

**Miami-Dade County, Florida
Emergency Operations
Center (EOC)**

**PET-FRIENDLY
HURRICANE
EVACUATION CENTER
(PHEC) PLAN**



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& Homeland Security
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INTRODUCTION

The Pet-friendly Hurricane Evacuation Center (PHEC) Plan is a strategy that defines the operation of a hurricane evacuation center to accommodate people and their pets. It identifies the potential obstacles and offers recommendations that allow for the opening of such a shelter. This plan provides only for a hurricane evacuation center, a safe haven during the storm.

PURPOSE

Miami-Dade County has a large population of residents living in evacuation zones or unsafe structures that tend not to evacuate if it means leaving their pets. This most often occurs with elderly and infirmed individuals whose pets are a major or sole source of comfort and companionship.

This plan strives to ensure that those residents that have pets and have historically failed to evacuate out of fear for their pets well being, now have a safe haven from the storm. In addition, a limited group of small mammals, those normally associated as children's pets, hereby known as pocket pets, are included in this plan. The intent of this action is to make the evacuation procedure less traumatic for younger children.

This plan creates and outlines pertinent procedures for a PHEC. ***This PHEC is not a drop-off facility; at least one family member must remain in the PHEC with the pet(s).*** It is as important to stress that this plan further serves to provide pet owners with alternative facilities such as pet-friendly hotels. Other alternative services incorporated into this plan may include private kennels and boarding facilities.

SCOPE

This plan targets those individuals who reside in the hurricane evacuation zones and in residences designated as unsafe by the County. This includes the:

- Hurricane Evacuation Zones A, B, and C
- Mobile homes
- The Lakes of the Meadows (*)
- Sea Pine Estates (*)
(*To be removed from plan upon clearance by Building Dept.)

The plan covers only ordinary domestic household pets and common childhood pets.

1. Dogs
2. Cats
3. Ferrets
4. Pocket Pets, limited to the following:
 - a. Gerbils
 - b. Guinea Pigs
 - c. Hamsters
 - d. Rabbits (small, under 10 pounds)
5. Birds (common house-hold varieties, does not include exotics)

For the overall health and welfare of the temporary residents of this facility, animals deemed contagious or dangerous will not be granted access. This includes any animal suffering from a severe flea and tick infestation or any form of active parasitic or fungal infection such as ringworm or mange.

It is important to reiterate that this plan addresses evacuation only for hurricanes. The nature of these weather phenomena afford Miami-Dade County adequate time for the additional preparations needed to accommodate animals.

This plan facilitates the use of the Sunshine Pavilion and a public school facility as a PHEC. Amendments to this plan will be made should alternate or additional facilities be located.

FACILITY

In addition to pre-selected public school facilities such as Krop Senior High School, Miami-Dade County has designated the Fuchs Pavilion on the Miami-Dade County Fair & Exposition grounds as a PHEC. It is fully air-conditioned, measures 350 feet in length and 140 feet in width and contains 49,000 square feet of space.

The floor plan consists of one large common-air space with several small rooms off to each side. These include two storage areas, two food service areas, and male and female restrooms. In addition, there are two other rooms used as electrical and telephone rooms. There is parking for up to 400 cars adjacent to the entrance and standing water flooding has never been an issue.

The layout of this building does not allow for the total separation of pets and people. Use of two enclosed storage areas, one on either side of the building, can effect the separation of cats and other small mammals from both the dogs and human inhabitants. Given the length of the facility, space alone may devise the separation of people from the canine residents.

There is one food service unit at each end of the facility; one will be dedicated for people, the other to animals. To address the possible need for quarantine of either an individual or an animal the telephone and electrical rooms are committed as isolation

rooms. Both have outside access doors that allow for the removal of quarantine victims without passing back through the general population area.

STAGING/STAFFING/EQUIPPING

Miami-Dade Animal Services Department

The Miami-Dade Animal Services Department (ASD) will maintain the lead role in the PHEC. The ASD will provide licensed veterinarians and animal care specialists to inspect pets and manage the area housing pets, respectively. In addition, they are responsible for cleaning and disinfecting the facility upon closing.

- A Veterinarian Technician will inspect the animals upon arrival to determine fitness.
- Licensed veterinarians from the Animal Services Department will be rotated to provide coverage at the shelters and administer vaccines, if needed.
- Animal Care Specialist will staff the pet area and monitor the health and welfare of their charges.
 - Monitoring room conditions, i.e. noise levels. Noise should be minimized whenever possible.
 - Monitoring for health problems
 - Monitoring food and water levels
- Monitoring for waste
- Animal Services personnel will monitor owners' access to pets
- Animal Services personnel will thoroughly wash down and disinfect the facility using A33, which is recommended by both Animal Services and the Humane Society.
- An Animal Compliance Officer or Investigator will be on-hand to assist with any enforcement effort.

The American Red Cross of Greater Miami and the Keys

The contracted provider for general population shelters, the American Red Cross of Greater Miami & The Keys (ARC), is under no obligation to support an animal inclusive facility. It is, in fact, a national policy that Red Cross disaster shelters cannot accept pets because of state health and safety regulations plus other considerations. The ARC has agreed to provide support for this shelter in terms other than shelter management. The staffing and management of the PHEC falls upon the County. ARC will provide assistance with:

- training of shelter staff;
- providing food and water (contingent upon meeting the needs of the Red Cross general population shelters).

Miami-Dade Office of Emergency Management & Homeland Security (DEM&HS)

The DEM&HS will work with the Miami-Dade County Public Schools to designate appropriate public schools as PHEC. In coordination with the Miami-Dade County Building Department, they will schedule the survey of buildings by a structural engineer to verify that the building meets the standards for hurricane evacuation centers. When an evacuation order is issued, the DEM&HS will assist with the opening of the facility and the acquisition of supplies and food.

Disaster Assistance Employees (DAE) Program

Whenever a disaster has or will impact Miami Dade County there are a multitude of jobs that need to be accomplished. Relying solely on volunteers from the community to accomplish these tasks is not prudent. To address this problem Miami-Dade County has instituted a Disaster Assistance Employee Assistance (DAE) Program. As mandated by the County Manager, all Miami-Dade County employees will be designated as either Department Essential or Emergency Operations Center (EOC) Essential. All DAEs are required to assist in the County's disaster response efforts. Roles may be pre-assigned or assigned as the situation dictates.

DAEs assigned to the PHEC shall provide for general population shelter management and staff by use of the County's Disaster Assistance Employees (DAEs).

- Shelter management includes the inventory and monitoring of provisions such as food and water and the supervision of general population staff.
- Check-in staff is responsible for assuring that all animals entering the facility have current vaccines and tags and that their owners reside in a qualified area. Once all guests are registered, these individuals serve other functions within the PHEC.
- GIS will provide a mapping database to verify qualified addresses.
- PHEC staff assigned to the general population area serves to monitor and administer to the needs of the individuals sheltering at this facility.
- The Animal Services Department will coordinate the selection and training of DAE staff throughout the year.

Miami-Dade Police Department

The Miami-Dade Police Department (MDPD) will provide sworn officers in the role of security.

- Officers will manage all law enforcement issues as well as general facility security.
- MDPD will be responsible for providing their officers with communication capabilities.

South Florida Veterinarian Association

Taking into consideration a very active hurricane season and the limited staff of Animal Services, the DEM&HS has identified a second agency to assist with those tasks as listed above.

The South Florida Veterinarian Association has agreed to solicit assistance from their membership to staff. This includes both licensed veterinarians and animal care specialists. However, staffing is not guaranteed. Their responsibility is to maintain the health and welfare of the animals being sheltered as detailed in the preceding Animal Services section.

Miami-Dade Fire Rescue Department

The Miami-Dade Fire Rescue Department (MDFR) will provide for the health and medical issues of the human population.

- MDFR will provide one (1) paramedic and one (1) EMT, fully equipped, be stationed at the facility.
- MDFR will be responsible for providing their personnel with communication capabilities.
- MDFR Computer Services Bureau will provide the in-house on-line registration form.

GIC

GIC will provide for the pre-registration of qualified residents through the County's 311 Call Center (311). Their responsibilities include:

- completing the online registration form;
- assuring that the residential address falls within the qualified areas;
- mailing out the PHEC registration package.

Enterprise Technology Services Dept. (ETSD)

Enterprise Technology Services shall provide for the equipment needed to facilitate communication and documentation.

- Communication between shelter manager and shelter staff
- Communication between shelter manager and the DEM&HS
- Photocopier
- Public Address system

PRE-REGISTRATION PROCESS

The following outlines the process for pre-registration for all those seeking shelter at the PHEC:

All individuals/families wishing to use the PHEC must pre-register. Pre-registration must take place prior to the issuance of a hurricane watch prior to any one storm. Pre-registration is done by calling 311 and providing the requisite information;

- Name and address of all family members reporting to the PHEC;
- Name and description of all animals reporting with them to the PHEC;
- 311 staff will verify the eligibility of the address by use of a database provided by the DEM&HS;
- 311 staff will complete an on-line registration form;

- Upon completion of the on-line registration form, the 311 call-taker will mail the PHEC packet to include a list of items to be brought to the PHEC, a tentative acceptance letter and form PHEC1004;
- PHEC1004, which is Part II of pre-registration, must be completed by registrant and returned back to the DEM&HS;
- Pre-registration is complete once the DEM&HS is in receipt of the PHEC1004 form.

FACILITIES OPERATION

The County Manager will determine if and when the PHEC will open for any one storm. Eligible registrants may vary per storm, as mandatory evacuations are not always ordered for every zone. This facility will not be used as a shelter after the storm. Upon departure of tropical storm force winds, all owners and pets must leave together. The following stipulates general operational procedures for the PHEC.

- Operation times are dependant upon the arrival and departure of tropical storm force winds.
- At check-in, pre-registered residents will submit a photo I.D., a current utility bill, a photo of the pet(s) and all required pet(s') documentation.
- Check-in staff will make two (2) photocopies of the owner's I.D., one to be placed in a plastic sleeve and attached to the animal's crate/cage, the other filed for use by the PHEC staff.
- Upon completing the check-in process, owners will proceed to the pet holding area and turn their pet over to PHEC staff.
- The pet's owner will immediately leave this area, allowing for a smooth and timely stationing of all animals, unless otherwise requested by PHEC staff to assist with crate/cage placement.
- Owners may be granted access pre-storm to walk their dogs and check on their pets.
- Owners will be granted additional access, as monitored by the PHEC staff, to feed and replenish water, remove waste, or administer medication.
- PHEC staff will notify owners when their pet's crate/cage needs to be cleaned.
- It is the owner's responsibility to remove waste products from the cage immediately upon notification.
- PHEC staff will monitor and limit the access of owner's to their pets.
- PHEC staff will coordinate the departure of pet's and their owner.

SHELTER RESIDENTS

All residents wishing to make use of the PHEC must pre-register. At the time of registration they will be advised of the items required for check-in at the facility.

REQUIRED ITEMS FOR PETS

- A suitable carrier/crate for the animal, which must allow for the animal to stand, turn around, and fully recline;

- A collar, leash, and muzzle, if applicable, owners know how their animals react around strangers and other animals and are responsible for muzzling their animals when necessary;
- Dry pet food and water for at least three (3) days for each animal, food must be properly packaged in a airtight plastic container and clearly labeled with both the owner's and the pet's name;
- Appropriate feeding containers for food and water;
- Proof of current vaccines and, when applicable, animal tags as stipulated in each respective section;
- Appropriate bedding materials and toys.
- A current photo of each animal

REQUIRED ITEMS FOR PERSONS

- Photo I.D. and proof of residency such as a current utility bill – address must match that given during registration;
- Personal bedding material;
- Non-perishable food and water for at least three days;
- Special dietary needs;
- All medications;
- Personal hygiene items;
- Personal entertainment material, such as books and games; TVs are not permitted;
- Family/individual disaster supplies, e.g. flashlight, radio, batteries, etc.,
- Firearms and tasers are not permitted.

ANIMALS

Each qualified family may register up to three (4) eligible animals in any one group or any combination groups. This limit is to deter the use of this shelter by commercial or independent breeders whose intent is the resale of their animals.

As stipulated in this plan's scope, pets are restricted to dogs, cats, small mammals (as listed), and birds. With the exception of the provisions dictated for each pet type, all animals are to be crated/caged for the duration of shelter confinement. Criterion for each pet type follows.

Dogs

All criteria for the housing of dogs are listed below.

Large animals in crates that are not hand-carried may be led to the animal area. They must have sturdy collars

- and leashes at this time. Dogs not fully socialized are required to be muzzled.
- Crates must provide ample room for the dog to stand up, turn around, and fully recline;
- Crates must be of sturdy construction, such as heavy plastic or wire and be well ventilated;

- Smaller breeds may be crated together as long as they are fully socialized and the aforementioned provisions for room are met;
- Oversized runs and exercise pens will not be allowed;
- Dogs are not allowed in the area housing people;
- All watering, feeding, and cleaning of the cage must be done by an adult;
- All dogs are required to be current in their vaccinations and have their current tag. The required vaccinations are:
 - Rabies
 - Distemper/Parvo
 - Bordetella
 - Coronavirus

Cats

All criteria for the housing of cats are as follows:

- Cages must provide ample room for the cat to stand up, turn around, and fully recline;
- Cages must be of sturdy construction, such as heavy plastic or wire and be well ventilated;
- Cats can be caged together as long as they are fully socialized and the aforementioned provisions for room are met;
- Cats must come with their own litter box and cat litter – due to space and disposal constraints, minimal use of litter is allowed;
- All watering, feeding, and cleaning of the cage must be done by an adult;
- All cats are required to have proof of current vaccinations – the required vaccinations include:
 - Rabies
 - Feline Leukemia
 - Rhinotracheitis
 - Calicivirus
 - Panleukopenia (distemper)

Pocket Pets (gerbils, guinea pigs, hamsters, and rabbits)

All criteria for the housing of small mammals, as named above, are as follows:

- All eligible small mammals are to be caged at all times;
- Cages must provide ample mobility, however oversized cages or pens are not allowed;
- All containers must be chew-proof and have a solid base deep enough to accommodate bedding material;
- Cages must contain an appropriate odor inhibiting bedding material, such as shredded paper, wood chips (non-aromatic), ground corncob, etc.;
- All cages must be well ventilated;
- Watering, feeding, and cleaning of the box/cage must be done by an adult;
- Additional bedding material should be brought in as well as seal tight plastic bags or containers to dispose of used material.

Ferrets

All criteria for the housing of ferrets are as follows:

- Cages must provide ample mobility;
- Large cages may house up to three ferrets as long as the cage accommodates free movement for all;
- Cages must be of sturdy construction, such as heavy plastic or wire and have a solid base deep enough for appropriate bedding material;
- Watering, feeding, and cleaning of the cage must be done by an adult;
- Additional bedding material should be brought in as well in seal tight plastic bags or containers to dispose of used material;
- Ferrets are required to be current in the following vaccination.

Birds

All criteria for the housing of birds are as follows:

- Cages must provide for adequate movement, minimal flight, and be fully ventilated;
- Cages may accommodate up to three birds as long as they are fully socialized and ample mobility is allowed for each;
- Cages must be equipped with easily accessible food and water dishes, dishes that do not require the opening of main access;
- Cages are to be covered to deter noise and activity levels.

TRANSPORTATION

All individuals/families making use of the PHEC must provide their own transportation.

ADDITIONAL HEC SUPPORT

The following agencies have been identified and their roles stipulated in support of the PHEC.

The County Attorney's Office

The County Attorney's Office will address all issues regarding liability. These issues include but are not limited to, injuries and health related problems to pets or people, and the death of an animal or person. The County Attorney's Office will establish additional criteria for the sheltering of any one animal as deemed necessary. Upon rectification of all problematic issues, the County Attorney's Office will give approval for this plan.

The Miami-Dade County Health Department

The Miami-Dade County Health Department will be asked to review this plan. It is their purpose to determine potential health risks, for which we can then take suitable precautions. The County will take all appropriate steps to seek the Health Department's endorsement of this plan

The Miami-Dade Solid Waste Department

The Miami-Dade Solid Waste Department will ensure the immediate removal of all trash, garbage, and waste material.

ATTACHMENTS

Application: Part 1

Family Surname: _____

Number of family members reporting to shelter _____

Family Members:

If minors, give age(s)

1st name: _____
 1st name: _____
 1st name: _____
 1st name: _____
 1st name: _____

Home Address: _____

Cell Phone: _____
 Home Phone: _____ (home phone #: must be 305 or 786 area code)
 Work Phone: _____

Pet information

PETS' NAME	AGE	SPECIES (dog, cat, etc)	BREED (dog: mixed, boxer, etc) (cat: Persian, alley, etc)	SEX M/F	COLOR/MARKING (Brown, calico, black & white, etc)	WEIGHT

Medications or Dietary Supplements:

Condition	Medication/Dietary Supplement	How is it administered
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information above is to be provided to the animal handler for scheduling medication administration.

Crate/Cage info:

Type (bird cage/dog crate, etc)	Material (wire, plastic, etc)	Dimensions (height x width x length)	Access Panel (top loading, front loading, etc)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Application: Part II

Pet-Friendly Hurricane Evacuation Center

INSTRUCTIONS

I agree to read all the information and follow all the instructions as detailed on this registration form. I understand that failure to do so will preclude my and/or my family's, and my pet's(s') acceptance.

At the end of each paragraph or section there is a box that must be check; acknowledging that you read, understood, and agree to abide by the provisions therein. This form must be completed in its entirety, notarized, and be returned; either by mail or in person if time precludes receipt by mail to:

Miami-Dade Office of Emergency Management
9300 N.W. 41st Street
Miami, Florida 33178

This form must be signed and dated by an adult who is reporting to the PHEC. It is the responsibility of the registrant to assure receipt of this form by the Department of Emergency Management & Homeland Security. This may be done by calling 305 468-5900.

I have read and accept the above.

The information that I provided during my registration is accurate and complete. I understand that only those family members and pets pre-registered are allowed into the PHEC.

I have read and accept the above.

I understand that any changes, additions or deletions, either of persons or animals, must be made prior to a hurricane warning being issued for any one storm. I agree to notify the 311 Call Center of any changes in my registrant status prior to a hurricane warning being issued for any one storm.

I have read and accept the above.

I understand that to gain entrance into the shelter I must reside in one of the mandatory evacuation zones, certain low lying areas, or structures deemed unsafe by the County. Should my residence change and exclude any one condition of entry, I understand my (our) eligibility is negated.

I have read and accept the above.

I understand that to gain entrance into the PHEC, I must arrive at the PHEC with all items outlined in the tentative acceptance letter that accompanied this form.

I have read and accept the above.

I understand that at this time no transportation is provided to the PHEC and that I must be able to provide for my own arrival.

I have read and accept the above.

My animal(s) are in good health. I understand that even though pre-registered, should my pet(s) be deemed a health or safety risk to any person or animal, entrance will be denied. This includes flea or tick infestation or any active parasitic or fungal infection such as ringworm or mange. I agree to my pet being examined by qualified animal shelter personnel to ascertain their fitness for entry.

I have read and accept the above.

My pet(s) will be current on all required vaccinations as noted on the acceptance letter. I will provide proof of all required vaccinations at check-in as well as current rabies tag(s) as required. I understand to failure to provide these items will preclude entrance into the shelter.

I have read and accept the above.

I understand and agree that at least one adult family member will reside in the shelter with the pet(s) at all times and that if at any time my pet(s) is(are) left in the shelter without at least one adult family member that the animal(s) is then considered abandoned and will be immediately surrendered to Animal Services.

I have read and accept the above.

I understand and agree that should my animal, for any reason, be left behind and thereby considered abandoned that I will be responsible for any and all fees, fines, or monetary remittance payable to Animal Services under their adoption, reunification, or euthanasia policy.

I have read and accept the above.

I understand and agree that upon entrance to the shelter that access to the animal(s) is limited and will be allowed contingent upon the needs of the animals or the Animal Services staff.

I have read and accept the above.

I understand that the feeding, replenishing of water, and removal of waste materials from the cage is the responsibility of the adult family member and that immediately upon being requested by shelter staff to report to the animal area, I will do so and perform any feeding, watering, or waste removal necessary.

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

Print name

Signature

Date: _____

Stamp seal here

Notary Public

Date

Tentative Acceptance Letter

Pet-friendly Hurricane Evacuation Center

Dear Applicant:

This letter serves to acknowledge receipt of part one (1) of your application for the Miami-Dade County Pet-Friendly Hurricane Evacuation Center (PHEC). For the registration process to be complete you must fill out and return part two (2) of the application, form (PHEC1044b), and return it to the Department of Emergency Management & Homeland Security (DEM&HS). Failure to return the form negates your application and hurricane evacuation center privileges. It is your responsibility to contact the Answer Center and assure that the form arrived back and that your registration is complete.

This PHEC is the first of its kind in Miami-Dade County and we are taking every measure to assure a successful operation. However, the success of this pet-friendly hurricane evacuation center as well as its future depends on you. On Part II of the application you acknowledged and agreed to certain provisions under shelter management. You are expected to abide by these provisions and any infraction can result in your removal from the registration and denial of use of the PHEC for future storms.

As you live in one of the County's Hurricane Evacuation Zones or a structure that has been deemed unsafe by the County, you must monitor the hurricane event and listen for the mandatory evacuation order. Upon issuance of a mandatory evacuation order for your area, you will report, with all the items listed in this letter, to the PHEC. It is important to note that opening of this shelter is at the discretion of the County Manager and that you need to have a contingency plan for your pet(s) should this shelter not be opened for any reason.

A licensed Veterinarian will be rotated during the alpha shift. The veterinarian will be responsible for providing a follow-up exam to all the animals registered. All proof of vaccinations must be presented at this time. Any animal deemed at risk by the Veterinarian or Technician to humans or other animals due to illness or behavioral problems will be turned away. The examination will determine if the animal presents a health or safety risk to any human or other animal. Giving consideration to the above, it is imperative that the animal be clean and healthy and that all vaccination are up to date.

You need to start preparing ahead of time for sheltering at the PHEC, as you are responsible to bring not only items for you and your families, but for your pet(s) as well. The items you must bring with you to the PHEC are:

- A photo I.D. and recent utility bill showing current address;
- Proof of all current required vaccinations (list appears on page 2);
- A three day supply of non-perishable food and water for each member of your family and each pet;
- Appropriate bowls or dishes for the pet's food and water;
- Appropriate crate/cage for each animal (specifications appear on page 2);
- All dogs must have a secure collar and sturdy leash;
- All personal hygiene items, medications, and bedding supplies for each member of your family;
- Appropriate bedding supplies and toys for each pet.

Additional criteria is found on Part II of the application, form PHEC1004b, which is included in this packet.

Although we do not list numeric specifications for the size of any one crate or cage the following criteria apply:

Dogs and cats: Housing must be large enough to allow the animal to stand, turn around, and fully recline and constructed of wire or heavy plastic (sky kennels.) They must be well ventilated and allow for movement of air. Crates/cages excessive in size and exercise pens are not allowed. Smaller dogs and cats may be housed together as long as they are fully socialized and the provisions for movement are met for each animal.

All dogs must be current in the vaccinations listed below as well as have a current tag.

- Rabies
- Distemper/Parvo
- Bordetella
- Coronavirus

All cats must be current in the vaccinations listed below.

- Rabies
- Feline Leukemia
- Rhinotracheitis
- Calicivirus
- Panleukopenia (distemper)

Ferrets: Housing for ferrets must allow ample room for free movement, such as a travel case, be constructed of wire or heavy plastic, and allow for the appropriate bedding material without spillage. Up to three ferrets may be housed together as long as they are fully socialized and the provisions for movement are met for each animal.

All ferrets must be current in the vaccinations listed below.

- Rabies
- Distemper

Small mammals: House for small mammals (gerbils, guinea pigs, hamsters, mice, rabbits, rats) provide ample movement. Cages must be chew-proof, such as wire or plastic, and have a base deep enough to hold appropriate bedding. Small mammals normally housed together may stay together as long as the aforementioned provisions for movement are met for each animal.

Birds: Cages must allow for adequate movement, minimal flight and be fully ventilated. Up to three birds may be housed together as long as they are fully socialized. Food and water dishes must be easily accessible and not require the opening of main access. Covers need to be provided to deter noise and reduce stress.

It is important to again stress that the success of this pet-friendly hurricane evacuation center depends upon each registrants abiding by the provisions specified in this and all accompanying document. Miami-Dade County is pleased to provide this service to you and wishes to assure its success.

Regards,

.....
.....

Staffing Guide: Check-in

1. Make sure pet is secured in an appropriate container and that all dogs have collars and leashes.
 - A. Large breed dogs will not be transported nor presented in crates and need to be presented on leashes. Make sure appropriate crate is brought with pet.
 - B. If presented without carrier/cage provide
2. Collect:
 - photo I.D. of owner (adult),
 - completed registration,
 - hold-harmless agreement (notarized),
 - two (2) photo of pet(s),
 - proof of residency (current utility bill)
 - and proof of current vaccinations.
3. Check I.D. address against address on current utility bill; must match.
4. Photocopy owner's picture I.D. and proof of current vaccinations, and place in a manila envelope along with one (1) photo of animal, registration, hold-harmless agreement.
 - A. Front top to bottom (see attachment) print:
 - i. Owner's last name.
 - ii. Pet's name
 - iii. Gender
 - iv. Type (as recorded on vaccination receipt)
 - B. Owner is to retain one (1) photo of pet
5. Starting with the number one, print number on yellow wristband and attach to owner's left wrist.
- 6.. If everything is in order, direct only one adult owner with pet(s) to animal triage area. Direct all other family member to general population staging area.
 - A. If needs:
 - i. Registration, provide and have owner fill out on site.
 - ii. Hold-harmless agreement, provide, direct to notary public position, advise to return to you when complete
 - iii. Vaccinations, direct to mobile animal clinic and advise to return upon administration
 - iv. Current Photo. take polaroid photo of each animal, review to make sure clear and identifiable

STAFFING

- 1) 4 check-in staff volunteers including 1 notary public. The pool of notaries is to come from the DAE program which may not have anyone available for assignment.

STATION EQUIPMENT/SUPPLIES

- | | |
|------------------------------------|------------------------------------|
| 1) 150 applications | 8) 4 station guides, check-in |
| 2) 150 hold-harmless agreements | 9) photocopier |
| 3) 50 pens | 10) photocopier paper |
| 4) 1 polaroid Instant camera | 11) 150 manila envelopes (10 x 13) |
| 5) 10 packs, polaroid Instant film | 12) yellow wristbands |
| 6) 1 box magic markers, black | 13) two (2) folding tables |
| 7) 1 box of labels | 14) four (4) folding chairs |

Station Guide: Triage

1. As owners present pets at triage station they will submit documentation envelope to you. Verify that all documents are enclosed.
 - photocopy of picture I.D.: owner (adult),
 - completed registration,
 - hold-harmless agreement (notarized),
 - one photo of pet(s),
 - proof of residency (current utility bill)
 - and proof of current vaccinations for each pet.
2. Upon verification that all documents are intact, direct owner and pet to veterinarian technician for assessment.
3. Upon a tentative clearance from veterinarian technician, a number will be issued to the pet and printed on their collar and owner's wristband, along with the owner's last name, on one of the wristbands and attach to pet's crate/carrier either on the top or upper corner.
4. Mark wristband # on front of document's folder directly under pet's name
5. Direct owner to take their pet(s) to the appropriate animal staging area.

Staffing

- 1) one (1) Veterinarian Technician
- 2) one (1) Animal Care Technician
- 3) one (1) animal control officer or animal service investigator
- 4) two (2) DAEs to register pet-owners (assumes Red Cross functions)

Station Equipment/Supplies

- 1) four set MDC corrugated cardboard boxes
- 2) numbered wristbands
- 3) plastic cable ties
- 4) four (4) folding chairs
- 5) two (2) folding tables

Station Guide: Animal Staging

- 1) Prepare the animal staging area by laying down visquine or other provided covering. Make sure that all areas upon which a carrier/cage will rest is adequately covered.
- 2) To prevent the floor covering material from lifting, secure corners with duct tape if necessary.
- 3) Complete floor preparation by laying carpet runners or floor pads over the area on which you will be walking, creating a hallway appearance with cages to the left and/or right.
- 4) Make sure that animal waste station is up and ready for use.
- 5) Once an owner presents with pet make sure that both the yellow and red wristband numbers match.
- 6) If presenting:
 - Cat: direct to cat staging area
Animal Care Specialist will accept pet and station in staging area, marking down the wristband number and owner's last name on the provided map.
 - Pocket Pet/Ferret/Bird: direct to small animal staging area
Animal Care Specialist will accept pet and station in staging area, marking down the wristband number and owner's last name on the provided map.
 - Dog: Direct owner to either large breed or medium/small breed staging areas.
Animal Care Specialist will accept pet and station in staging area, marking down the wristband number and owner's last name on the provided map.
- 7) Once animal is staged, the owner must immediately leave the area and report to the general population staging area.
- 8) Cages are to be monitored for water and waste. If at any time water needs to be replenished or waste removed, using the two-way radio, contact the Shelter Manager for the general population side and request owner.
- 9) All animals are to have health conditions, and stress levels monitored. Should an animal appear ill or under duress, immediately notify the shelter veterinarian.

Aerial View

Fair and Expo Grounds



Outside Schematic



Pre/Post Storm Dog Walk

Fuchs (Sunshine)
Pavilion

Phase II: Triage

Staff Parking

Client Parking

Phase I: Check in

Proposed Layout

