

LEE COUNTY	<b>Comprehensive Emergency Management Plan</b>	Page 1 of 7
<b>ANNEX D-9</b>		Date Issued: 12/2005
Revision: 0	<b>Animal Disaster Operations Plan</b>	Next Review: TBD
Prepared By:	on	Approved By:
Revised By: Terry Kelley	on August 16, 2006	Approval Date:
<p><b>PURPOSE:</b></p> <ul style="list-style-type: none"> <li>➤ The purpose of this Plan is to establish a mechanism to furnish relief services to animals before, during, and following a major or catastrophic disaster. It provides guidance and procedures to manage, staff and equipment relief operations. It identifies local organizations and defines their role in providing assistance, and describes the procedures for requesting resources to supplement or support local response efforts.</li> </ul> <p><b>SCOPE:</b></p> <p><i>The plan's scope addresses the relief services and resources needed to support large and small animal needs in the event of a major or catastrophic disaster. These services include:</i></p> <ul style="list-style-type: none"> <li>➤ Investigate animal bites and providing rabies control.</li> <li>➤ Capture animals that have escaped confinement or have been displaced from their natural habitat.</li> <li>➤ Assist emergency response teams with animal related problems.</li> <li>➤ Provides humane care and handling of animals before, during, and after a major or catastrophic disaster by providing emergency shelters and treatment/euthanasia assistance stations.</li> <li>➤ Procure necessary equipment and resources for pre and post-disaster sheltering and rescue of large and small animals.</li> </ul> <p><i>Provide emergency care for injured animals.</i></p> <ul style="list-style-type: none"> <li>➤ Remove and dispose of animal carcasses.</li> <li>➤ Provide information to the general public on such issues as quarantine areas, rabies alert, public service announcements, etc.</li> </ul> <p><b>GENERAL:</b></p> <p><i>A major or catastrophic natural or technological disaster could cause domestic animal related public health threats to the community, including the following:</i></p> <ul style="list-style-type: none"> <li>➤ Animals roaming unrestricted when buildings, fences and other enclosures are destroyed.</li> <li>➤ Animals may become vectors of disease transmission and potential carriers of pathogenic agents otherwise confined to wildlife population as a result of the interaction between domestic animals and wildlife.</li> <li>➤ Increased the risk of rabies transmission from animal bites.</li> </ul> <p><i>The disaster may result in death, injury to animals, and increase the number of stray and displaced animals. The following services and resources aid animal health and safety and the safety of humans:</i></p> <ul style="list-style-type: none"> <li>➤ Catching, transporting and confining stray animals to reduce the risk and injury to humans.</li> <li>➤ Providing shelter and care for injured animals.</li> <li>➤ Feeding and caring of stray and displaced animals.</li> <li>➤ Finding the owners of displaced animals.</li> <li>➤ Providing euthanasia services.</li> </ul> <p><i>Assuring adequate response to address these problems requires proper planning and resource management that promote the highest use of limited local resources.</i></p>		

### PLANNING:

*The agencies in the Lee County Animal Disaster Network assist in plan development and maintenance. This Network includes the following agencies:*

- [Lee County Emergency Management, Emergency Operations Center](#)
- Lee County Animal Services, <http://www.leelostpets.com/>
- [Lee County Humane Society](#)
- [Department of Health-Lee County Public Health Unit](#)
- Caloosa Veterinary Association
- Lee County Chapter of the [ARC](#), <http://www.arclcc.org/>
- Lee County [Radio Amateur Civil Emergency Services](#) (RACES)
- [Ding Darling National Wildlife Refuge](#)
- [C.R.O.W.](#)
- [DART](#)
- Greater Fort Myers Dog Club
- [Gulf Coast Aquarium Society](#)
- [S.W. Florida K-9 Search Unit](#)
- S.E. Guide Dogs
- [S.W. Florida Marine Mammal Stranding Network](#)
- Gulf Coast Bird Club

***NOTE:*** *The plan is part of the Lee County [CEMP](#). The plan is reviewed annually.*

### PLANNING BASIS:

- Although the County is vulnerable to a number of hazards, hurricanes pose the greatest potential threat to animals. (See [Table 1](#)) for Housing Units at risk to hurricanes/tropical storm of differing strengths and estimated animals potentially at risk to hurricane flooding. (See [Table 2](#))

### ASSUMPTIONS:

*This Plan assumes the following:*

- Agencies develop procedures, protocols or operational guidance to implement their assigned tasks.
- Agencies hold training sessions to acquaint personnel with their roles and responsibilities.
- Agencies provide education programs to inform animal owners on Emergency Preparedness Measures.
- Large numbers of homeless/injured small and large animals would pose a health and nuisance threat, requiring the capture and sheltering of these animals.
- Triage, treatment, and euthanasia (if necessary) of sick and injured animals, would require the services Veterinarians at designated facilities and private offices. (See Veterinary Medical Record Form in [Attachment B](#))
- Commercial pet/livestock food would be imported into the area by prior arrangement with vendors. Various wild animal related groups and State Agencies organize food drops for wild animals.
- Accumulated shelter animal waste and carcasses must be removed to an approved dumping sites or the Lee County Waste to Energy Resource Facility.
- Displaced and sheltered animals need to be re-united with their owners after a disaster.

### GENERAL CONCEPT:

*Three (3) primary principles govern the need and use of resources to provide care and relief to animals affected by a disaster:*

- These are the hazard type

- The disaster severity caused by the hazard
- The number of animal's affected/needing care and relief
- Because Local Response Resources are limited, Disaster Preparedness Efforts focus on reducing the number of animals that need care and relief assistance after a disaster. Education seminars and brochures are available to help the pet owners take measures to protect their pet(s) or livestock. Animal owners are encouraged to permanently identify (i.e., by tattoo, micro chip or some other method) their animals to reduce the resources needed to locate displaced animals.

*Emergency response efforts are grouped into the following phases:*

- Pre-Impact.
- Post-Impact.
- Recovery.

*In the **Pre-Impact Phase**, efforts focus on:*

- Alert and warn affected animal owners.
- Notify/activate agencies and organizations that support this plan.
- Advise animal owners to locate, identify and secure animals.
- Staff, outfit and open animal shelter facilities.
- Provide supportive care to sheltered animals.

*During the **Post-Impact Phase**, relief efforts:*

- Develop specific strategies to manage response to animal related problems caused by the disaster.
- Establish facilities and sites as animal holding areas and temporary medical sites.
- Establish logistics necessary to feed, transport, supply, and communicate with various response efforts providing animal care and relief.

*In the **Recovery Phase**, care and relief activities continue until no longer needed. Activities include:*

- Remove and dispose of animal carcasses
- Provide information to the general public on animal health related issues
- Return displaced animals to owners
- Other issues arising from the disaster
- Local Humane Society personnel, Animal Control staff, Veterinarians and Volunteer Organizations form the first line of response to local animal emergencies.
- If the emergency situation goes beyond local response capability, then resources from surrounding communities are requested through the Lee County EOC. In major or catastrophic disaster situations, additional resources from State and Federal resources are activated.

## **LOGISTICS:**

### **FACILITIES:**

- The Lee County Civic Center is used as shelter site for evacuating households with small animals.
- The Caloosa Regional Park is used as a holding area for large animals.
- The Lee County Civic Center and Caloosa Nature Center are used as medical treatment areas.
- The Lee County Civic Center is used as a Staging Area for incoming supplies/personnel.

## **COMMUNICATIONS:**

*Communications are provided, to the extent possible, through amateur radio resources. Consider the following when establishing communications for an operation:*

- Need for a central communications center or phone bank to handle animal related inquiries.
- Provide sufficient equipment to all sections.
- Update phone lists of key personnel.
- Prepare communication information for operators.

## **SUPPLIES:**

*Consider the following when establishing supply operations:*

- Food and water are usually the first supplies to arrive.
- Perishable supplies such as hay and bagged feed may require special storage facilities.
- Establish a reception or staging point for supplies.
- Stage veterinary supplies with food and water or directed them to another site.
- Establish ownership of donated supplies.
- Document and inventory donated supplies, particularly drugs.

## **TRANSPORTATION/GROUND SUPPORT:**

*Consider the following factors when establishing transportation support:*

- Obtain sufficient volunteer drivers.
- Obtain special equipment to transport certain animals (horse trailers, for example).
- Establish an Identification System for vehicles used for Animal Care and Relief Operations.
- Have suitable vehicles on hand.
- Secure adequate fuel supplies and equipment to maintain vehicles (i.e., tire repair kits, trailer hitches, vehicle mechanics, etc.).

## **PERSONNEL SUPPORT:**

- Trained Personnel and Volunteers may be needed to supplement local efforts. Local organizations experienced in recruiting and placing volunteers should have people available to help. The Personnel Coordinator contacts these agencies for additional staff.
- Requests for additional personnel/volunteer help are processed through the [LCEOC](#). Requests for assistance are channeled through the [SEOC](#). If outside assistance is needed, then determine if local resources can house, feed or supply incoming personnel or if they should be self-sustaining.

## **EMERGENCY ORGANIZATION AND AGENCY RESPONSIBILITIES:**

### **EMERGENCY ORGANIZATION:**

- Animal Care and Relief Services operate within the County's [IMS](#) and are assigned to the Operations Section. The Animal Care Leader reports either to the Operations Section Chief or Branch Director, depending on the organizational level established ([see Attachment A](#)).
- Animal Care and Relief Services management level is assigned to a Division or a Group in the Operations Section, depending upon the type and extent of the disaster.
- It will perform as a Division for a major disaster such as a large oil spill or small hurricane.
- Under a catastrophic disaster such as a major hurricane, it performs as a Group.

### **Animal Care and Relief Supervisor or Leader:**

- Manages the Animal Care and Relief Operations and directs and coordinates all Care and Relief Operations.

Animal Care Task Force Leader:

- Is responsible for providing direct care to affected animals. Based on the disaster severity and type of animal affected, large and small Animal Section Managers may be designated. Task Forces may be formed to carry-out specific missions based on the required level of care. Examples of task forces are listed in [Attachment C](#).

Veterinary Section Manager:

- May also be assigned to assist Veterinarians and related Animal Care Personnel re-establish their practices to help with the Animal Care effort.

Animal Relief Services:

- Provides service and support resources to sustain Animal Care Operations.

*This includes:*

- Personnel
- Communications
- Supplies (food, water, medicines, etc.), and facility
- Transportation resources
- The Animal [RTF](#) Leader will administer these activities.

Support Resource Section Manager and Service Resource Section Manager:

- Maybe activated to manage relief service activities depending on the disaster incident's size and the level of resources needed to support Animal Care Operations. Under these circumstances, Personnel and Communication Coordinators are assigned to the Support Resource Section while Supply, Facility (medical, holding areas) and Transportation Coordinators work under the Service Resource Section.
- The positions included in this organizational structure are shown in [Attachment A](#) and describes each position's duties, responsibilities and operational guidance procedures.

**AGENCY RESPONSIBILITIES:**

*The following organizations participate in Animal Care and Relief Response Operations:*

Lee County Emergency Management/Emergency Operations Center:

- Maintains and updates the Animal Care and Relief Plan as conditions dictate.
- Helps develop, maintain, and distribute public information brochures on animal-related emergency preparedness issues.
- Provides initial notification to the Animal Care and Relief Leader to implement all or portions of this Plan.
- Helps coordinate requests for assistance from State, Federal or other resource networks. Lee County Animal Control serves as Animal Care and Relief Leader.

*Furnishes staff for the following positions:*

- Animal Relief Task Force Leader, Service Resources Section Manager, Supply Coordinator, and Transportation Coordinator
- Investigates animal bites and provides rabies control.
- Helps capture escaped animals or animals displaced from their natural habitat.
- Oversees task forces responsible for removing and disposing animal carcasses.
- Coordinates release of information to the public.

Lee County Humane Society:

- Provides staff for the Information Liaison and Facility Coordinator positions.
- Provides humane care and handling of animals and provides shelter or holding areas.

- Helps provide emergency care to injured animals.

Florida Department of Health-Lee County Public Health Unit:

- Helps investigate animal bites and provides rabies control.
- Helps release information to the public on quarantine areas, rabies alerts, and public service information announcements.

Lee County Chapter of the American Red Cross:

- Helps procure resources to support shelter and feeding operations for both animals and staff.

Caloosa Veterinary Association:

Furnishes staff for the following positions:

- Animal Care Task Force Leader
- Veterinary Assistance Section Manager
- Small/Large Animal Section Managers
- Support Resources Section Manager
- Personnel Coordinator
- Provides Staff and Resource Support for Task Forces providing medical care to injured animals.
- Provides Staff and Resource Support for Task Forces finding owners of displaced animals or finding suitable foster homes.
- Provides humane care and handling of animals and provides animal shelter or holding area.

C.R.O.W.:

- Furnishes staff to serve as the [Animal Care Task Force Leader \(See Attachment A\)](#) in the event of a major oil spill affecting wildlife, and staff to serve as Animal Section Managers.
- Provides Volunteers and Staff Support for Task Forces conducting Search & Rescue efforts for injured and stray animals.
- Provides Humane Care and Handling of Animals and provides animal shelter or holding area.
- Provides resources to transport injured animals to relief facilities and back after treatment.
- Provides support to stray and displaced animal Identification and Tracking Programs.
- Helps in distribute food and water to animals in need.

Lee County RACES:

- Furnishes staff to serve as the Communications Coordinator.

Ding Darling National Wildlife Refuge:

- Provides technical assistance, handling, and care for endangered wildlife or threatened species.
- Helps capture animals that have been displaced from their natural habitat.
- Assists Emergency Response Task Forces with animal related problems.

Disaster Animal Response Team (DART):

- Provides Equipment and Resources for Sheltering and Rescue of horses and farm (large) animals.
- Helps capture animals displaced from their natural habitat.
- Provides emergency care to injured large animals.
- Provides Humane Care and Handling of Animals and provide additional holding area for large animals, if necessary.

- Assists Emergency Response Task Forces with animal related problems.
- Helps remove and dispose of animal carcasses.

Greater Fort Myers Dog Club, Gulf Coast Aquarium Society, S.W. Florida K-9 Search Unit, S.E. Guide Dogs, S.W. Florida Marine Mammal Stranding Network and Gulf Coast Bird Club:

- Provides Volunteers and Staff Support for Task Forces conducting Search & Rescue efforts for injured and stray animals.
- Furnishes Volunteer/Staff Support Task Forces to provide medical care to injured animals.
- Provides Humane Care and Handling of animals.
- Provides resources to transport injured animals to relief facilities and back after treatment.
- Provides support to stray and displaced animal Identification and Tracking Programs.
- Helps distribute food and water to animals in need.
- Helps Animal Disaster Preparedness Response Effort
- Provides staff to help operate the Host Animal Shelter.
- Updates the list of Lee County hotels and motels that accept pets.

## **OPERATING GUIDELINES:**

### ACTIVATION:

- In minor disaster situations, the LCEOC staff may request assistance from the [Animal Care and Relief Leader, \(See Attachment A\)](#) who determines the extent of the organization and resources needed to meet the Mission or Task Assignments.
- In a localized major disaster (such as a major oil spill), the on-scene Incident Commander directs the activation of the [Animal Care and Relief Plan. \(See Attachment C\)](#). Activation comes either from the On-Scene Command Post or is relayed through the LCEOC.
- In a major or catastrophic disaster involving the entire county, EOC Command, the Operations Section Chief or designee will activate the Animal Care and Relief Plan. The Animal Care and Relief Leader reports to the EOC or designates a liaison to coordinate activities with EOC Command.

### NOTIFICATION:

- Each agency activated by the Animal Care and Relief Leader notifies their staff to report for assignment. Notification is made by telephone. Under certain circumstances, local broadcast media may be used to announce reporting and work assignments.

*Notification procedures cover the following factors:*

- Notifies essential personnel and places them on stand-by.
- Protects Facilities and Equipment, (if applicable).
- Acquires essential supplies.
- Identification of work area(s).
- Conducts other essential preparedness activities.
- Execution.

### APPENDIX:

- See [Attachment C](#) *Animal Care & Relief Operating Guidelines* for procedures list, tasks, and principles to implement or consider when providing Emergency Animal Care and Relief Assistance.
- See Animal/Human Shelter Registration Form under [\(Attachment B\)](#)
- See Animal Release Form under [\(Attachment B\)](#)
- See Veterinary Medical Record Form under [\(Attachment B\)](#)



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<b>ANNEX D-9 Attachment A</b>		Date Issued: 12/2005
Revision: 0	<b>Position Descriptions</b>	Next Review: TBD
Prepared By:	on	Approved By:
Revised By: Terry Kelley	on September 14, 2006	Approval Date:

### **ANIMAL CARE and RELIEF LEADER**

**REPORTS TO:** Operations Section Chief/Operations Branch Director

**DUTIES AND RESPONSIBILITIES:**

- Appoint all Task Force Leaders/Section Managers.
- Coordinate Animal Care and Relief Efforts.
- Hold meetings, as required, to coordinate all activities.
- Make sure Task Force Leaders/Section Managers are following through with duties.
- Provide a budget of financial needs and seek Disaster Relief Funds from the private sector.
- Adjust personnel, as needed, to accomplish mission assignments.
- Coordinate Relief Efforts with Local Response Efforts and outside groups.
- Coordinate Public Information outputs with County and Public Health Unit Officials.
- Document and report on results of Care/Relief Efforts and make recommendations for future disaster relief efforts.

### **ANIMAL CARE TASK FORCE LEADER**

**REPORTS TO:** Animal Care and Relief Leader

**DUTIES AND RESPONSIBILITIES:**

- Directs services related to medical care and treatment of sick, injured and stray animals.
- Coordinates with Animal [RTF](#) Leader to provide resources to accomplish assigned mission(s).
- Reviews assignment lists for Animal Care related tasks.
- Assigns specific work tasks, and supervises Section Managers.
- Provides Animal Care and Relief Leader with written report on all activities performed, including recommendations for improvement.

### **ANIMAL CARE SECTION MANAGER**

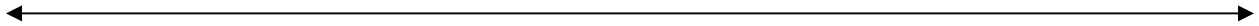
**REPORTS TO:** Animal Care Task Force Leader

**DUTIES AND RESPONSIBILITIES:**

- Supervises Medical Care for type of injured animal assigned (e.g., large or small).
- Provides adequate facility to accomplish mission.
- Identifies and tracks injured strays and coordinates boarding and fostering with appropriate animal welfare groups.
- Provides for the proper handling of medical waste, controlled drugs and dead animal disposal as related to the relief effort.
- Arranges for food, water and shelter, as needed, for Animal Care Section personnel.



- Provides Task Force Leader with written report detailing all activities performed, including recommendations for improvement.



### **VETERINARY ASSISTANCE SECTION MANAGER**

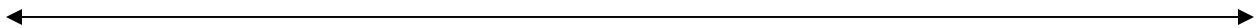
**REPORTS TO:** Animal Care Task Force Leader

**DUTIES AND RESPONSIBILITIES:**

- Identifies all affected Veterinarians and related Animal Care Personnel in disaster area.
- Coordinates with Animal Care Relief Sections for transportation and communication needs.

*Assigns veterinarians who will be responsible for:*

- Contacting Veterinarians and assisting in whatever way possible to help reestablish the Veterinarian's practice.
- Assisting in professional aspect, such as Practicing Relief Veterinarian or to help provide labor, material and equipment.
- Assisting in establishing both Short and Long Term Goals for Veterinarians and coordinate relief with Task Force Leader.
- Continuing to support and advice for Short and Long Term until crisis situation is resolved.
- Coordinates relief efforts directed to Veterinarians from national organizations through the Task Force Leader, such as, Assistance with Insurance and Practice Management.
- Provide Task Force Leader with written report detailing all activities performed, including recommendations for improvements.



### **ANIMAL RELIEF TASK FORCE LEADER**

**REPORTS TO:** Animal Care and Relief Leader

**DUTIES AND RESPONSIBILITIES:**

- Directs services related to supporting the medical care and treatment of sick, injured and stray animals, and finding owners of displaced animals.
- Identifies Service and Support Requirements for planned and expected medical treatment and displaced animal operations.
- Advised on current service and support capabilities.
- Estimates future service and support requirements.
- Coordinates with Animal Care Task Force Leader to provide resources to accomplish assigned mission(s).
- Reviews assignment lists for Animal Relief related tasks.
- Assigns specific work tasks, and supervises Section Managers.
- Provides Animal Care and Relief Leader with a written report on all activities performed, including recommendations for improvement.

## **SUPPORT RESOURCE SECTION MANAGER**

**ANSWERS TO:**     *Animal Relief Task Force Leader*

### **DUTIES AND RESPONSIBILITIES:**

- Manages service related animal relief activities (personnel and communications).
- Determines services needed to support Animal Care Operations.
- Organizes and prepares assignments for Service Personnel.
- Coordinates activities of Section Coordinators.
- Brief Task Force Leader of section activities.
- Provide Animal Care and Relief Leader with a written report on all activities performed, including recommendations for improvement.

## **PERSONNEL COORDINATOR**

**ANSWERS TO:**     *Support Resource Section Manager*

### **DUTIES AND RESPONSIBILITIES:**

- Provides and assigns personnel to properly staff all clerical, professional and lay personnel for all Sections.
- Makes provisions with Transportation Coordinator to provide transportation wherever necessary.
- Provides a telephone list of available personnel and contacts as needed.
- Supplies list of personnel needs to Section Manager and Communications Coordinator for assistance in filing needs.
- Provides Section Manager with a written report detailing all activities, including recommendations for improvement.

## **COMMUNICATIONS COORDINATOR**

**ANSWERS TO:**     *Support Resource Section Manager*

### **DUTIES AND RESPONSIBILITIES:**

- Provides or arranges for communication facilities to support Animal Care and Relief Operations.
- Provides telephones, radios, couriers, fax machines, computers, beepers, cellular phones, printers, typewriters to all Section, as needed.
- Installs equipments, as requested.
- Provides Equipment Operators from Personnel Coordinator.
- Provides daily update of key personnel phone list and phone numbers.
- Prepares Information Sheet for Phone Operators to direct calls or provide specific answers to questions.
- Provides list of needs from other Sections to be given to Section Manager.
- Provide Section Manager with written report detailing all activities performed, including recommendations for improvement.

## SERVICE RESOURCE SECTION MANAGER

ANSWERS TO:      Animal Relief Task Force Leader

### DUTIES AND RESPONSIBILITIES:

- Manages service related animal relief activities (supply, facilities and transportation).
- Determines services needed to support Animal Care Operations.
- Organizes and prepares assignments for Service Personnel.
- Coordinates activities of Section Coordinators.
- Briefs Task Force Leader on section activities.
- Resolves Section problems.
- Provide Animal Care and Relief Leader with written report on all activities performed, including recommendations for improvement.

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## SUPPLY COORDINATOR

ANSWERS TO:      Service Resource Section Manager

### DUTIES AND RESPONSIBILITIES:

- Secures facility to be used as a supply depot that is secure and has limited access.
- Provides inventory list of all donated supplies and gives receipts to donors. Retains copy of all receipts.
- Provides a list of supplies on hand and supplies needed to Section Manager/Task Force Leader.
- Provides for daily distribution of supplies through arrangements with Transportation Coordinator.
- Provides food and water for animals and relief personnel.
- Provides non-medical supplies as needed (i.e., office supplies).
- Provides Section Manager with a written report detailing all activities performed, including recommendations for improvements.

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## FACILITIES COORDINATOR

ANSWERS TO:      Service Resource Section Manager

### DUTIES AND RESPONSIBILITIES:

- Coordinates the selection of Relief Facility Sites for large and small animals.
- Establishes adequate facility to provide emergency medical care, hospitalization if necessary, and safe storage of medical supplies and equipment.
- Provides for power, communication system, sanitation system and security of facility as necessary.
- Coordinates services for deceased animal disposal.
- Coordinates stray animal and fostering activities with Animal Welfare Groups.
- Provides Section Manager with a written report detailing all activities performed, including recommendations for improvements.

## TRANSPORTATION COORDINATOR

ANSWERS TO:      Service Resources Section Manager

DUTIES AND RESPONSIBILITIES:

- Provides transportation vehicles for all activities, including cars, buses, vans, trucks, livestock trailers, and other needed vehicles.
- Coordinates with Personnel Coordinator to transport personnel, where needed.
- Contacts Animal Services, Welfare Groups, Dog Clubs, Saddle Clubs, etc., to secure assistance in providing needed transportation.
- Coordinates daily, the transport of supplies to Relief Facilities where and when needed.
- Provides Section Manager with a written report detailing all activities performed, including recommendations for improvements.

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ANNEX D-9 Attachment B			Date Issued: 12/2005
Revision: 0	Animal Sheltering Operating Checklist/Forms Animal Shelter Operations Checklist		Next Review: TBD
Prepared By: _____ on _____		Approved By: _____	
Revised By: Terry Kelley on August 1, 2006		Approval Date: DRAFT	

Animal Shelter Operations Checklist	
<input type="checkbox"/>	Establish traffic control procedures for entering facility and parking vehicles.
<input type="checkbox"/>	If necessary, place signs identifying location of shelter on Lee Civic Center property.
<input type="checkbox"/>	Assign personnel to register, unload animals, and supplies.
<input type="checkbox"/>	Obtain supplies to tag animals, crates, supplies, and animal owners.
<input type="checkbox"/>	* ACC tagging materials for animals.
<input type="checkbox"/>	* Use stickers on animal crate/cage, supplies for animals and on registration form for people.
<input type="checkbox"/>	Set-up tables for incoming and outgoing registration.
<input type="checkbox"/>	Obtain file cabinet or box to hold registration paperwork.
<input type="checkbox"/>	Obtain pens, paper, permanent markers, and bite reports.
<input type="checkbox"/>	Obtain and store large trash containers and garbage bags for waste matter, heavy plastic rolls to cover floor under crates/cages.
<input type="checkbox"/>	Obtain and store deodorizer, paper towels, bleach, disinfectant, lots of newspapers, and pooper-scooper.
<input type="checkbox"/>	Obtain <i>First Aid Kit</i> , peroxide, extra leashes, collars, crates, litter pans, cat litter, and bowls.
<input type="checkbox"/>	Obtain TV and VCR for news broadcasts and entertainment.
<input type="checkbox"/>	Determine where and who will provide meals for people.
Set-up Animal Sheltering Area:	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Segregate species</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ * Number spaces on plastic on floor</li> </ul>
<input type="checkbox"/>	Establish schedule for caring of pets by people.
<input type="checkbox"/>	Establish site and facility for animal defecating in shelter.
<input type="checkbox"/>	Establish security for people section of shelter.

## ANIMAL/HUMAN SHELTER REGISTRATION FORM

### OWNER INFORMATION

Name

Address:

City:

Zip:

Home Telephone:

Work Telephone:

Emergency Contact Person:

Telephone:

Identification Type:

Number:

### PET INFORMATION (Attach Photo of Animal(s) to Form)

Dog(s)

Cat(s)

Other, Describe

Breed:

Sex: ☐ M ☐ F ☐ MA

FA

Pet's Name:

Age:

Color(s): 1.

2.

3.

Collar: Type:

Collar Color:

Unusual Characteristics/Markings:

Color of airline carrier/cage: \_\_\_\_\_

Dimensions: width:

height:

depth:

### VACCINATION RECORDS

Dog: ☐ Rabies

Date administered: \_\_\_\_\_

☐ DA2PL

Date administered: \_\_\_\_\_

☐ Bordetella

Date Administered: \_\_\_\_\_

Lee County Rabies/License Tag #

Cat: ☐ Rabies

Date administered: \_\_\_\_\_

☐ RCP/RCCP

Date administered: \_\_\_\_\_

Lee County Rabies/License Tag #

Veterinarian Name:

Address:

City:

Zip:

Telephone:

**ANIMAL RELEASE FORM****Family Info****Pet Info**

<b>Name of Pet:</b>	<b>Type:</b>
<b>Breed:</b>	
<b>Color:</b>	
<b>Age:</b>	
<b>Weight</b>	
<b>Cage ID Number</b>	
<b>Address:</b>	
<b>Pre Disaster</b>	
<b>Post Disaster</b>	

<b>Last Name of Family</b>	
<b>Names</b>	<b>Age</b>
<b>Male</b>	
<b>Female</b>	
<b>Children</b>	

Signature: \_\_\_\_\_

Fill out the form, return top copy to Registration Desk and keep the other. You must show this form to shelter personnel to release you pet(s) when you leave the shelter.



### VETERINARY MEDICAL RECORD

DISASTER CODE: \_\_\_\_\_ EFFORT: \_\_\_\_\_ CASE : \_\_\_\_\_

RIAGE CODE (circle one)

**EMERGENCY**

**STABLE/NEEDS PROMPT**

**MINOR INJURES**

**HEALTH EXAM**

I agree this is an emergency situation. I agree to HOLD HARMLESS any and all volunteers or personnel associated with this rescue effort. I realize I must defer to the decisions of the rescue personnel in the total care of this animal. I realize I may not reclaim this animal without specific proof of ownership. (Photo of you and your pet may be beneficial.)

DATE: \_\_\_\_\_

Owner

Good Samaritan

See Transfer Records

Received by: Relief Worker Other \_\_\_\_\_ Attending Veterinarian:

### ANIMAL INFORMATION

Species: \_\_\_\_\_ Age \_\_\_\_\_ Weight on admission: \_\_\_\_\_

☐ Domestic

☐ Wild caught

☐ Actual

☐ Estimate

☐ Actual

☐ Estimate

Description (color/markings): \_\_\_\_\_

Special Identification#:

☐ Tag/band

☐ Tatoo/band

☐ microchip

Behavior: (circle one)

**UNKNOWN**

**FRIENDLY**

**CAUTIOUS/SHY**

**AGGRESSIVE/BITER**

Vaccinations and Date Given: ☐ Rabies \_\_\_\_\_ ☐ Distemper/Parvoe Plus Combo \_\_\_\_\_

☐ Other: Type \_\_\_\_\_ Date Given \_\_\_\_\_ Type \_\_\_\_\_ Date Given \_\_\_\_\_

### PROBLEM LIST

### DATE DISCOVERED

### SOLVED


LEE COUNTY	<b>Comprehensive Emergency Management Plan</b>	Page 1 of 3
<b>ANNEX D-9 Attachment C</b>		Date Issued: 12/2005
Revision: 0	<b>Animal Care &amp; Relief Operating Guidelines</b>	Next Review: TBD
Prepared By:	on	Approved By:
Revised By: Terry Kelley	December 9, 2008	Approval Date:

#### REQUESTS FOR ASSISTANCE:

- Requests for assistance are channeled through the Lee County EOC. The Logistics Section coordinates resource requests for Animal Care and Relief Resources. [Attachment C](#) contains checklists to use to determine resource needs.
- Requests for State resources are directed to Emergency Support Function (ESF) #17 Animal Protection.

#### *Resource assistance includes:*

- Emergency medical care.
- Coordinating Volunteer Service and Donation Efforts.
- Coordinating Efforts to Rescue and Capture animals.
- Coordinating with local agencies to reunite animals with their owners.
- Coordinating the Storage and Distribution of relief supplies to animal Caretakers/Shelters.
- Coordinating Efforts to Control animal diseases that have public health significance.

#### CONTACT AGENCY:

- The [Florida Department of Agriculture and Consumer Services](#).

*Request for Federal Resources are directed to the following Emergency Support Functions (ESF):*

#### ESF #6 Mass Care:

- Resources to capture, control, shelter, and feed lost, escaped, or abandoned animals.

Contact Agency: [American Humane Association](#).

#### ESF #8 Health and Medical Services:

- Resources to Support Veterinary Services such as Veterinary Medical Assistance Teams (VMATs), medical personnel, and units.

Contact Agency: [Florida Veterinary Medical Association](#).

#### MOBILIZATION:

- Mobilization of Personnel and Resources is based on Mission Assignments directed to the Animal Care and Relief Leader.
- Personnel and resources are instructed to report to a designated location.

*Task Force Leaders/Section Managers brief task forces or staff on:*

- Specific job responsibilities.
- Identifying agencies or workers assigned to the specific job duties.
- Designating areas for personnel, equipment, and supplies.
- Inventorying current resources.
- Fueling vehicles (if applicable).
- Identifying eating and sleeping arrangements.
- Instructions to obtain additional equipment, supplies or services.
- Identifying work shifts.

- Clarifying any important points pertaining to assignments.
- Briefing relief work shift at the end of the work shift.

#### RESPONSE OPERATIONS:

- Sheltering animals in temporary facilities: ([Attachment B](#)) identifies supplies and forms for sheltering operations.
- Impact Assessment.

*In a localized major disaster, animal care and relief personnel conduct impact assessments. Assessments take into account the following:*

- Number of animals affected.
- Type of animals affected.
- Location of animals affected.
- Size of animals affected.
- In a catastrophic disaster, Search and Rescue Teams conduct impact assessment. As time and resources permit, these Teams provide overviews on the extent of damage to critical facilities, access problems, and the extent of housing damage. They also report finding any traumatized animals or animal remains.

#### MEDICAL CARE:

- Animal Medical Care is ideally done under the direction of Veterinarians.
- Triage procedures are established at Receiving/Holding Centers and Emergency Medical Care initiated at medical treatment areas.
- Depending on the extent of the disaster, the treatment areas could either be veterinary offices, animal hospitals or temporary medical sites.

*Medical care objectives focus on the following:*

- Providing normal treatment of sick, injured, or stray animals.
- Alleviating the animal's pain and suffering.
- Minimizing injury by the animal to human beings.
- Preventing or controlling the spread of zoonotic diseases.

#### ANIMAL IDENTIFICATION:

*Efforts to care for and find the owners of displaced animals should consider the following:*

- Develop an Identification System to avoid confusion when owners return to claim animals.
- Establish a Record System to track animals from location to location;
- Deal with the issue of whether or not to identify dead animals.

#### EUTHANASIA AND DISPOSAL:

- The disaster's size and extent may require the need for euthanasia and other disposal methods.

*Consider the following factors:*

- Identifying acceptable methods of individual and mass euthanasia.
- Guidelines for euthanasia of animals with absentee owners.
- Procedures for disposal of carcasses.

**NOTE:** Acceptable methods of disposal are burning, burial, and/or returning to owners.

- A Lee County Ordinance states if dead animals are on private property, it is the responsibility of the property owner to dispose of the remains.
- In Unincorporated Lee County, **Lee County Animal Services**. 5600 Banner Drive, Fort Myers, FL. (239) 432-2083 ([www.leelostpets.com](http://www.leelostpets.com)) will pick-up smaller domestic animals and DOT will pick- up the larger animals.

*The Cities and Town pick-up their own dead animals from Public Works/Road Maintenance:*

- ▶ **Fort Myers** 332-6801
- ▶ **Cape Coral** 242-3200
- ▶ **Bonita Springs** 949-6262
- ▶ **Sanibel** 472-6397
- ▶ **Fort Myers Beach** Call Lee County Animal Services 533-7387

*To determine the most suitable disposal method, the following factors should be considered:*

- Location in relation to food and water supplies.
- Type of soil and depth needed for burial.
- Type of animal to be disposed of (large vs. small).
- Identification of a suitable landfill or incinerator site.
- Length of time before sanitation teams could collect carcasses.
- Location/availability of heavy earth moving equipment.

LEE COUNTY	<b>Comprehensive Emergency Management Plan</b>	Page 1 of 1
<b>ANNEX D-9 TABLE 1</b>		Date Issued: 12/2005
Revision: 0	<b>Housing Units at Risk to Hurricane Flooding</b>	Next Review: TBD
Prepared By:	on	Approved By:
Revised By: Terry Kelley	on September 14, 2006	Approval Date:

Storm Category	Single Family	Mobile Home	Recreation Vehicles	Multi-Family	Duplex	Hotel/Motel	Total
Tropical	8,400	3,026	1,696	12,972	927	2,690	29,711
Category 1	18,141	5,135	2,624	12,313	1,484	1,872	41,569
Category 2	50,367	10,265	1,990	27,245	5,232	3,974	99,073
Category 3	35,892	10,052	2,129	21,444	4,166	2,158	75,840
Category 4/5	17,630	12,498	2,176	5,304	1,874	310	39,791
<b>Total Thru Category 2</b>	76,908	18,426	6,310	52,530	7,643	8,536	170,353
<b>Total Thru Category 3</b>	112,800	28,478	8,439	73,974	11,809	10,694	246,193
<b>Total All Categories</b>	<b>130,430</b>	<b>40,975</b>	<b>10,615</b>	<b>79,277</b>	<b>13,683</b>	<b>11,004</b>	<b>285,984</b>

Source: [Southwest Florida Regional Planning Council](#), September 2001. Will update when the 2007 Hurricane Evacuation Study is released.

Using the number of pets per household figures developed by the [American Veterinary Medical Association](#), the census of animals by type could be at risk to this hazard. (See Table 2)

LEE COUNTY	<b>Comprehensive Emergency Management Plan</b>	Page 1 of 1
<b>ANNEX D-9 TABLE 2</b>		Date Issued: 12/2005
Revision: 0	<b>Estimated Animals Potentially at Risk to Hurricane Flooding</b>	Next Review: TBD
Prepared By:	on	Approved By:
Revised By: Terry Kelley	on September 14, 2006	Approval Date:

Storm Category	Total Housing Units	Dogs At Risk	Cats At Risk	Birds At Risk	Horses At Risk	TOTAL
Tropical	14,506	8,048	8,741	1,786	737	19,311
Category 1	30,508	16,926	18,383	3,756	1,550	40,614
Category 2	63,855	35,427	38,476	7,862	3,244	85,008
Category 3	43,844	24,325	26,418	5,398	2,227	58,368
Category 4/5	20,841	11,563	12,558	2,566	1,059	27,745
<b>Total Thru Category 2</b>	108,869	60,401	65,599	13,404	5,531	144,934
<b>Total Thru Category 3</b>	152,713	84,725	92,017	18,802	7,758	203,302
<b>Total All Categories</b>	<b>173,554</b>	<b>96,288</b>	<b>104,575</b>	<b>21,368</b>	<b>8,817</b>	<b>231,047</b>