.
	Develop an Evacuation Plan for the shelter that can be used in the event of a fire or other emergency. Once the plan is prepared have the Incident Commander review and approve the plan. Once it is approved post it in appropriate locations throughout the shelter.
	Ensure that a First Aid Kit, Fire Extinguisher and if possible and AED is available at the shelter. Post appropriate signage identifying where the kit is located.
	Monitor the activities of shelter staff and pet owners. If un-safe activities are noticed bring them to the attention of the individual staff member or pet owner. If the un-safe activity continues meet with the Operations Section Chief to review the problem and to develop a corrective action plan.

Intermediate (Operational Period 2 – 12 Hours)	
	Monitor the activities of shelter staff and pet owners. If un-safe activities are noticed bring them to the attention of the individual staff member or pet owner. If the un-safe activity continues meet with the Operations Section Chief to review the problem and to develop a corrective action plan.

Extended (Operational Period Beyond 12 Hours)	
	Monitor the workload / hours of shelter staff to ensure that an adequate work / rest balance is being maintained.
	Ensure that conditions that would allow human or animal diseases to spread are minimized.
	Participate in a daily shelter briefing. During this briefing it will be important to address any safety and security issues that have occurred in the past 24 hours and what corrective actions have been implemented.
	Monitor the activities of shelter staff and pet owners. If un-safe activities are noticed bring them to the attention of the individual staff member or pet owner. If the un-safe activity continues meet with the Operations Section Chief to review the problem and to develop a corrective action plan.

Shelter Closing	
	The Incident Commander in coordination with the Shelter Manager and Planning Section Chief will determine when the shelter is to be closed.
	Monitor the activities of shelter staff and pet owners. If un-safe activities are noticed bring them to the attention of the individual staff member or pet owner. If the un-safe activity continues meet with the Operations Section Chief to review the problem and to develop a corrective action plan.
	Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources
Cell Phone – Recommended Shelter Operation Tool Kit



Pet Friendly Shelter – Logistics Section Chief Job Action Sheet

Mission	To support all facility, equipment and expendable supply needs associated with opening, managing and closing the shelter.
Position Reports To	Incident Commander

Immediate (Operational Period 0 – 2 Hours)	
Receive DART Trailer from Requesting Eligible Party (See DART Trailer Usage Agreement).	<ul style="list-style-type: none"> Maintain a copy of the DART Trailer Usage Agreement as part of the shelter's records.
Inventory all equipment and expendable supplies contained in the DART Trailer using the DART Trailer Inventory Form.	<ul style="list-style-type: none"> Note any discrepancies between stated inventory and actual inventory.
In conjunction with the Facility Coordinator conduct a pre-occupancy survey of the facility using the Opening Checklist portion of the Facility Survey Form to record any existing damage or conditions.	<ul style="list-style-type: none"> Upon completion of the pre-occupancy survey the Facility Survey Form should be signed by appropriate representatives of the Facility Owner and the Shelter Agent. Both the Facility Owner and the Shelter Agent retain a copy of the completed Facility Survey Form.
Upon completion of the pre-occupancy survey meet with the Safety Officer to review all safety regulations / rules that apply specifically to the facility that is being utilized to house the shelter.	
In conjunction with the Facility Coordinator and the Shelter Manager determine how the facility will be utilized to meet the needs of the shelter. Space utilization requirements include but are not limited to:	<ul style="list-style-type: none"> Staff Registration Area Pet Intake Area Pet Living Area Supply Storage Area Shelter Staff Lounge Area Outdoor Pet Walking Area Cleaning / Disinfecting Area Food Preparation Area
In coordination with the Planning Section Chief and the Shelter Manager determine the expected pet population and the capacity of the shelter based on the availability of volunteers, equipment and expendable supplies.	
Establish a communications system within the shelter using cell phones, two-way radios and / or a bulletin board.	

Intermediate (Operational Period 2 – 12 Hours)	
In coordination with a partner organization, such as the American Red Cross, make arrangements for cots, meals, showers and / or other personal needs for shelter staff members.	
Maintain an organized set of logistics records.	
Based on the identified usable space and the expected pet population of the shelter coordinate with the Operations Team and available volunteer resources to set-up the shelter.	
Use the Shelter Opening Checklist during the shelter set-up process.	
Upon completion of shelter set-up post signage as appropriate that the shelter is open.	

Extended (Operational Period Beyond 12 Hours)
Throughout the operation of the shelter monitor the security of the DART Trailer and its contents. If assistance is need in providing security, interface with the Safety Officer to obtain assistance from local law enforcement.
As the need for additional equipment and / or expendable supplies arise coordinate with one or several of the following agencies or organizations to obtain the needed materials. <ul style="list-style-type: none"> • Local Emergency Management Agency • State of Massachusetts Animal Response Team • Local / State Emergency Support Function # 15 (Volunteers and Donations) • Local / State Emergency Support Function # 17 (Animal Issues)
Maintain appropriate records of all equipment and / or expendable supplies delivered to the shelter using the Procurement Log Form.
<p>If applicable the Logistics Section Chief is responsible for managing the expense reimbursement process.</p> <p>If during the operation of the shelter a volunteer incurs a direct or indirect expense associated with their shelter assignment the volunteer may, under certain circumstances, be eligible to be reimbursed for that expense. Reimbursement procedures are as follows:</p> <ul style="list-style-type: none"> • The decision whether or not volunteer expenses will be reimbursed will be determined by the Incident Commander. • If the reimbursement of certain volunteer expenses is approved the volunteer will need to complete an Expense Reimbursement Request Form and submit it to the Logistics Section Chief. • The Logistics Section Chief will be responsible for submitting completed Expense Reimbursement Request Forms to the agency identified by the Incident Commander. That agency will be responsible for making reimbursements to volunteers.
Participate in a daily shelter briefing. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.
Shelter Closing
The Incident Commander in coordination with the Shelter Manager and Planning Section Chief will determine when the shelter is to be closed.
Coordinate with the Operations Team and available volunteer resources to break-down the shelter.
Use the Shelter Closing Checklist during the shelter break-down process.
Thoroughly clean all cages and other equipment utilized during the shelter's operations.
<p>In conjunction with the Facility Coordinator conduct a post-occupancy survey of the facility using the Closing Checklist portion of the Facility Survey Form.</p> <ul style="list-style-type: none"> • Upon completion of the post-occupancy survey the Facility Survey Form should be signed by appropriate representatives of the Facility Owner and the Shelter Agent. • Both the Facility Owner and the Shelter Agent retain a copy of the completed Facility Survey Form. • The Shelter Agent makes arrangements with the Facility Owner to repair any damages to the facility per the Facility Usage Agreement.
<p>Inventory all equipment and un-used expendable supplies using DART Trailer Inventory Form.</p> <ul style="list-style-type: none"> • Note any excessive equipment ware. • If equipment and / or un-used expendable supplies were obtained while the shelter was operational add them to the inventory list. • Provide a copy of the DART Trailer Inventory Form to the Requesting Eligible Party (See DART Trailer Usage Agreement) so arrangements can be made to repair and / or replace damaged or destroyed equipment and expendable supplies that were utilized during the operation of the shelter.
Properly repack equipment and un-used expendable supplies in the DART Trailer.
Coordinate with the Requesting Eligible Party (See DART Trailer Usage Agreement Form) for the return of the DART Trailer to the Host Agency.
Gather all the forms and logs that were used during the operation of the shelter from all of the section chiefs, managers and coordinators. Upon the shelter being closed the Logistics Section Chief is responsible to delivering all documents associated with opening, managing and closing the shelter to the government agency that made the request of DART to open the shelter.
Make arrangements for certificates of appreciation to be prepared and distributed to individuals, companies, organizations and / or agencies that donated resources used in operating the shelter.

Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources

Administrative Supplies (pens, notepad, file folders etc...)

Cell Phone – Required

Checklists

- Shelter Opening
- Shelter Closing

DART Trailer Inventory (original copy from Host Agency)

Forms

- DART Trailer Usage Agreement
- Expense Reimbursement Request Form
- Facility Survey Form
- Procurement Form

Shelter Signage Kit

Standard Operating Guidelines

- DART Trailer Usage



Pet Friendly Shelter – Operations Section Chief Job Action Sheet

Mission	To provide oversight regarding shelter staffing, management and pet care prior to the shelter being opened, while the shelter is operational and during the closing phase of the shelter.
Position Reports To	Incident Commander

Immediate (Operational Period 0 – 2 Hours)

Assign the following roles to qualified leadership volunteers:

- Staffing Manager
- Shelter Manager
- Pet Living Area Coordinator
- Pet Intake Coordinator

The Operations Team is made up of the Operations Section Chief and the roles identified above.

There is a Job Action Sheet available for each of the listed roles.

Roles such as Staffing Manager and Pet Intake Coordinator or Shelter Manager and Pet Living Area Coordinator can be combined into a single role if there are not enough qualified leadership volunteers available to fill each role. In addition the Operations Section Chief can also fill the role of a manager and / or a coordinator if needed.

Once roles have been assigned conduct a brief Operations Team meeting to review the responsibilities assigned to each team member.

Intermediate (Operational Period 2 – 12 Hours)

Coordinate with the Logistics Section Chief to ensure that the Operations Team is supporting the set-up of the shelter.

Provide oversight to members of the Operations Team as they work to set-up the shelter.

Extended (Operational Period Beyond 12 Hours)

Ensure that all guidelines, checklists and forms that are related to opening and managing the shelter are being utilized and that appropriate records are being properly maintained.

Participate in a daily shelter briefing. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.

Shelter Closing

The Incident Commander in coordination with the Shelter Manager and Planning Section Chief will determine when the shelter is to be closed.

Coordinate with the Logistics Section Chief to ensure that the Operations Team is supporting the break-down of the shelter.

Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources

Cell Phone - Recommended

Job Action Sheets

- Staffing Manager
- Shelter Manager
- Pet Living Area Coordinator
- Pet Intake Coordinator



Pet Friendly Shelter – Shelter Manager Job Action Sheet

Mission	To effectively and safely oversee the process of opening, managing and closing the shelter.
Position Reports To	Operation Section Chief

Immediate (Operational Period 0 – 2 Hours)	
The role of Shelter Manager can also be filled by the Operations Section Chief if there are not enough qualified leadership volunteers available to fill this role.	
The role of Shelter Manager and Staffing Manager can be combined into a single role if there are not enough qualified leadership volunteers available to fill each role.	
The role of Pet Living Area Coordinator and Pet Intake Coordinator can be filled by the Shelter Manager if there are not enough qualified leadership volunteers available to fill these roles.	
Meet with the other members of the Operation Team to review responsibilities assigned to the various team members.	
In conjunction with the Logistics Section Chief and the Facility Coordinator determine how the facility will be utilized to meet the needs of the shelter. Space utilization requirements include but are not limited to: <ul style="list-style-type: none"> • Staff Registration Area • Pet Intake Area • Pet Living Area • Supply Storage Area • Shelter Staff Lounge Area • Outdoor Pet Walking Area • Cleaning / Disinfecting Area • Food Preparation Area 	
In coordination with the Planning Section Chief and the Logistics Section Chief determine the expected pet population and the capacity of the shelter based on the availability of volunteers, equipment and expendable supplies.	

Intermediate (Operational Period 2 – 12 Hours)	
Based on the identified usable space and the expected pet population of the shelter coordinate with other members of the Operations Team, the Logistics Section Chief and available volunteer resources to set-up the shelter.	
Use the Shelter Opening Checklist during the shelter set-up process.	
In coordination with the other members of the Operations Team determine the Hours of Operation for the shelter and any other site-specific rules required by the facility (i.e. no dogs allowed on the baseball diamond, etc...). While the shelter will need to be staffed 24 hours a day while it is open, the term Hours of Operation refers to the hours in which pet owners can feed, water and care for their pets.	

Extended (Operational Period Beyond 12 Hours)	
Work with the Staffing Manager to ensure that the shelter is adequately staffed with leadership and work volunteers.	
Participate in a daily shelter briefing. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.	
In the event that a pet owner is not caring for their pet on a regular schedule the Pet Living Area Coordinator will complete a Failure to Comply Notice and give it to the Shelter Manager. It is the responsibility of the Shelter Manager to meet with the pet owner and provide them with a copy of the Failure to Comply Notice.	

Shelter Closing
Coordinate with the Incident Commander and Planning Section Chief to determine when the shelter is to be closed.
Coordinate with the other members of the Operations Team, the Logistics Section Chief and available volunteer resources to break-down the shelter.
Use the Shelter Closing Checklist during the shelter break-down process.
Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources
Administrative Supplies (pens, notepad, file folders etc...) Cell Phone – Recommended Checklists <ul style="list-style-type: none"> • Shelter Opening • Shelter Closing



Pet Friendly Shelter – Staffing Manager Job Action Sheet

Mission	To recruit, register and schedule adequate staff (volunteers) to ensure that the shelter is operated as effectively and safely as possible.
Position Reports To	Operation Section Chief

Immediate (Operational Period 0 – 2 Hours)	
	The role of Staffing Manager can also be filled by the Operations Section Chief if there are not enough qualified leadership volunteers available to fill this role.
	Meet with the other members of the Operation Team to review responsibilities assigned to the various team members.
	Obtain a copy of the DART Membership Roster from the DART member responsible for maintaining the roster on a recurring basis.
	Upon obtaining a copy of the roster determine which DART members have been contacted to report to the shelter to assist with shelter set-up. Also, determine of those members contacted how many will actually be able to work at the shelter.
	It is mandatory that all staff (DART members and spontaneous volunteers) register upon their arrival at the shelter. Make sure the Operations Section Chief notifies the other section chiefs of this requirement. To accomplish this you may need to set-up a temporary Staff Registration Area. Each arriving staff member will need to complete the Staff Registration Form and to sign-in on the Staff Log Form. It will be important for each staff member to list their availability on the Staff Registration Form so that a shelter staffing schedule can be prepared.
	Ensure that staff member assignments are made based on the individual's knowledge, skills, physical ability and training.
	Work with the Shelter Manager to determine the location of the Staff Registration Area. Once this area has been identified mark the area with appropriate signage.

Intermediate (Operational Period 2 – 12 Hours)	
	Maintain an organized set of staff records.
	All staff records should be treated as confidential and kept in a secure location.
	Ensure that all arriving staff members are briefed on current shelter operations and any safety concerns.
	Meet with the Shelter Manager to determine what the expected staffing requirement will be to effectively and safely manager the shelter for the next 72 hours.
	In cooperation with the Operations Section Chief and the Shelter Manager determine staffing shifts. If possible 8 hour shifts are recommended, however depending on the availability of volunteers a 12 hour shift may be required. Determine the time each shift begins and ends.
	Post information regarding the times each shift begins and ends in the Staff Registration Area.
	Using the Staff Schedule Form begin the process of developing a schedule for staff to work various shifts at the shelter.
	Recruit, interview, register and assign unaffiliated emergent volunteers meaningful duties within the shelter using the Spontaneous Volunteer Management – Standard Operating Guidelines.

Extended (Operational Period Beyond 12 Hours)	
	Maintain a 72 hour Staff Schedule designed to meet the ongoing needs of operating the shelter. Post a copy of the Staff Schedule Form in the Staff Registration Area.
	Ensure that all new staff members register using the Staff Registration Form.
	Begin a new Staff Log Form daily.
	Ensure that arriving and departing staff member sign-in and sign-out using the Staff Log Form.
	Ensure that all arriving staff members are briefed on current shelter operations and any safety concerns.
	In the event of a staff member being injured seek immediate medical treatment for the injury then notify the Incident Commander.

Participate in a daily shelter briefing. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.

Shelter Closing

The Incident Commander in coordination with the Shelter Manager and Planning Section Chief will determine when the shelter is to be closed.

Close out the staffing process by packaging all the completed forms and logs into a single file folder.

Prepare a copy of the Staff Registration Forms. This set of copies is to be mailed to:
State of Massachusetts Animal Response Team – 163 Lakeview Ave – Marlborough Ma 01752

The original forms and logs should be given to the Logistics Section Chief.

Make arrangements for certificates of appreciation to be prepared and distributed to all of the volunteers working at the shelter.

Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources

Administrative Supplies (pens, notepad, file folders etc...)

Cell Phone – Recommended

DART Membership Roster (with contact information on each member)

Forms

- Staff Log
- Staff Registration
- Staff Schedule

Signs

- Shelter Signage Kit (Signs pertaining to the Staff Registration Area)

Standard Operating Guidelines

- Spontaneous Volunteer Management



Pet Friendly Shelter – Pet Intake Coordinator Job Action Sheet

Mission	To ensure that pet owners properly register their pets prior to the pet being accepted into the shelter and that an accurate Pet Log is maintained.
Position Reports To	Shelter Manager

Immediate (Operational Period 0 – 2 Hours)

The role of Pet Intake Coordinator can also be filled by the Shelter Manager or Pet Living Area Coordinator if there are not enough qualified leadership volunteers available to fill this role.

Meet with the other members of the Operation Team to review responsibilities assigned to the various team members.

Work with the Shelter Manager to determine the location of the Pet Intake Area. Once this area has been identified mark the area with appropriate signage.

Intermediate (Operational Period 2 – 12 Hours)

The following pets are allowed to be housed in the shelter: Dogs, Cats, Birds, Ferrets, Small Mammals (Gerbils, Hamsters, Guinea Pigs, Mice, Rabbits and Potbelly Pigs), Reptiles, Fish and Arachnids.

The following animals are NOT allowed to be housed in the shelter: Livestock, Wild Animals, Exotics, Feral Animals, Poisonous Reptiles and Endangered / Threatened Species.

Identify contact information for local veterinarians that pet owners can be referred to in the event of a pet needing immediate medical attention. Post this information in the Pet Intake Area using the Local Veterinarians contact information sign contained in the Shelter Signage kit.

Pets can be accepted into the shelter under the following circumstances:

- The Shelter Manager has stated that the shelter is open and ready to accept pets.
- Pet owners accurately complete the Pet Registration Form for each pet.
- Pet owners read, sign and date a single Pet Owner Agreement. Only one agreement is needed even if the pet owner has multiple pets.
- Pet owners are given a copy of the Rules established for the Pet Friendly Shelter and agree to adhere to them.

Take a photograph of each pet and attach it to the Pet Registration Form.

Assign a Pet Tracking Number to each pet. This number should be listed on the Pet Registration Form, the Pet Daily Care Form and on the Pet – Crate / Cage Identification Card.

Complete a Pet – Crate / Cage Identification Card for each registered pet.

Complete the top portion of the Pet Daily Care Form for each registered pet.

If the pet owner provides their own crate / cage, bedding, bowl or other items document this on the Pet Registration Form and mark the item with the pet owners name using painters tape.

The Pet – Crate / Cage Identification Card and the Pet Daily Care Form should be given to the pet owner.

Upon an owner completing the pet intake process the owner should be provided with a copy of the Pet Friendly Shelter – Rules and can then accompany their pet to the Pet Living Area.

Maintain an organized set of pet records.

All pet records should be treated as confidential and kept in a secure location.

Ensure that the staff assigned to the Pet Living Area has access to the pet records at all times.

If a staff member or pet owner is bitten by a pet refer to the Bite Protocol – Standard Operating Guidelines for guidance.

Extended (Operational Period Beyond 12 Hours)

Pet owners are required to complete the Pet Log when removing and returning their pet from and to the shelter.

Participate in a daily shelter briefing. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.

Shelter Closing

The Incident Commander in coordination with the Shelter Manager and Planning Section Chief will determine when the shelter is to be closed.

Close out the pet intake process by packaging all the completed forms and logs into a single file folder.

All original forms and logs should be given to the Logistics Section Chief.

Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources

Administrative Supplies (pens, clipboards notepad, file folders, scotch tape, stapler, etc...)

Camera / Film

Forms

- Bite Report
- Pet – Crate / Cage Identification Card
- Pet Daily Care
- Pet Log
- Pet Registration

Signs

- Shelter Signage Kit (Signs pertaining to the Pet Intake Area)

Standard Operating Guidelines

- Bite Protocol

Pet Friendly Shelter – Rules



Pet Friendly Shelter – Pet Living Area Coordinator Job Action Sheet

Mission	To safely and effectively manage the pets housed within the shelter, to ensure that pet owners properly maintain their pets and to provide guidance and leadership to the staff assigned to the Pet Living Area.
Position Reports To	Shelter Manager

Immediate (Operational Period 0 – 2 Hours)
The role of Pet Living Area Coordinator can also be filled by the Shelter Manager or Pet Intake Coordinator if there are not enough qualified leadership volunteers available to fill this role.
Meet with the other members of the Operation Team to review responsibilities assigned to the various team members.
Work with the Shelter Manager to determine the location of the Pet Living Area. Once this area has been identified mark the area with appropriate signage.

Intermediate (Operational Period 2 – 12 Hours)
Coordinate with the Logistics Section Chief and available volunteer resources to set-up the Pet Living Area.
Use the Shelter Opening Checklist during the Pet Living Area set-up process.
The following pets are allowed to be housed in the shelter: Dogs, Cats, Birds, Ferrets, Small Mammals (Gerbils, Hamsters, Guinea Pigs, Mice, Rabbits and Potbelly Pigs), Reptiles, Fish and Arachnids. The following animals are NOT allowed to be housed in the shelter: Livestock, Wild Animals, Exotics, Feral Animals, Poisonous Reptiles and Endangered / Threatened Species.
Pets can be accepted into the shelter under the following circumstances: <ul style="list-style-type: none"> • The Shelter Manager has stated that the shelter is open and ready to accept pets. • Pet owners accurately complete the Pet Registration Form. • Pet owners agree to adhere to the Rules established for the Pet Friendly Shelter.
Post a copy of the Pet Friendly Shelter – Rules in several locations throughout the Pet Living Area.
Pet owners should accompany their pet to the Pet Living Area.
In meeting with the pet owner ask for the Crate / Cage Identification Card and the Pet Daily Care Form that was provided to the pet owner upon completing the pet intake process.
Assign the pet to a crate / cage and attach the Crate / Cage Identification Card.
Ensure that species are separated by an adequate distance to mitigate stressors. For example, do not place rabbits next to dogs.
Ensure that individual pets with specific conditions (extremely aggressive dog, timid or nervous pet etc...) are separated by an adequate distance to mitigate stressors.
Efforts should be made to ensure that crated / caged pets are not facing each other.
Maintain an organized set of pet records.

Extended (Operational Period Beyond 12 Hours)
As pet owners arrive to feed, walk and care for their pet use the Pet Daily Care Form to note the date and time that the pet was cared for and the type of care provided.
Assist pet owners with feeding, walking and caring for their pet.
If a pet owner is not caring for their pet on a regular schedule complete a Failure to Comply Notice and give it to the Shelter Manager. Make a note on the Pet Daily Care Form that a Failure to Comply Notice has been issued. In the interim provide appropriate care for the pet until the owner arrives.
Monitor pets for stress and or behavior problems. If a problem is noticed notify the pet owner as soon as possible and note the problem on the Pet Daily Care Form.
In the event that a pet becomes sick or injured immediately contact the pet owner and note the problem on the Pet Daily Care Form. The pet owner is responsible for providing any additional care or treatment to their pet upon being notified that their pet is sick or injured

Monitor the available expendable supplies and notify the Logistics Section Chief when supplies are running low.
If a staff member or pet owner is bitten by a pet refer to the Bite Protocol – Standard Operating Guidelines for guidance.
Participate in a daily shelter briefing. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.

Shelter Closing
The Incident Commander in coordination with the Shelter Manager and Planning Section Chief will determine when the shelter is to be closed.
Using the Pet Registration Form, notify each pet owner of the scheduled date and time for closing the shelter.
In the event that the decision has been made to close the shelter and a pet owner has not pick-up their pet contact the local Animal Control Officer and make arrangements to have the pet pick-up.
All original forms should be given to the Logistics Section Chief.
Use the Shelter Closing Checklist during the shelter break-down process.
Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources
<p>Administrative Supplies (pens, notepad, file folders etc...)</p> <p>Forms</p> <ul style="list-style-type: none"> • Bite Report • Failure to Comply Notice • Pet Daily Care <p>Pet Friendly Shelter – Rules</p> <p>Signs</p> <ul style="list-style-type: none"> • Shelter Signage Kit (Signs pertaining to the Pet Living Area) <p>Standard Operating Guidelines</p> <ul style="list-style-type: none"> • Bite Protocol <p>Note: The expendable supplies and equipment that is necessary to effectively and safely operation the Pet Living Area are contained in the DART Trailer and can be accessed through the Logistics Section Chief.</p>



Pet Friendly Shelter – Planning Section Chief Job Action Sheet

Mission	To directly manage the planning process and to act as the liaison with various government agencies and community / faith based organizations.
Position Reports To	Incident Commander

Immediate (Operational Period 0 – 2 Hours)

The role of Planning Section Chief can also be filled by the Operations Section Chief if there are not enough qualified leadership volunteers available to fill this role.

Make contact with appropriate government agencies and community / faith based organizations. These agencies and organizations should include at a minimum:

- Local Animal Control Officer
- Local Emergency Management Agency
- American Red Cross

In coordination with the Logistics Section Chief and the Shelter Manager determine the expected pet population and the capacity of the shelter based on the availability of volunteers, equipment and expendable supplies.

Intermediate (Operational Period 2 – 12 Hours)

Notify government agencies and community / faith based organizations once the shelter has been opened.

Extended (Operational Period Beyond 12 Hours)

Participate in a daily shelter briefing. The purpose of this briefing is to determine objectives for the next operating period, discuss any challenges that have occurred since the last briefing and to prepare the content for the daily Situation Report.

Prepare a written daily Situation Report to contain at a minimum the following information.

- Location of the shelter.
- The number of pets housed in the shelter during the previous 24 hours.
- The number of volunteers assisting at the shelter during the previous 24 hours.
- Any other noteworthy events.

Share via fax, e-mail or phone call, the daily Situation Report to the following agencies and organizations:

- Local Animal Control Officer
- Local Emergency Management Agency
- State of Massachusetts Animal Response Team
- Local / State Emergency Support Function # 15 (Volunteers and Donations)
- Local / State Emergency Support Function # 17 (Animal Issues)

Shelter Closing

In coordination with the Incident Commander and Shelter Manager determine when the shelter is to be closed.

Notify government agencies and community / faith based organizations at least 24 hours prior to the shelter closing of the planned date and time that the shelter will close.

Participate in a shelter operations debriefing to share and review various lessons learned during the operation of the shelter.

Required Resources
<p>Administrative Supplies (pens, notepad, file folders etc...)</p> <p>Cell Phone – Required</p> <p>Forms</p> <ul style="list-style-type: none">• Situation Report <p>Point of contact information for local, regional and state government agencies and community / faith based organizations that will need to be kept informed regarding shelter operations.</p>

Standard Operating Guidelines

Bite Protocol

DART Activation / Deployment

Shelter Rules

Shelter Selection Criteria

Spontaneous Volunteer Management

DART Trailer Usage



Pet Friendly Shelter – Bite Protocol Standard Operating Guidelines

Bites by pets must immediately receive medical attention and be reported to the proper authorities, who will supervise the response.

1. As soon as a bite is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged: "This cage / crate contains a pet that has been involved in a bite."
 - Isolate the caged pet.
 - No one is to handle this pet except professional staff that are specifically authorized to do so.
2. Immediately direct the person who has been bitten to medical attention.
 - As necessary, apply pressure to stop bleeding.
 - Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.
 - After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
 - See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite occurred and follow the physician's advice.
3. Determine and clearly document the incident in via the Bite Report Form.
4. Make proper notifications.
 - If the bite occurred in the shelter notify the Pet Living Area Coordinator, Shelter Manager and / or Safety Officer.
 - Notify the local Board of Health.
 - Notify the local Animal Control Officer.
 - Notify the pet owner.



DART Activation / Deployment Standard Operating Guidelines

The purpose of this set of Standard Operating Guidelines is to provide DART leadership with an outline regarding the activation and deployment of the DART resources to support the operation of a Pet Friendly Shelter (shelter) during a disaster or emergency.

Local Government Agency – Pet Friendly Shelter Activation Decision Matrix

The decision to open a shelter is the responsibility of one or several local government agencies (Emergency Management, Animal Control Officer, etc...).

This decision should be based on the expected number of individuals and families that will need to be evacuated and / or whose homes have been heavily damaged or destroyed.

Use the following pet ownership calculators to assist in determining the need to open a shelter.

Normal Community Households Pet Calculator				
Households	Households with Pets	Total Pets by Type		
		Dogs	Cats	Birds
1,000	149	243	285	39

During a disaster less than 10% of the evacuating population will normally seek public shelter. The calculator found below is based on 10% of the evacuating population seeking public shelter for their pets.

Evacuating Households Pet Calculator					
Evacuated Households	Households Seeking Public Shelter	Households with Pets	Total Pets by Type		
			Dogs	Cats	Birds
1,000	100	15	25	29	4

It will also be important to know the availability of pet friendly hotels and motels along with the availability of kennels at local veterinarian clinics and pet boarding facilities in determining the need to open a shelter.

In certain circumstances it may be much easier to contract with a local veterinarian or pet boarding facility to house pets then seek reimbursement from FEMA as opposed to opening and managing a shelter.

Upon the responsible government agency deciding to open a shelter that agency will need to contact the owner of the facility that will be used to house the shelter to determine if the facility is available for such purposes.

Upon securing the use of the facility the agency will then need to contact the local DART.

The local DART will then begin to notify its members of the need to open and manage a shelter.

DART Notification / Activation

In the event of a disaster DART members should be pro-active and contact the DART leadership to advise them of their availability to assist with opening and managing a shelter and not wait to be contacted.

Once the local government agency has made the decision that a shelter needs to be opened it will contact DART with the location of the shelter and other important information.

DART in coordination with the local government agency will establish a timeline for activating DART members and opening the shelter. This will vary based on availability of DART members, gaining access to the facility to be used as a shelter, etc...

The following Checklist should be used when notifying / activating DART members. When possible the responsibility for notifying / activating DART member should be given to the individual that will be assigned as the Staffing Manager once the shelter is open.

✓	DART Member Notification / Activation
	Utilize the DART membership role to contact all members regarding: <ul style="list-style-type: none">• The DART being requested to open a shelter.• Assessing their availability to assist with opening and managing the shelter.
	Use the following notification systems to contact DART members: <ul style="list-style-type: none">• Individual member phones.• Individual member e-mail addresses.
	When a DART member states they are available remind them to: <ul style="list-style-type: none">• Make sure their family, pets and home are prepared for the disaster.• Prepare their personnel supplies for working at the shelter. Depending on the scope of the disaster individual members may need to bring items such as: personal hygiene supplies, a cot, a sleeping bag, etc...
	Use the Staff Schedule Form to capture the immediate availability of DART members that can assist with setting-up the shelter.
	Based on the number of DART members that will be needed to set-up the shelter, contact members that stated they were available for this assignment and provide them with the location of the shelter along with the time they should arrive at the location.
	Provide DART members that assigned to assist with shelter set-up with the following information: <ul style="list-style-type: none">• All members must sign in with Staff Registration upon arriving at the shelter.• After registration they will be assigned a responsibility.
	Notify all community partners that are willing to assist in opening and managing the shelter. Upon making contact with a community partner asked them to assess the availability of their resources (volunteers, supplies, equipment, etc...) that can be used to support shelter operations. Once the partner has completed the availability assessment is they should make contact with the shelter Staffing Manager or Logistics Section Chief to provide information regarding the resources the partner can make available to support shelter operations.

DART Trailer Mobilization

Once the DART has been notified of the need to open and manage a shelter the DART will need to make contact with the DART Trailer Host Agency to request that they be able to utilize the trailer and its contents to support the shelter. Upon approve by the Host agency the DART becomes the Requesting Eligible Party (REP) as defined in the DART Trailer Usage Standard Operating Guidelines (SOG).

The DART will need to adhere to the policies and procedures outlined in the DART Trailer Usage SOG.



Pet Friendly Shelter – Rules

The purpose of this set of Pet Friendly Shelter – Rules is to provide pet owners with guidance as to their pet care responsibilities and limitations.

Hours of Operation

- Pet owners are responsible for feeding, watering and exercising their pets.
- Access to the pet living area is restricted to pet owners.
- Pet owners must be 18 years of age or older to access the pet living area.
- No more than two pet owners are permitted in the pet living area at one time.
- Pets must be on a leash, harness, in a carrier and / or muzzle (if necessary) when not in a kennel.
- Pets must be walked a minimum of twice daily.
- When walking pets owners are responsible for waste clean-up.
- The Pet Friendly Shelter staff is not responsible for any carrier's, leashes, pet food and / or other personal items that are left at the shelter by the pet owner.



Pet Friendly Shelter – Shelter Selection Criteria Standard Operating Guidelines

Least-Risk Decision Making

Safety should be the primary consideration for selecting a location for Pet Friendly Shelters. It is critical that shelter selection decisions be made carefully and in consultation with local emergency management and public safety officials. This process should include the following considerations:

- No shelter should be located in an evacuation zone for obvious safety reasons. All shelters should be located outside of category four hurricane storm surge inundation zones.
- When a potential shelter is located in a flood zone, it is important to consider its viability. By comparing elevations of sites with FIRMs, one can determine if the shelter and a major means of egress are in any danger of flooding. Zone AH (within the 100-year flood plain and puddling of one to three feet expected) necessitates a closer look at the use of a particular facility as a sheltering location. Zones B, C, and D may allow some flexibility. It is essential that elevations be carefully checked to avoid unnecessary problems.
- In the absence of certification or review by a structural engineer, any building selected for use as a shelter must be in compliance with all local building and fire codes.
- The following matrix should be used in determining the floor space requirement for the shelter based on the size of available of crates / cages and pens and the number of pets that can be housed at the shelter.

Crates / Gages			
Size	Stacked	Floor Space Required*	Number of Pets Housed
Small (12" x 19")	Three High	3 Square Feet	3
Small (19" x 25")	Three High	4 Square Feet	3
Medium (15" x 23")	Two High	5 Square Feet	2
Medium (20" x 27")	Two High	5 Square Feet	2
Medium (21" x 30")	Two High	6 Square Feet	2
Large (19" x 26")	Two High	6 Square Feet	2
Large (24" x 36")	Two High	8 Square Feet	2
Extra Large (28" x 42")	One High	10 Square Feet	1
Giant (30" x 48")	One High	12 Square Feet	1

Pens			
Size	Stacked	Floor Space Required*	Number of Pets Housed
Small (24" x 24")	Can Not Be Stacked	5 Square Feet	1
Small (24" x 30")	Can Not Be Stacked	5 Square Feet	1
Medium (24" x 36")	Can Not Be Stacked	6 Square Feet	1

Large (24" x 42')	Can Not Be Stacked	7 Square Feet	1
Large (24" x 48")	Can Not Be Stacked	9 Square Feet	1

* The floor space requirement includes three inches added to both sides of the crate and pen and is rounded up to the nearest square foot.

Other space utilization requirements to be considered in selecting a shelter should include at a minimum:

- Staff Registration Area
- Pet Intake Area
- Pet Living Area
- Supply Storage Area
- Shelter Staff Lounge Area
- Outdoor Pet Walking Area
- Cleaning / Disinfecting Area
- Food Preparation Area

Shelter Selection Process

General procedures for investigating the suitability of a building or facility for use as a shelter are as follows:

- Identify viable sites. Evacuation and transportation route models must be considered.
- Complete a risk assessment on each viable site. Gather all pertinent data from SLOSH and / or SPLASH (storm surge), FIRM (flood hazard) models; determine the facility base elevation; and obtain hazardous materials information and previous studies concerning each building's suitability.
- Have a structural engineer evaluate the facility and rate its ability to withstand wind loads according to ASCE 7-98 or ANSI A58 (1982) structural design criteria.

The following standards address the risks associated with each of these associated hazards.

Surge Inundation

In general, shelters should not be located in areas vulnerable to hurricane surge inundation. The National Weather Service has developed mathematical models, such as Sea, Lake, and Overland Surges from Hurricanes (SLOSH) and Special Program to List Amplitudes of Surges from Hurricanes (SPLASH), that are critical in determining the potential level of surge inundation in a given area.

- Carefully review inundation maps in order to locate all shelters outside of category 4 hurricane storm surge inundation zones.
- Avoid buildings subject to isolation by surge inundation in favor of equally suitable buildings not subject to isolation. Confirm that ground elevations for all potential shelter facilities and access routes obtained from topographic maps are accurate.
- Do not locate shelters on barrier islands.

Rainfall Flooding

Rainfall flooding must be considered in the shelter selection process. Riverine inundation areas shown on Flood Insurance Rate Maps (FIRMs), as prepared by the National Flood Insurance Program, should be reviewed. FIRMs should also be reviewed in locating shelters in inland counties.

- Locate shelters outside the 100-year floodplain.
- Avoid selecting shelters located within the 500-year floodplain.
- Avoid selecting shelters in areas likely to be isolated due to riverine inundation of roadways.
- Make sure a shelter's first floor elevation is on an equal or higher elevation than that of the base flood elevation level for the FIRM area.
- Consider the proximity of shelters to any dams and reservoirs to assess flow upon failure of containment following hurricane-related flooding.

High Winds

Consideration of any facility for use as a shelter must take into account wind hazards. Both design and construction problems may preclude a facility from being used as a shelter. Local building codes are frequently inadequate for higher wind speeds.

- If possible, select buildings that a structural engineer has certified as being capable of withstanding wind loads according to ASCE (American Society of Engineers) 7-98 or ANSI (American National Standards Institute) A58 (1982) structural design criteria. Buildings must be in compliance with all local building and fire codes.
- Failing a certification (see above), request a structural engineer to rank the proposed shelters based on his or her knowledge and the criteria contained in these guidelines.
- Avoid uncertified buildings of the following types:
 1. Buildings with long or open roof spans longer than 40 feet.
 2. Unreinforced masonry buildings.
 3. Pre-engineered (steel pre-fabricated) buildings built before the mid-1980s.
 4. Buildings that will be exposed to the full force of hurricane winds.
 5. Buildings with flat roofs or built with lightweight materials.
- Give preference to the following:
 1. Buildings with 10°-30° pitched, hipped roofs; or with heavy concrete roofs.
 2. Buildings no more than 60 feet high.
 3. Buildings in sheltered areas (protected from strong winds).

4. Buildings whose access routes are not tree-lined.

Hazardous Materials

The possible impact from a spill or release of hazardous materials should be taken into account when considering any potential shelter.

All facilities manufacturing, using, or storing hazardous materials (in reportable quantities) are required to submit *Material Safety Data Sheets* (emergency and hazardous chemical inventory forms) to the Local Emergency Planning Committee (LEPC) and the local fire department. These sources can help you determine the suitability of a potential shelter or determine precautionary zones (safe distances) for facilities near potential shelters that manufacture, use or store hazardous materials.

- Facilities that store certain reportable types or quantities of hazardous materials may be inappropriate for use as shelters.
- Shelters should not be located within the ten-mile emergency planning zone (EPZ) of a nuclear power plant.



Pet Friendly Shelter – Spontaneous Volunteer Management Standard Operating Guidelines

The purpose of this set of Standard Operating Guidelines is to establish a framework in which a DART can fully utilize spontaneous, sometimes referred to as emergent, unaffiliated volunteers in opening, managing and closing a shelter.

Community Partners

Prior to any disaster a DART should strive to establish partnerships with various community and faith based organizations as well as private animal service providers. Examples of meaningful partners include local 4-H Clubs, Boy Scout / Girl Scout Troops, churches, Veterinary Clinics, etc... By having these established partnerships DART would be able to turn to these community partners for assistance with volunteers, supplies and equipment during a disaster. It is important to understand that volunteers from community partners would not need to be DART members but temporary staff assigned roles and responsibilities within shelter. In addition most partner agencies carry their own liability insurance and conduct some sort of background checks.

Spontaneous Volunteers

During disasters individuals and organizations become very motivated to help communities respond to and recover from the disaster in a variety of different ways. Based on this fact it is important for the DART to have a simple straight forward process for utilizing spontaneous volunteers to assist with opening, managing and closing a shelter.

Self-Reporting Spontaneous Volunteer

When an individual shows-up at the shelter asking if they can volunteer to help they should be directed to the Registration Area where they will meet with the Staffing Manager to begin the registration process.

As part of the registration process the individual's skills, training and availability will be assessed to determine if the individual should be approved or dis-approved for working in the shelter.

When an individual is approved they then become part of the shelter staff and are covered under SMART's liability insurance coverage.

Based on the skills identified during the registration process, the individual is given a work assignment and directed to report to a supervisor.

For example a spontaneous volunteer could be assigned to assist the Pet Living Area Coordinator with keeping the area clean.

Volunteer Reception Center

During large scale disasters local or regional organizations that coordinate volunteers on a daily basis will often open Volunteer Reception Centers. These centers are designed as a location that an individual wanting to help can go to and be directed to a disaster response organization such as DART.

If such a center is established it will be important for the DART to interface with the organization managing the center to place requests for volunteers if needed.

If a volunteer is sent to the shelter by a Volunteer Reception Center they will need to be processed using the above same procedure as describe for self-reporting spontaneous volunteers.



DART Trailer Usage Standard Operating Guidelines

Outlined below are the procedures for utilization of WRHSAC's DART Trailers.

Local State of Emergency - Usage

- For this set of procedures the term DART Trailer refers to the actual trailer and the inventoried equipment and supplies contained in the trailer.
- An agency eligible to utilize DART Trailers shall be known as a Requesting Eligible Party (REP) as defined by the WRHSAC. DART Trailers will be made available to an REP on a first-come, first-served basis in response to a local state of emergency.
- The Host Agency will provide access to the DART Trailer within 4 hours of the initial request for utilization of the DART Trailer by an REP.
- Upon the REP gaining access to the DART Trailer a representative from the REP will conduct an inspection of the trailer using the DART Trailer Inventory Form to identify and note any damage or excessive wear to the trailer. In addition, the REP representative will conduct a pre-deployment inventory of equipment and supplies contained in the trailer noting any discrepancy between the stated inventory list and the actual pre-deployment inventory.
- Once the inspection and pre-mobilization inventory is complete the Host Agency and REP will complete the DART Trailer Usage Agreement Form. The form will then be signed by authorized individuals from both parties.
- An REP is solely responsible to arrange and pay for the cost of transporting the DART Trailer. The driver and vehicle utilized to transport the DART Trailer must meet the following minimum requirements:
 - Proper Drivers Licenses
 - Proper Vehicle Insurance
 - ¾ Ton Vehicle
 - Electric Brakes
 - 10,000 Pound Hitch
- Once the trailer arrives at its final destination security and monitoring of the DART Trailer will be the responsibility of the local DART.
- Upon demobilization of the local DART the REP will be responsible for conducting a complete inventory of the DART Trailer. During this inventory the REP will identify expendable supplies that have been used and equipment that has been damaged, destroyed, lost or has excessive wear.

Replacing expended supplies and / or damaged, destroyed or lost equipment falls into two categories:

- Non-Disaster Declaration – The REP will be responsible for purchasing replacement supplies and / or equipment identified in the post-deployment inventory.
- Disaster Declaration / Public Assistance – The REP will be responsible for purchasing replacement supplies and / or equipment identified in the post-deployment inventory then submitting a Project Worksheet to FEMA for reimbursement.

The REP has 30 days to replace expendable supplies and / or damaged, destroyed or lost equipment.

- The REP will return the DART Trailer to the Host Agency within 48 hours of the demobilization of the local DART.

Non-Emergency Usage

- The Host Agency will provide supervised access for an REP to the DART Trailer during normal business hours.

Memorandum of Understanding

State of Massachusetts Animal Response Team / Disaster Animal Response Team



SMART / DART Memorandum of Understanding Form

This Memorandum of Understanding (MOU) is between the State of Massachusetts Disaster Animal Response Team (SMART) and the _____ Disaster Animal Response Team (DART). The scope of this MOU is to provide a framework between SMART and DART regarding the training of DART members and the mobilization of DART to establish, manage and close Pet Friendly Shelters.

In consideration of this relationship, DART agrees to:

Training Events

- DART shall notify SMART, via phone and e-mail, with information regarding training that DART members will be participating in which DART would like to have covered under SMART's liability insurance.

SMART contact information:

Phone Number: 508-429-5955

E-Mail Address: activation@smartma.org

- DART shall be notified by SMART regarding whether the training event will be covered under SMART's liability insurance or not within 10 working days.
- Upon SMART approving the training DART will need to maintain a roster for the training and at the conclusion of the training share a copy of that roster with SMART.

Pet Friendly Shelter Operations

- DART shall serve as the local point of contact for SMART.
- Upon being requested to activate a Pet Friendly Shelter by a local or state governmental agency DART shall immediately notify SMART via phone and / or e-mail.

SMART contact information:

Phone Number: 508-429-5955

E-Mail Address: activation@smartma.org

- Upon being activated DART shall utilize the appropriate plans and procedures that have been approved by SMART to open, manage and close a Pet Friendly Shelter.

- When DART members arrive at the Pet Friendly Shelter to receive their assignment they will complete the Staff Registration Form. Once this form is completed and signed by the member they will become a SMART volunteer for the duration of their assignment to the Pet Friendly Shelter.
- During an activation DART shall work in conjunctions with SMART to establish incident objectives designed to meet the needs of pet owners and their animals within the framework of a Pet Friendly Shelter.
- DART shall maintain records on volunteers working within the Pet Friendly Shelter. This information will include at a minimum:
 1. Fully completed Staff Registration for each volunteer.
 2. Maintaining a current Staff Log.
- DART shall provide written daily Situational Reports to SMART once DART has been activated. These reports should contain at a minimum:
 1. Location of Pet Friendly Shelter.
 2. The number of pets housed in the Pet Friendly Shelter during the previous 24 hours.
 3. The number of volunteers assisting at the Pet Friendly Shelter during the previous 24 hours.
 4. Any other noteworthy events.
- DART shall utilize all available personnel, expendable supplies and equipment to support a Pet Friendly Shelter once it has been established. When and if these resources are expended DART can contact SMART to request assistance in maintaining the operation of the Pet Friendly Shelter.
- DART shall immediately notify SMART via phone in the event of any accident involving a facility, equipment and / or an individual (DART members and / or pet owners). This provision includes animal bites.

In consideration of the relationship, SMART agrees to:

Training Events

- SMART shall review the type of training to be offered by DART. Upon review of the training SMART shall notify DART as to whether or not DART will be covered by SMART's liability insurance.
- SMART shall add volunteers (DART members) as additional insured to its general liability per the policy language while the volunteers are engaged in DART training.

Pet Friendly Shelter Operations

- SMART shall add volunteers (DART members) as additional insured to its general liability per the policy language while the volunteers are engaged in opening, managing and closing a Pet Friendly Shelter.
- When requested by DART a copy of SMART's liability insurance certificated will be provided to DART.

General Provision

- SMART shall immediately notify DART if SMART changes its liability coverage or if the liability coverage is canceled.

State of Massachusetts Disaster Animal Response Team

Signature: _____ Print: _____ Date: _____

_____ **Disaster Animal Response Team**

Signature: _____ Print: _____ Date: _____

Forms

Bite Report
Expense Reimbursement Request
Facility Survey
Facility Usage Agreement
Failure to Comply Notice
Pet Crate / Cage Identification Card
Pet Daily Care
Pet Log
Pet Owner Agreement
Pet Registration
Procurement Log
Situation Report
Staff Log
Staff Registration
Staff Schedule
Trailer Inventory – Berkshire County
Trailer Inventory – Franklin County
Trailer Inventory – Hampden County
Trailer Inventory – Hampshire County
Trailer Usage Agreement



Pet Friendly Shelter – Bite Report Form

This form is to be completed by the Pet Living Area Coordinator upon being notified that anyone has been bitten by a pet staying at the shelter.

Notification			
	List the name and phone number for agency / individual notified.		
Local Board of Health			
Local Animal Control Officer			
Pet Owner			
Victim			
Victim Type – Person / Pet			
Victim's Name			
Address			
City / State			
Daytime Phone Number		Mobile Phone Number	
Medical Treatment Provided			
Date and time of bite			
Where and how did the bite occur?	Use back of form if additional space is needed		
Description of the bite: Location, number and severity of punctures, scratches, lacerations, broken bones etc...	Use back of form if additional space is needed		
Location where victim was treated?			
What treatment was given?			
Bite Animal			
Animal's Name			
Rabies tag number and year			
Quarantine <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Started		Date Ended
Verification			
Victim / Pet Owner Signature			Date
Pet Living Area Coordinator Signature			Date



Pet Friendly Shelter – Expense Reimbursement Request Form

Expense Reimbursement Request Guidelines:

- All reimbursement requests must be approved by the Incident Commander prior to the expenditure being made.
- This form is to be completed by the volunteer seeking reimbursement and submitted to the Logistics Section Chief for review and approval.
- All requests for reimbursement must be accompanied by a copy of the receipt
- In the case of mileage the to and from destination must be listed. The mileage reimbursement rate will be based on the current approved mileage by the agency or organization providing reimbursement.

Volunteer Information – Please Print

Name			
Street Address			
City / State / Zip			
Daytime Phone Number		Mobile Phone Number	
E-Mail Address			

Itemized Expenses

Expense Date	Travel (Include miles traveled and destinations)	Expendable Supplies / Equipment Purchased	Amount
Total			

Volunteer's Signature		Date	
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Logistics Section Chief	
Signature	
Incident Commander	
Signature	
<input type="checkbox"/> Approved for reimbursement <input type="checkbox"/> Not approved for reimbursement	



Pet Friendly Shelter – Facility Survey Form

The purpose of this form is to assess existing damage or condition of the facility before and after the facility is used as a Pet Friendly Shelter. As outlined in the Pet Friendly Shelter – Facility Usage Agreement this form will be completed prior to the facility being utilized and immediately following the facilities utilization as a Pet Friendly Shelter.

Facility Name			
Street Address			
City / State			
Facility Owner			
Facility Representative			
Title of Representative			
Daytime Phone Number		Mobile Phone Number	
E-Mail Address			

Opening Checklist

Areas To Review	Y	N	NA	U	Comments
Are indoor and outdoor walking surfaces free of tripping or falling hazards (uneven sidewalks, unprotected raised walkways / ramps / docs, loose / missing tiles, telephone wires, extension cords, etc...)?					
Are the paths to exits relatively straight and clear of obstructions (blocked, chained, partially blocked, obstructed by garbage cans, etc...)?					
Are all emergency exits properly identified and secured?					
Are there at least two exits from each floor?					
Are illuminated exit and exit directional signs visible from the aisles?					
Is there an emergency evacuation plan and identified meeting place?					
Are there guidelines for directing occupants to an identified assembly area away from the building once they reach the ground floor?					
Are there any site specific hazards (hazardous chemicals, machinery)? If so, describe them.					
Is the facility clean, neat and orderly?					
Are the following building systems in good working order? Electrical Water Sewage System HVAC, if necessary					
Are fire extinguishers and smoke detectors present, inspected and properly serviced?					
If power fails, is automatic emergency lighting available for egress routes, stairs and restrooms?					
Are first aid kits readily available and fully stocked?					
Will occupants of the facility be notified that an emergency evacuation is necessary by public address system or alarm?					



Pet Friendly Shelter – Facility Usage Agreement Form

This agreement is between _____ (Shelter Agent) and the Facility Owner (Owner), identified below, for utilization of the identified facility as a Pet Friendly Shelter (Shelter) during a local state of emergency.

Facility Name	
Street Address	
City / State	
Facility Owner	

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, the Owner will permit the Shelter Agent to use the facility on a temporary basis as a Shelter.
2. **Shelter Management:** The Shelter Agency will have primary responsibility for the operation of the Shelter and will designate a Disaster Animal Response Team (DART) official as the Shelter Manager. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the facility by the Shelter Agent.
3. **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Shelter Agency. They will use the Pet Friendly Shelter – Facility Survey Form to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Shelter Agent should not use while the facility is being used as a Shelter. The Shelter Agent and DART will exercise reasonable care while using the facility as a Shelter and will make no modifications to the facility without the express written approval of the Owner.
4. **Custodial Services:** Upon request by the Shelter Agent and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide general, non-pet related, cleaning and sanitation services at the Shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of general, non-pet related, cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
5. **Security:** In coordination with the Facility Coordinator the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.

6. Signage and Publicity: The Shelter Agent may post signs identifying the facility as a Shelter in locations approved by the Facility Coordinator and will remove such signs when the Shelter is closed. The Owner will not issue press releases or other publicity concerning the Shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the Shelter to the Shelter Manager.
7. Closing the Shelter: The Shelter Agent will notify the Owner or Facility Coordinator of the closing date for the Shelter. Before the Shelter Agent vacates the facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the Pet Friendly Shelter – Facility Survey Form to record any damage or conditions.
8. Reimbursement: The Shelter Agent will reimburse the Owner for the following:
 - a. *Damage to the facility or other property of Owner*, reasonable wear and tear is excepted, resulting from the operations of the Shelter. Reimbursement for facility damage will be based on replacement at actual cash value. The Shelter Agent will select from among bids from at least three reputable contractors. The Shelter Agent is not responsible for storm damage or other damage caused by the disaster.
 - b. *Reasonable costs associated with custodial personnel* which would not have been incurred but for the Shelter Agent's use of the facility for a Shelter. The Shelter Agent will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for overtime or costs of salaried staff.

The Owner will submit any request for reimbursement to the Shelter Agent within 60 days after the Shelter closes. Any request for reimbursement for personnel costs must be accompanied by supporting invoices and a list of the personnel with the dates and hours worked at the Shelter.

10. Insurance: The Shelter Agent shall carry insurance coverage in the amounts of at least \$100,000 per occurrence for Commercial General Liability and Automobile Liability.
20. Indemnification: The Shelter Agent shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Shelter Agent during the use of the facility.
30. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Facility Owner			
Representative			
Title of Representative			
Daytime Phone Number		Mobile Phone Number	
E-Mail Address			
Signature		Date	

Shelter Agent			
Representative			
Title of Representative			
Daytime Phone Number		Mobile Phone Number	
E-Mail Address			
Signature		Date	



Pet Friendly Shelter – Failure to Comply Notice Form

You, the pet owner, are receiving this notice because you broke terms of the Pet Owner Agreement that you signed.

The reason for this notice and a corrective action, that the Shelter Manager has authorized, are indicated below.

REASON FOR THIS NOTICE:

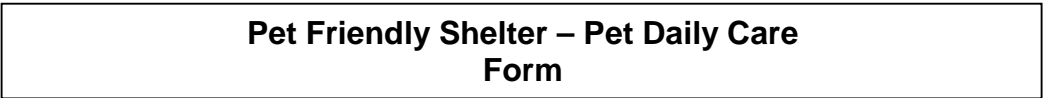
- ☐ Your pet's medical condition was not properly reported.
- ☐ You failed to properly care for your pet.
- ☐ Other rule (described below):

CORRECTIVE ACTION:

Owner's Name			
Signature		Date	
Shelter Manager			
Signature		Date	

Pet Friendly Shelter			
Pet – Crate / Cage Identification Card			
Name of Pet		Pet Tracking Number	
Species		Breed	
Age		Gender	
Pet Owner			
Special Notes: (Behavioral issues etc...)			
Medications (List each medication)			
Western Region Homeland Security Advisory Council – www.wrhsac.org			

Pet Friendly Shelter			
Pet – Crate / Cage Identification Card			
Name of Pet		Pet Tracking Number	
Species		Breed	
Age		Gender	
Pet Owner			
Special Notes: (Behavioral issues etc...)			
Medications (List each medication)			
Western Region Homeland Security Advisory Council – www.wrhsac.org			

Western Region Homeland Security Advisory Council



Pet Friendly Shelter – Pet Owner Agreement Form

I, the pet owner, understand that an emergency exists and that limited arrangements have been made to allow my pet to be housed at the Pet Friendly Shelter. I understand and agree to abide by the provisions contained in this agreement and will explain them to the other members of my household.

- I will maintain proper identification on my pet at all times. I understand that the shelter will require proper identification (normally a picture ID) for me to be allowed into the pet living area to care for my pet.
- I certify that my pet is current on rabies vaccinations. Rabies vaccination is required.
- I grant permission for shelter staff to examine my pet and to administer medications that I provide. Directions for the route, dosage and frequency of medication are written on the container or I will provide them.
- 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 further understand that my pet may be removed to an isolated location if it becomes unruly or aggressive, shows signs of contagious disease, is infested with parasites or begins to show signs of stress-related conditions.
- I agree to keep control my pet with a leash, harness and / or muzzle (if necessary) when not in a kennel.
- I agree to abide by the shelter's posted Hours of Operations.
- I understand that I am expected to properly feed, water and exercise my pet.
- I agree that only one person from my household will be allowed to enter the pet living area of the shelter. I agree that visitors to the pet living area must be at least 18 years of age or older.
- I agree not to handle or approach other people's pets.
- I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the Shelter Manager whose decisions are final.
- I understand that a pet that is abandoned or unclaimed by an owner may be moved to the nearest available animal control facility. Shelter staff will post information about such abandoned or unclaimed animals on-line at www.petfinder.com. Final disposition of these animals will be left to the discretion of the animal control facility.
- I acknowledge that my failure to follow these rules may result in the removal of my pet from the shelter.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my pet. I further agree to indemnify any persons or entities which may have suffered loss or damage as a result of the care and sheltering of my pet.

Pet Owner's Name			
Pet Owner's Signature		Date	



Pet Friendly Shelter – Pet Registration Form

A separate form must be completed for each pet admitted into the shelter.

NAME LAST

Pet Owner Information – Please Print			
Name			
Street Address			
City / State / Zip			
Daytime Phone Number		Mobile Phone Number	
E-Mail Address			

Pet Information			
Name of Pet		Pet Tracking Number	
Species		Breed	
Age		Gender	
Tag / License Number		Microchip Number	
Vaccinations (Check each vaccination on which the pet is current)			
<input type="checkbox"/> Rabies	<input type="checkbox"/> DHLPP-Parvo	<input type="checkbox"/> Bordetella	<input type="checkbox"/> FVRCP
<input type="checkbox"/> Distemper	<input type="checkbox"/> Other	<input type="checkbox"/> Leukemia	<input type="checkbox"/> FIV
General Pet Information (Check all that apply)			
<input type="checkbox"/> Aggressive	<input type="checkbox"/> External Parasites		
Medical Condition			
Medications (List each medication)		Attach Pet Photo Here	

FIRST

Pet Owner's Signature		Date	
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Pet Friendly Shelter – Procurement Log Form

The purpose of this form is to maintain an accurate record of all equipment and / or supplies delivered to the shelter. This form is to be used to itemize all purchased, donated or loaned materials that are delivered to the shelter.

Description of equipment and / or supplies delivered to shelter.			
Complete the appropriate section below.			
Purchased	List the name and contact information of the individual / organization that purchased the equipment and / or supplies. Attach a copy of the receipt for the purchased equipment and / or supplies to this form.		
If the individual / organization that purchased the equipment and / or supplies plans to seek reimbursement they must sign and date this form in the area below.			
Signature		Date	
Donated	List the name and contact information of the individual / organization that donated the equipment and / or supplies.		
<input type="checkbox"/> Equipment <input type="checkbox"/> Expendable Supplies <input type="checkbox"/> Financial			
If the individual / organization that donated the equipment and / or supplies would like to receive a receipt for their donation them must sign and date this form in the area below.			
Signature		Date	
Loaned	List the name and contact information of the individual / organization that loaned the equipment.		
	Describe the condition of the equipment that was loaned.		
The individual or a representative of the organization loaning the equipment must sign and date this form in the area below.			
Signature		Date	
The Logistics Section Chief or designee must acknowledge that the listed equipment and / or supplies were delivered to the shelter.			
Signature		Date	



Pet Friendly Shelter – Situation Report Form

Date			
Shelter Name			
Shelter Address			
Shelter Phone Number		Shelter Fax Number	

Number of pets housed in the shelter during the previous 24 hours	
Number of pets housed in the shelter to-date	
Number of volunteers assisting at the shelter during the previous 24 hours	
Number of volunteers assisting at the shelter to-date	

Noteworthy Events

[illegible]



Pet Friendly Shelter – Staff Registration Form

NAME LAST

FIRST

Volunteer Information – Please Print							
Name					Date of Birth		
Street Address							
City / State / Zip							
Daytime Phone Number				Mobile Phone Number			
E-Mail Address							
Emergency Contact Information							
Name							
Street Address							
City / State / Zip							
Daytime Phone Number				Mobile Phone Number			
Skills							
<input type="checkbox"/> Veterinary Medicine	<input type="checkbox"/> Animal Sheltering	<input type="checkbox"/> Animal Rescue	<input type="checkbox"/> Small Animal Handling				
<input type="checkbox"/> Exotics / Wildlife Handling	<input type="checkbox"/> Management	<input type="checkbox"/> Communications	<input type="checkbox"/> Customer Service				
Willing To Do							
<input type="checkbox"/> Animal Care	<input type="checkbox"/> Animal Health Care	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Communications				
<input type="checkbox"/> Office Work	<input type="checkbox"/> Management	<input type="checkbox"/> Other					
Training							
<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> Pet First Aid	<input type="checkbox"/> Pet Sheltering				
<input type="checkbox"/> No Disaster Training	<input type="checkbox"/> Other						
Availability	MON	TUE	WED	THU	FRI	SAT	SUN
Morning							
Afternoon							
Evening							
Over Night							

Volunteer's Signature*		Date	
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Name of Interviewer	
Interviewer's Signature	
<input type="checkbox"/> Approved for shelter assignment <input type="checkbox"/> Not approved for shelter assignment	

*In completing and signing this from you become a member of the State of Massachusetts Animal Response Team for the duration of your assignment to the Pet Friendly Shelter.



Pet Friendly Shelter – Staff Schedule Form

Once staffing shifts have been established use this form to schedule needed staff members to work at the shelter.

Shift #		Date		Shift Starts		Shift Ends	
Name						Phone Number	

Shift #		Date		Shift Starts		Shift Ends	
Name						Phone Number	



DART Trailer Inventory – Berkshire County Form

An inventory of the DART Trailer and its equipment and supplies must be completed during pre-deployment and post-deployment activities.

Pre-Deployment – Check-Out

Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

Post-Deployment – Check-In

Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

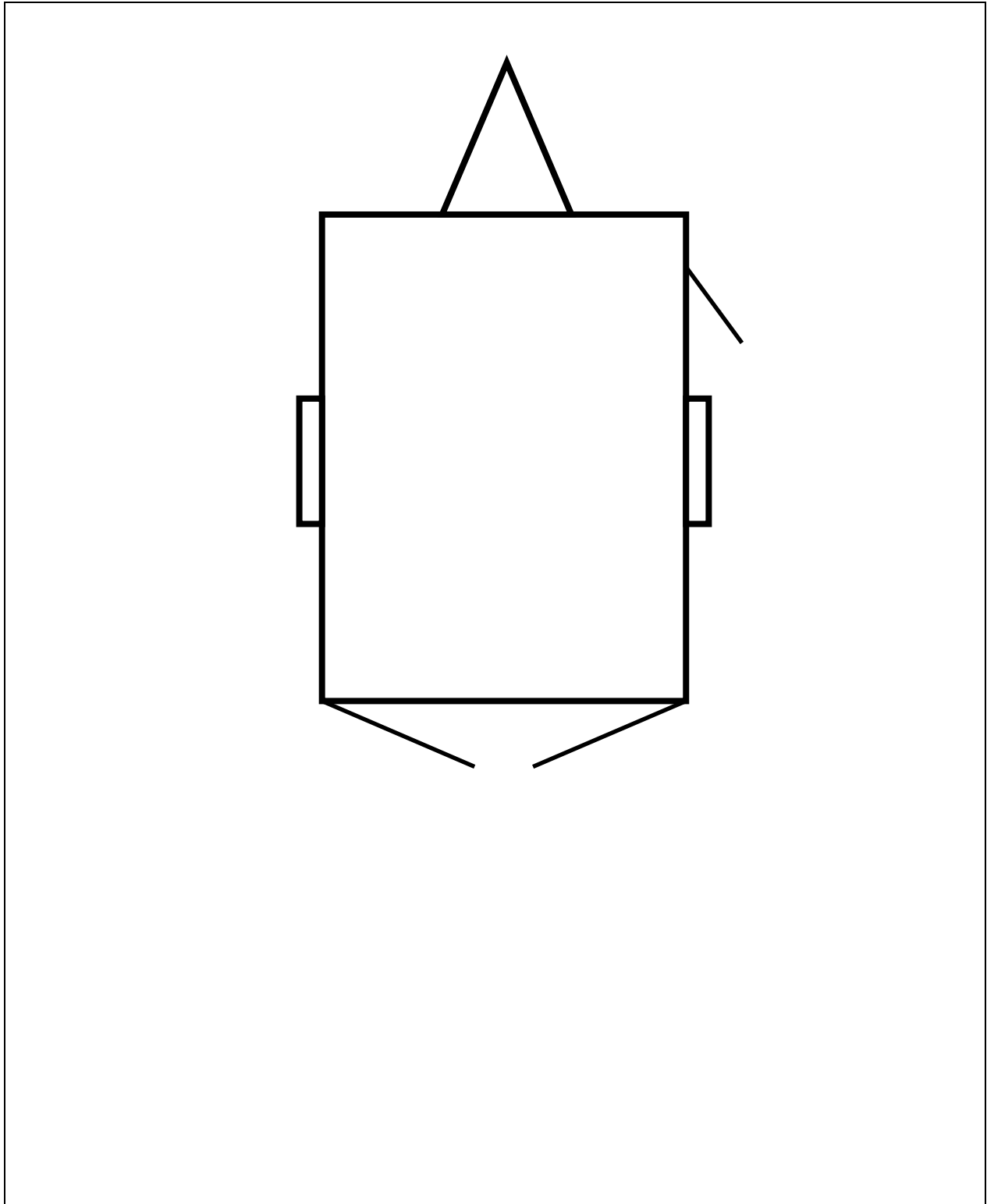
Item / Description	Original Quantity	Pre-Deployment	Post-Deployment	Replacement Quantity
Apron – Carpenter	25			
Badges – Identification – Self Adhesive	100			
Bag – Duffle – Black – Large	4			
Bag – Duffle – Black – Small	2			
Bag – Duffle – Green	1			
Bag – Duffle – Red	1			
Bag – Trash	100			
Band – Animal Identification – 20”	500			
Bandage Cutter	1			
Bowl – Laminated Paper	100			
Bowl – Stainless – 2 Quart	40			
Broom	1			
Bucket – 1 Quart	20			
Bucket – 2 Quart	10			
Bucket – 10 Quart	1			
Camera – Polaroid	1			

Camera – Polaroid – Film Cassette	5			
Clip Board	1			
Container – Trash – 32 Gallon	1			
Cord – Polypropylene – 50'	1			
Cord – Electrical Extension – 25'	1			
Cord – Generator – 3'	1			
Crate / Cage – Large – 42" x 46"	1			
Crate / Cage – Medium – 21" x 36"	1			
Crate / Cage – Vari-Kennel – Extra Large	1			
Crate / Cage – Vari-Kennel – Giant	1			
Crate / Cage – Vari-Kennel – Intermediate	10			
Crate / Cage – Vari-Kennel – Large	10			
Crate / Cage – Vari-Kennel – Medium	10			
Crate / Cage – X-Pen – 36"	2			
First Aid Book	1			
Generator – 5 kw	1			
Hat – Hard	4			
Hook – S – 1.5"	30			
Hook – S – 2" – 125 lbs	23			
Hook – Snap – Double Ended	27			
Leash – Slip	36			
Light Package – Telescoping	1			
Litter Box – 20" x 10" – Disposable	100			
Micro-Chip Reader	1			
Pan – Bus	2			
Pan – Dust	1			
Scoop – Food	1			
Scoop – Litter	3			
Scoop – Measuring	1			
Scoop – Poop	2			
Sheeting – Polyethylene – 20' x 100' – Roll	1			
Tape – Duct – 2" x 180' – Roll	1			
Tape – Painter's – 1.5" x 180' – Roll	1			
Tarp – 10' x 20'	3			
Tent – 10' x 10' – With Sides & Bag	1			

[illegible]

Trailer Inspection

Any damage or excessive wear to the trailer should be documented in the area below.





DART Trailer Inventory – Franklin County Form

An inventory of the DART Trailer and its equipment and supplies must be completed during pre-deployment and post-deployment activities.

Pre-Deployment – Check-Out

Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

Post-Deployment – Check-In

Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

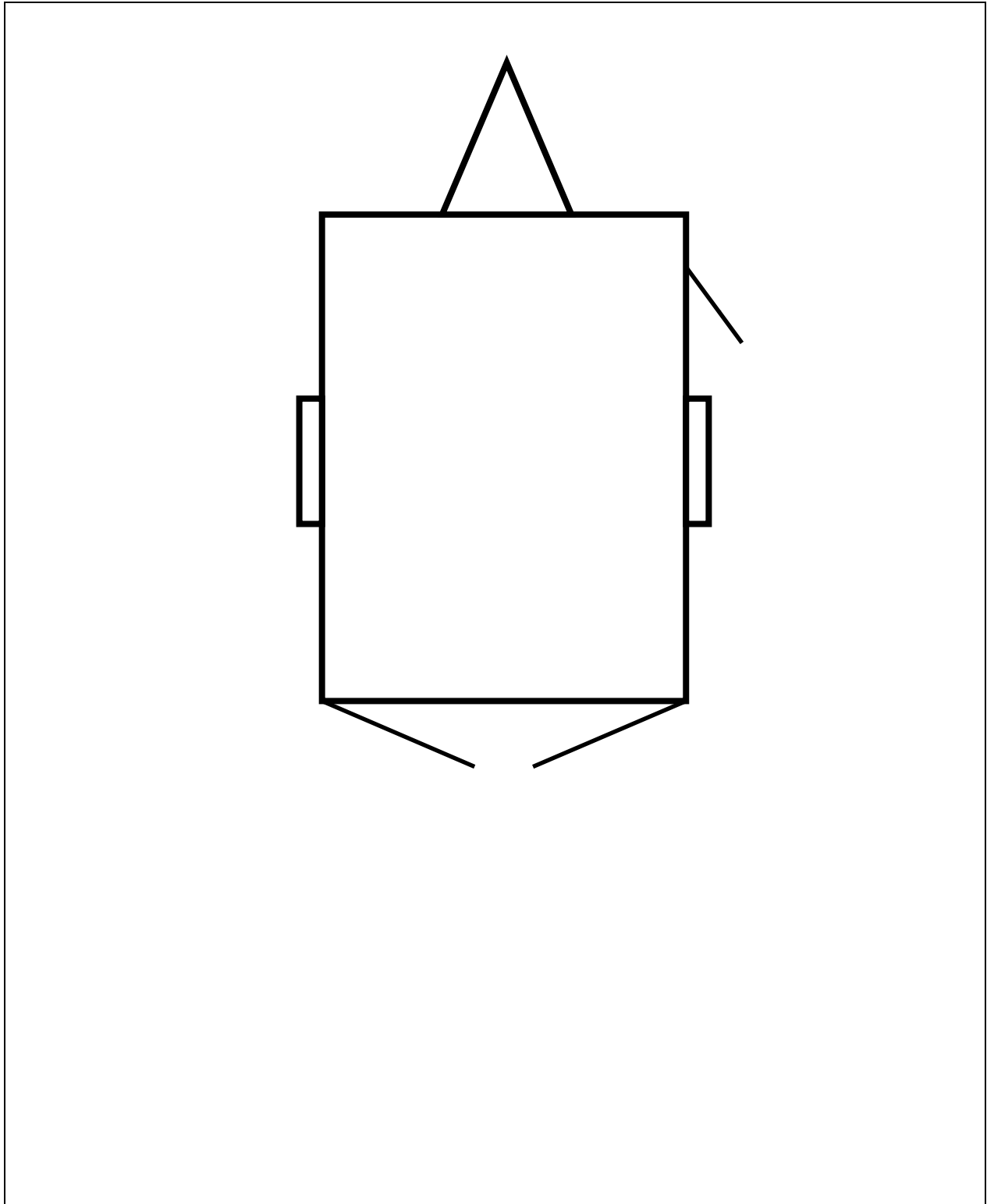
Item / Description	Original Quantity	Pre-Deployment	Post-Deployment	Replacement Quantity
Animal Control Pole	1			
Bag – Feces Removal - Box	5			
Bag – Trash	50			
Band – Collar – Animal Identification	1,250			
Band – Wrist – Owner Identification	1,250			
Bleach – 1 Gallon – Bottle	1			
Bottle – Bottle	2			
Bowl – Drinking	50			
Brush – Scrub	5			
Bucket – 5 Gallon	5			
Bucket – Mop / Wringer	1			
Camera – Polaroid	1			
Camera – Polaroid – Film Cassette	10			
Gas Can	1			
Can – Opener	2			
Container – Trash – 32 Gallon	2			

Crate / Cage – Large – 48" x 30" x 36"	45			
Crate / Cage – Medium – 30" x 19" x 22"	15			
Disinfectant – Bottle	1			
Envelope – Poly – 8.5" x 11"	200			
First Aid Kit	2			
Flashlight	2			
Generator – 5 kw	1			
Gloves – Handling	2			
Gloves – Latex – Disposable – Pair	200			
Hand Washing Station	1			
Hose – Yard – 50'	1			
Jack Stand – Pair	2			
Light Package – Telescoping	2			
Litter – Cat – Pounds	100			
Litter Box	5			
Mat – Corrugated – 100'	1			
Mop	1			
Pressure Washer	1			
Safety Cone – Orange	1			
Scoop – Litter	5			
Scoop – Measuring	2			
Scoop – Poop	5			
Sheeting – Polyethylene – 20' x 100' – Roll	3			
Tape – Painter's 1.5" x 180" – Roll	6			
Ties – Zip	1,000			
Vacuum – Shop	1			

[illegible]

Trailer Inspection

Any damage or excessive wear to the trailer should be documented in the area below.





DART Trailer Inventory – Hampden County Form

An inventory of the DART Trailer and its equipment and supplies must be completed during pre-deployment and post-deployment activities.

Pre-Deployment – Check-Out

Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

Post-Deployment – Check-In

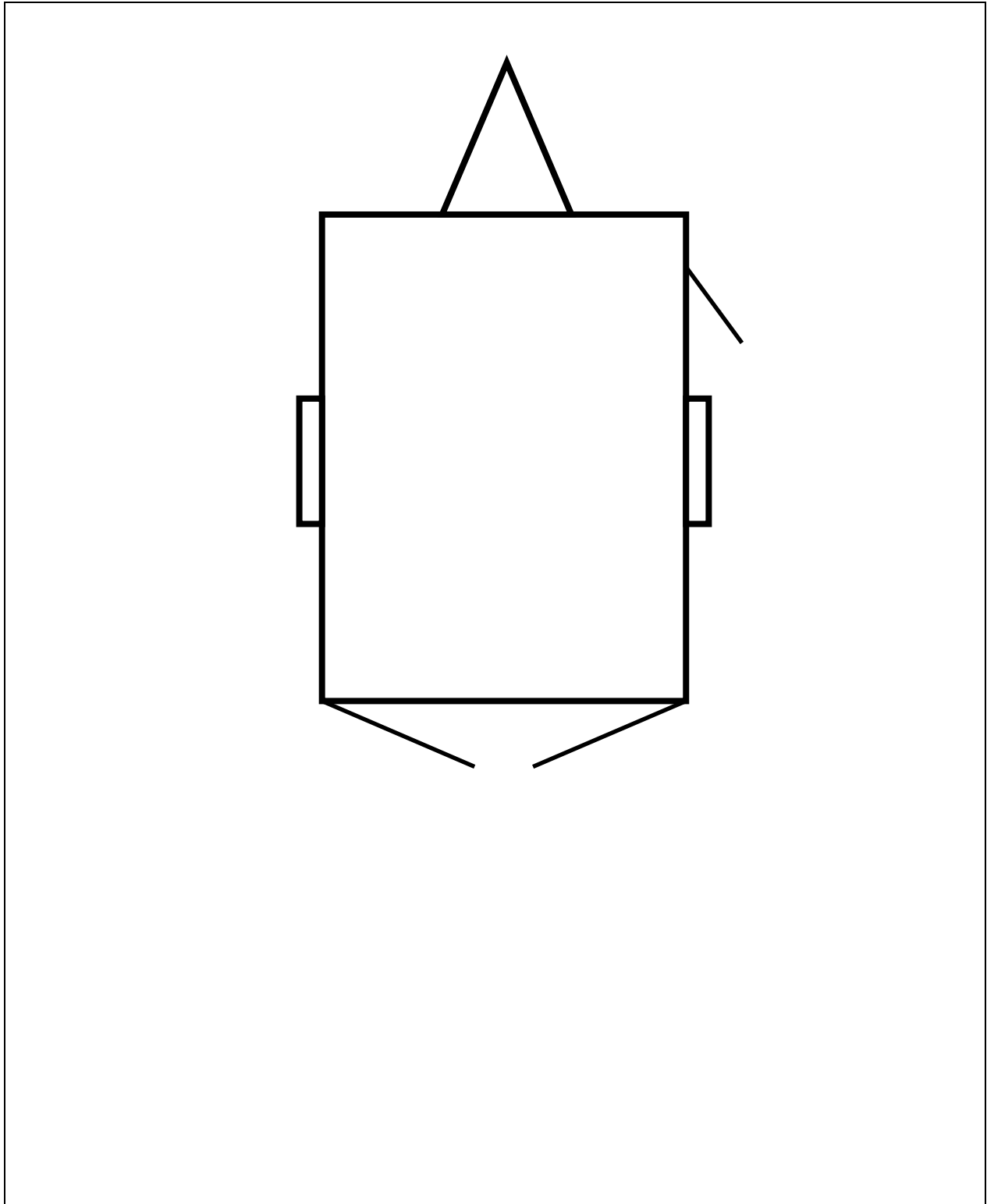
Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

Item / Description	Original Quantity	Pre-Deployment	Post-Deployment	Replacement Quantity
Animal Control Pole	1			
Bag – Feces Removal - Box	5			
Bag – Trash	50			
Band – Collar – Animal Identification	1,250			
Band – Wrist – Owner Identification	1,250			
Bleach – 1 Gallon – Bottle	1			
Bottle – Bottle	2			
Bowl – Drinking	50			
Brush – Scrub	5			
Bucket – 5 Gallon	5			
Bucket – Mop / Wringer	1			
Camera – Polaroid	1			
Camera – Polaroid – Film Cassette	10			
Gas Can	1			
Can – Opener	2			
Container – Trash – 32 Gallon	2			

Crate / Cage – Large – 48" x 30" x 36"	45			
Crate / Cage – Medium – 30" x 19" x 22"	15			
Disinfectant – Bottle	1			
Envelope – Poly – 8.5" x 11"	200			
First Aid Kit	2			
Flashlight	2			
Generator – 5 kw	1			
Gloves – Handling	2			
Gloves – Latex – Disposable – Pair	200			
Hand Washing Station	1			
Hose – Yard – 50'	1			
Jack Stand – Pair	2			
Light Package – Telescoping	2			
Litter – Cat – Pounds	100			
Litter Box	5			
Mat – Corrugated – 100'	1			
Mop	1			
Pressure Washer	1			
Safety Cone – Orange	1			
Scoop – Litter	5			
Scoop – Measuring	2			
Scoop – Poop	5			
Sheeting – Polyethylene – 20' x 100' – Roll	3			
Tape – Painter's 1.5" x 180" – Roll	6			
Ties – Zip	1,000			
Vacuum – Shop	1			

Trailer Inspection

Any damage or excessive wear to the trailer should be documented in the area below.





DART Trailer Inventory – Hampshire County Form

An inventory of the DART Trailer and its equipment and supplies must be completed during pre-deployment and post-deployment activities.

Pre-Deployment – Check-Out

Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

Post-Deployment – Check-In

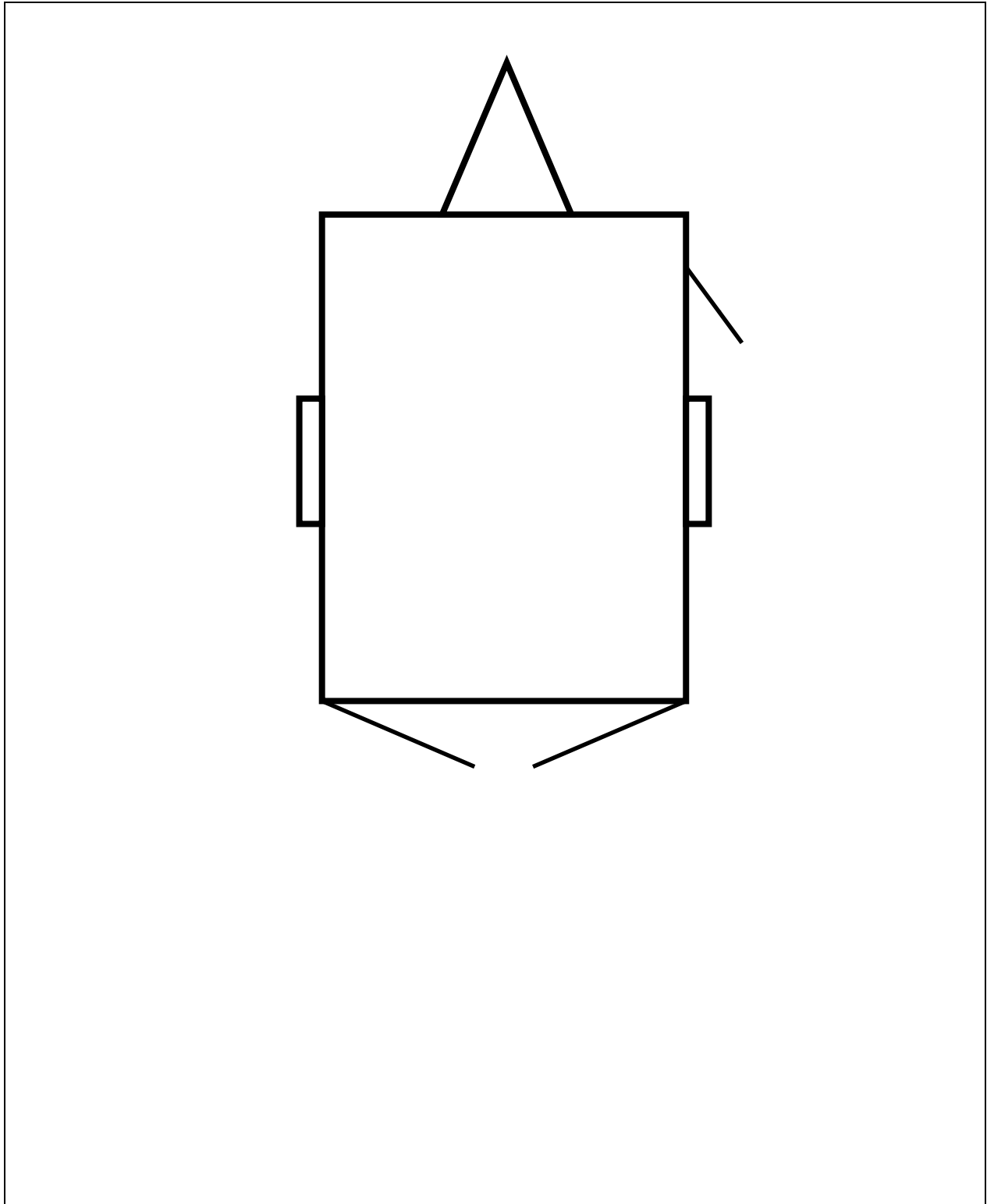
Requesting Eligible Party			
Signature		Date	
Host Agency			
Signature		Date	

Item / Description	Original Quantity	Pre-Deployment	Post-Deployment	Replacement Quantity
Animal Control Pole	1			
Bag – Feces Removal - Box	5			
Bag – Trash	50			
Band – Collar – Animal Identification	1,250			
Band – Wrist – Owner Identification	1,250			
Bleach – 1 Gallon – Bottle	1			
Bottle – Bottle	2			
Bowl – Drinking	50			
Brush – Scrub	5			
Bucket – 5 Gallon	5			
Bucket – Mop / Wringer	1			
Camera – Polaroid	1			
Camera – Polaroid – Film Cassette	10			
Gas Can	1			
Can – Opener	2			
Container – Trash – 32 Gallon	2			

Crate / Cage – Large – 48" x 30" x 36"	45			
Crate / Cage – Medium – 30" x 19" x 22"	15			
Disinfectant – Bottle	1			
Envelope – Poly – 8.5" x 11"	200			
First Aid Kit	2			
Flashlight	2			
Generator – 5 kw	1			
Gloves – Handling	2			
Gloves – Latex – Disposable – Pair	200			
Hand Washing Station	1			
Hose – Yard – 50'	1			
Jack Stand – Pair	2			
Light Package – Telescoping	2			
Litter – Cat – Pounds	100			
Litter Box	5			
Mat – Corrugated – 100'	1			
Mop	1			
Pressure Washer	1			
Safety Cone – Orange	1			
Scoop – Litter	5			
Scoop – Measuring	2			
Scoop – Poop	5			
Sheeting – Polyethylene – 20' x 100' – Roll	3			
Tape – Painter's 1.5" x 180" – Roll	6			
Ties – Zip	1,000			
Vacuum – Shop	1			

Trailer Inspection

Any damage or excessive wear to the trailer should be documented in the area below.





DART Trailer Usage Agreement Form

Pre-Deployment – Check-Out

In agreeing to use the DART Trailer, the REP agrees to take responsibility for returning the trailer and its inventoried supplies and equipment in the same condition and to replace any expendable supplies and / or damaged, destroyed or lost equipment. As a representative of the REP I have read and will adhere to the DART Trailers / Equipment / Supplies Standard Operating Guidelines.

Requesting Eligible Party			
REP Representative			
Title of Representative			
Daytime Phone Number		Mobile Phone Number	
E-Mail Address			
Signature		Date	

As a representative of the Host Agency, I verify that the DART Trailer and its inventoried supplies and equipment have been assigned to the above REP.

Host Agency			
Host Agency Representative			
Title of Representative			
Daytime Phone Number		Mobile Phone Number	
E-Mail Address			
Signature		Date	

Post-Deployment – Check-In

As a representative of the Host Agency, I verify that the DART Trailer and its inventoried supplies and equipment that were assigned to the above REP have been returned.

The REP is responsible for replacing all supplies and / or equipment identified as Replacement Quantity on the attached DART Trailer Inventory Form.

Host Agency Representative			
Signature		Date	

Shelter Signage

Staff Registration

Pet Intake

Staff Lounge

Supply Storage Area

Cleaning / Disinfecting Area

Food Preparation Area

Your pet must be on a leash or in a carrier at all times

Pet Walking Area

Report All Bites

This cage/crate contains a pet that has been involved in a bite

[Directional arrows]

Isolation Area

EXIT

Entrance

First Aid Kit

Shelter Evacuation Plan

Restricted Area

Pet Owner Resources

Fire Extinguisher

AED

Local Veterinarians



Staff Registration



Pet Intake



Staff Lounge



Supply Storage Area



Cleaning Disinfecting Area



Food Preparation Area



**Your pet must be
on a leash or in a
carrier at all
times**



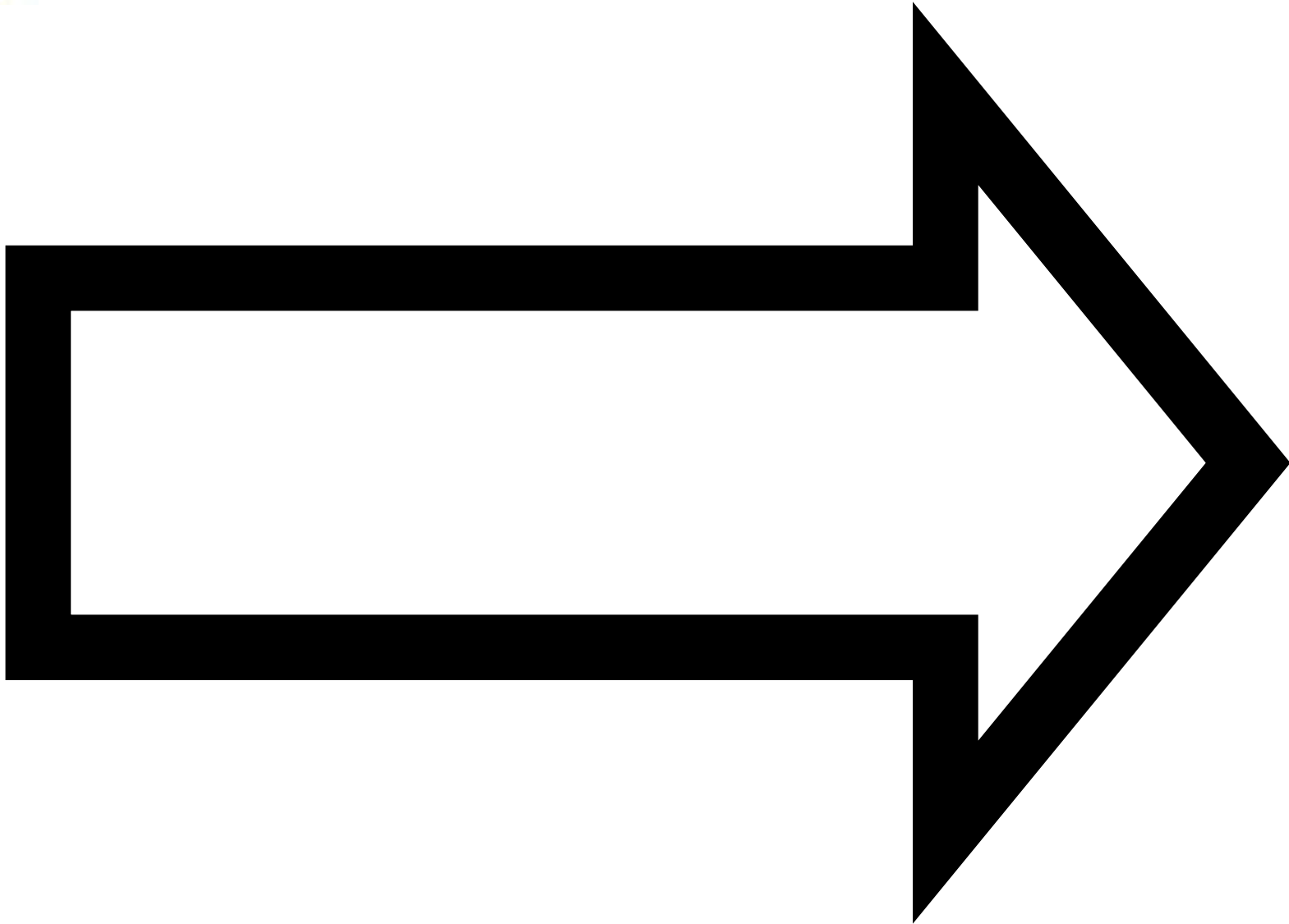
Pet Walking Area

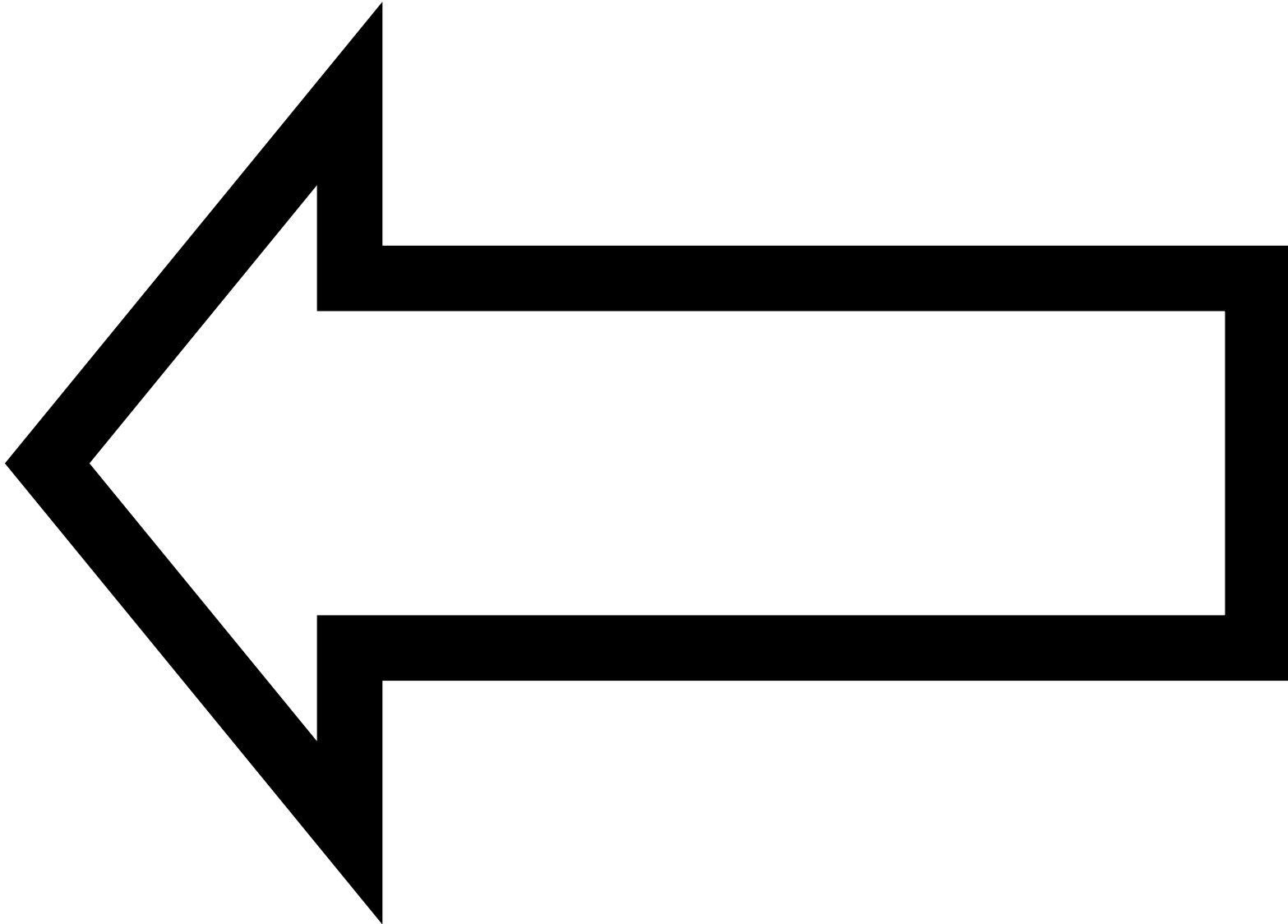


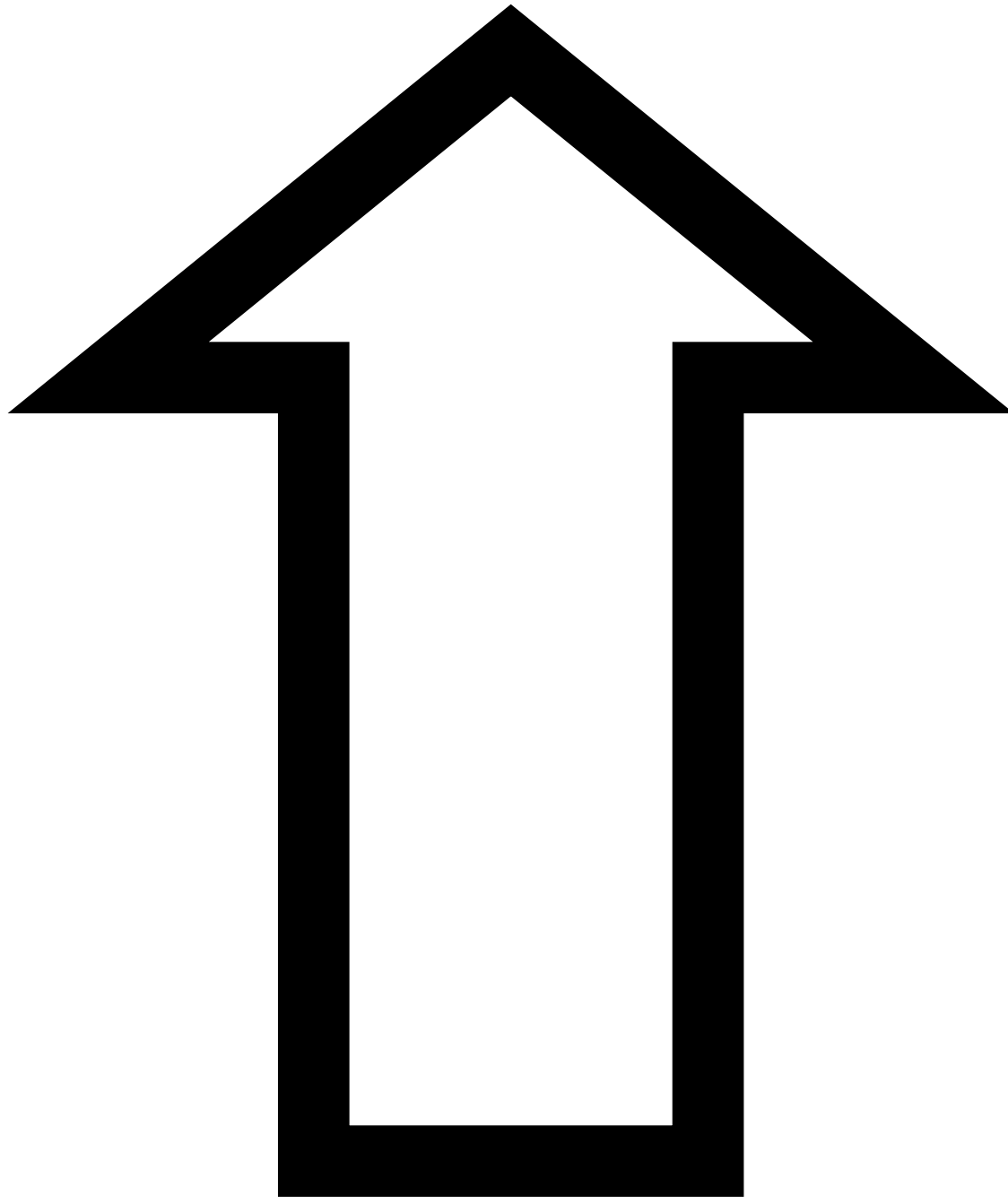
Report All Bites



**This cage / crate
contains a pet that
has been involved
in a bite**









Isolation Area



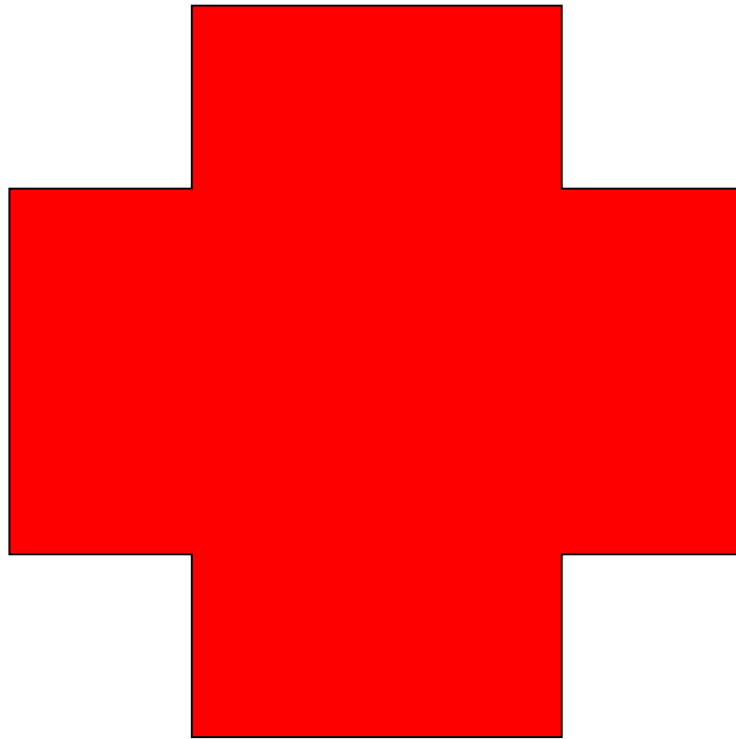
EXIT



Entrance



First Aid Kit





Shelter Evacuation Plan



Restricted Area



Pet Owner Resources

Found below are web sites that can be useful to pet owners

Pet Friendly Hotels

www.petswelcome.com

Lost Pet

www.petfinder.com

www.findtoto.com

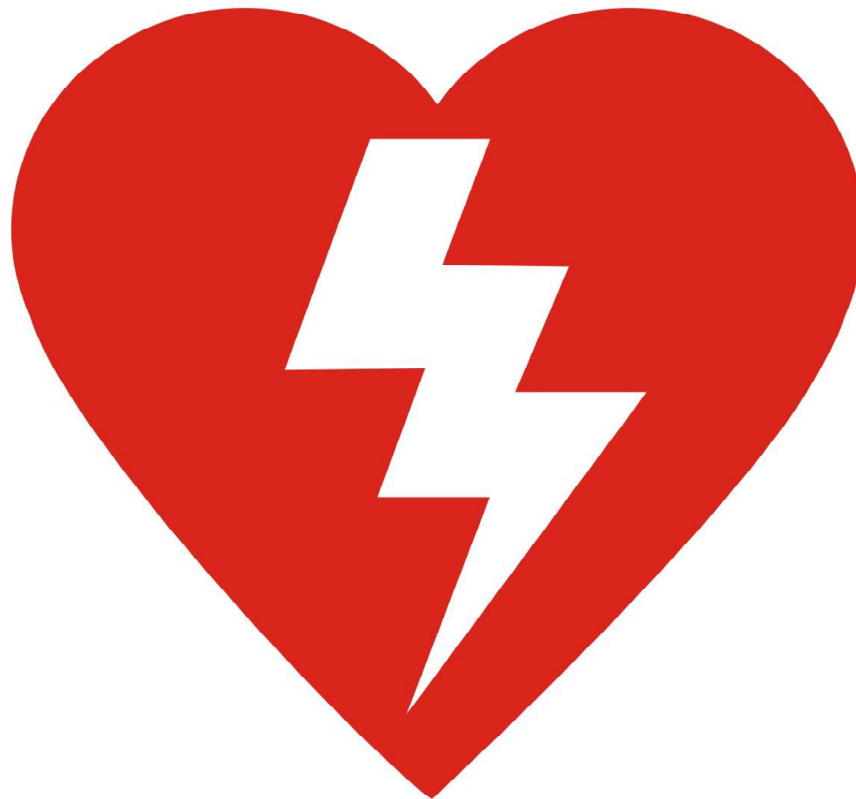


Fire Extinguisher





AED





Local Veterinarians

Found below is a list of local veterinarians that can be contacted if your pet needs medical attention

Contact Information	
Contact Information	
Contact Information	
Contact Information	
Contact Information	

