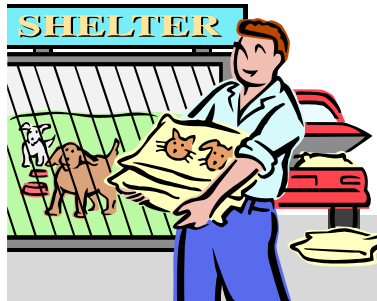


PASCO COUNTY



PET-FRIENDLY SHELTER AT PINE VIEW MIDDLE SCHOOL

2008 HURRICANE SEASON

STANDARD OPERATING PROCEDURES

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INTRODUCTION

This document was created for the operation of the Pet-Friendly Dog and Cat Emergency Evacuation Shelter at Pine View Middle School during the 2008 Hurricane Season. This shelter is intended for the emergency evacuation of dogs and cats only. This pet-friendly shelter (PFS) will operate on a first-come, first-served basis. A maximum of 200 cats and 100 dogs can be cared for at this facility. Pet owners are expected to stay at the American Red Cross Shelter directly across the street at Pine View Elementary School during the emergency evacuation. All animals will be housed in a separate facility from their owners, but all pet owners are expected to remain the primary caregivers for their pets during the operation of this facility.

This plan outlines the operating procedures for this shelter and the policies for handling animals associated with this operation. The plan is a working draft. It is subject to modification as needed for the nature of the evacuation and staffing available.

PURPOSE

This document outlines the procedures for operating the PFS shelter at Pine View Middle School with an emergency evacuation shelter for pet owners provided at the adjacent Pine View Elementary School.

ASSUMPTIONS

- ESF-17 will be responsible for the overall management and operation of the animal-related portion of the PFS.
- The PFS Commander/Safety Officer will coordinate operations with the American Red Cross (ARC) Shelter Commander and the Principal of Pine View Middle School.
- Pet owners will provide appropriately-sized carriers/crates for housing their pets. These carriers will be either hard-sided, airline carriers or collapsible, metal crates that are stackable.
- Pet owners will provide their own pet supplies, including food, bedding, litter, and medications.
- Dogs will be sheltered in the boys' locker room and cats will be sheltered in the girls' locker room of the Pine View Middle School's gymnasium.
- Owners will shelter their animals at their own risk.
- Any animal that bites or scratches during the operation of the PFS will remain in quarantine for ten full days with the Pasco County Animal Services Division. Only at the discretion of an animal control officer may a quarantined animal be released from Animal Services to complete a home quarantine.

CONCEPT OF OPERATIONS

The use of this shelter should not be considered as the first option. Due to extremely limited capacities, pet owners are encouraged to exhaust all other options before choosing to evacuate with their pets to this facility. Pet owners have an obligation to make contingency plans for their pets in the event of a disaster. Options include temporary housing outside the evacuation area with a friend, relative, or pet-friendly hotel. This pet-friendly shelter is intended only to support those pet owners with no other alternatives.

STAFFING FOR OPERATIONAL PERIODS

Note: Several of these operational periods may overlap. Thus, kennels may operate while intake is still operating and discharge may still operate while cleanup commences.

OPERATIONAL PERIOD 1: SETUP

Shelter Commander/Safety Officer (a primary and a secondary)

ESTIMATE: The Shelter Commander/Safety Officer will need to ask ESF-17 to schedule (in addition to team Leaders) 15-25 workers or volunteers to work approximately eight hours to completely set up the facility prior to intake.

TEAM LEADERS:

Traffic/Safety Guards

Vehicle Greeters/Check-In Coordinators/Runners

Dog Kennel/Cat Kennel

OPERATIONAL PERIOD 2: INTAKE

Shelter Commander/Safety Officer (a primary and a secondary)

The Shelter Commander/Safety Officer will need to ask ESF-17 to schedule adequate workers or volunteers to operate each of the duty stations below. Estimate that each shift will run 2-4 hours. Assignments can change during a shift. The goal is to process each animal within a two-minute time period. (The PFS is contracted to shelter 200 cats and 100 dogs. At two minutes per animal intake, that would take 600 minutes to process, which is ten hours!) Intake will cease either when the PFS reaches capacity, the storm approaches, or no more evacuees arrive. There might be the capability of "spontaneous volunteers" from the American Red Cross Shelter to assist at the Shelter Commander/Safety Officer's discretion.

Vehicle Greeters (two or three per shift)

Check-In Coordinators (two or three per shift)

Check-In Runners (five to ten per shift)

Traffic Safety Guards (two or three per shift)

OPERATIONAL PERIOD 3: KENNEL OPERATIONS

Shelter Commander/Safety Officer (a primary and a secondary)

ESTIMATE: The Shelter Commander/Safety Officer will need to ask ESF-17 to arrange for a minimum of 8-12 volunteers to stay at the PFS during the lock-down period. These staff members should arrive with their "ready-to-go bags." Ideally, they should be relieved of the setup and cleanup operational periods. The Shelter Commander/Safety officer will need to coordinate pet visitation schedules with the American Red Cross Shelter Commander. Children under the age of 16 will not be permitted to visit pets.

Dog Exercise Area Security Officer (one per four-hour shift)

Kennel Supervisor (cat area) (two per four-hour shift; may reduce during lock-down)

Kennel Supervisor (dog area) (two per four-hour shift; may reduce during lock-down)

OPERATIONAL PERIOD 4: DISCHARGE AND CLEANUP

Shelter Commander/Safety Officer (a primary and a secondary)

ESTIMATE: The Shelter Commander/Safety Officer will need to ask ESF-17 to schedule 15-25 workers or volunteers to work approximately eight hours to discharge all the animals and to completely break down and clean the facility. The Shelter Commander/Safety Officer will need to coordinate the pet discharge process with the American Red Cross Shelter discharge of people. This can be done by radio communications between the two shelters, alerting which pet numbers are ready for discharge as pet owners exit the American Red Cross Shelter.

TEAM LEADERS:

Traffic/Safety Guards (two to three per shift)

Dog Kennel/Cat Kennel (two per kennel per shift)

Check-Out Coordinators/Runners (seven to thirteen per shift)

PROCEDURES FOR EACH OPERATIONAL PERIOD

PFS Setup Process

SHELTER COMMANDER/SAFETY OFFICER

Duties: Prior to the initial shelter setup, the Shelter Commander/Safety Officer and the Principal of Pine View Middle School will conduct walk-through inspections of the PFS facility to note the condition of the facility prior to setup. Any damage or conditions existing prior to the PFS setup will be noted and photos will be taken as a record. The pre-setup conditions will be used as a baseline comparison to the cleanup walk-through at the end of facility activation. Any needs should be requested from ESF-17 as soon as identified.

Following the Walk-Through:

1. Set up the Command Post in the hallway between kennels.
2. Notify ESF-17 of the need for additional staff to assist with setup and operations as needed.
3. Make duty assignments.
4. Ensure that employee/volunteer check-in area is set up and that the sign-in/sign-out log is available.
5. Conduct a check of communication equipment required during the activation. Walkie-Talkies for the PFS staff, as well as stronger radios for command to communicate between the PFS and the American Red Cross Shelter will be necessary.
6. Ensure that all necessary documents and forms are available. (Need Pre-Inspection Form, Volunteer Sign-in/Sign-Out Logs, and all forms needed for other stations.)
7. Ensure that ESF-17 has arranged for the truck/trailer containing all equipment and supplies needed for the activation to be delivered.
8. Have ESF-17 order a dumpster to be delivered.
9. Notify team leaders that all PFS shelter sections are ready for setup.

PFS Setup Process

TRAFFIC/SAFETY GUARD (Team Leader)

Duties:

1. Set up traffic control cones and erect directional signage.
2. Make sure that any needed supplies are on hand (need signs, cones, vests, etc).
3. Coordinate with the Shelter Commander/Safety Officer that traffic setup meets all requirements.
4. Make sure that all staff assigned to this station understands their designated assignments.

PFS Setup Process

VEHICLE GREETERS, CHECK-IN COORDINATORS, AND RUNNERS (Team Leader)

Duties:

1. Ensure that all necessary forms are on hand. Place appropriate forms on clipboards to be ready to use.
2. Ensure that number labels and wristbands are available.
3. Ensure that the pre-registration box and communication radios are available.
4. Designate where the check-in desk will be located as a centralized location for forms, labels, and wristbands. Set up the check-in desk.
5. Make sure that carts, wagons, and extra animal-handling equipment are available for runners to transport animals between the Little House and the locker room kennels.
6. Ready the Little House by covering all surfaces with plastic and setting aside a room for temporary storage of crated animals awaiting transport to the PFS.
7. Coordinate with the Shelter Commander/Safety Officer that all requirements are met.
8. Make sure that all staff assigned to this station understands their designated assignments.

PFS Setup Process

SHELTER/KENNEL (Team Leaders for both dog and cat areas.)

Duties:

1. Ensure that both dog and cat shelter areas have no safety hazards prior to setup.
2. Ensure that plastic sheeting is placed on floors and walls to protect surfaces.
3. Ensure that a kennel map or white board or glass markers are available for mapping cage placements.
4. Set up the kennel office/control area (one in each kennel area).
5. Ensure supplies are on hand and available (document protectors, zip ties, pens, sharpies, paper towels, sanitizing solution, disposable gloves, trash bags, trash cans, food and water dishes, litter pans and litter, extra leashes, pet food, and water).
6. Post shelter rules and instructions (which will assist pet owners in animal care giving) in visible places.
7. Arrange for a digital camera to use in each kennel area to take photos of pet owners and their pets at the time of the first visit.
8. Set up an outside exercise area for dogs. Designate the area with flags or tape. Post rules and instructions for the exercise area. Ensure that supplies are available (trash cans, poop sacks, scoopers, etc).
9. Identify animal waste receptacles inside and outside the kennels.
10. Identify extra pet food, litter, and water with appropriate signs.
11. Identify or mark all extra carriers and equipment that belong to Pasco County.
12. Check with the Shelter Commander/Safety Officer that all requirements are met.
13. A team leader will make sure that all staff understands the designated assignments.

PFS Setup Process

ALL STAFF (After other shelter components are set up.)

Duties:

1. Set up a staff comfort/rest area.
2. Ensure that supplies and food are available for staff/workers.
3. Arrange for comfort items such as fans, generators, TV, computer access, etc.
4. Ask ESF-17 to arrange for adequate fuel to maintain the generator.

Intake Process

COMMAND STAFF-SAFETY OFFICER (Stationed at the Command Post in the hallway between kennels.)

Duties:

1. Monitor the check-in log and kennels during intake and determine when the PFS is approaching maximum capacity. Notify ESF-17 to alert the Emergency Operations Center (EOC) Incident Command when approaching the contracted number of animals and provide an update as to how much space remains available.
2. Notify ESF-17 to alert the EOC Incident Command when need to make an announcement to the media that the PFS is closing due to maximum capacity.
3. Rearrange duty assignments and seek additional staff from ESF-17 as needed. Make sure staff understands the duties of each station.
4. Seek security assistance from ESF-17 as needed.
5. Seek additional equipment and supplies from ESF-17 as needed.
6. Keep track of all staff and volunteers on duty and log their hours; might need to prepare name badges with duty stations identified on the badges.
7. Give extra sets of the shelter rules and PFS Registration Forms to the command staff of the American Red Cross Shelter. They can give these forms to people who attempt to check in at the people shelter first.

Supplies Needed:

Communication Radios

Duty Rosters

Duty Sign-In and Sign-Out Logs

Standard Operating Procedures (SOPs) Duty Descriptions (laminated) (for explaining duties to staff)

Intake Process

VEHICLE GREETERS (Stationed at the beginning of the traffic loop near the Little House.)

Duties:

1. Approach each car and ensure that occupants will be staying at the American Red Cross Shelter. (No animal drop-offs for boarding purposes. All pet owners must be staying at the people shelter.)
2. If the animal is pre-registered, then have them move the car forward to an intake coordinator for processing.
3. If animal is not pre-registered, then give them a copy of the shelter rules and registration paperwork to complete while they are waiting in the car loop.
4. Move to the next car and continue as above.
5. Give completed registrations to a check-in coordinator for processing.

Supplies Needed:

Safety Vest

Clipboards

Pens/Pencils

Blank Registration Forms

Radios

Extra Copies of the Shelter Rules

Intake Process

CHECK-IN COORDINATORS (stationed at the Little House)

Duties:

1. Pull preregistrations and verify all information while families/pets remain in cars.
2. Verify all new registration information while families remain in cars.
3. Assign unique numbers to each registered pet and one wristband per family.
4. Affix the corresponding number sticker (preprinted) for each pet to the family wristband, the registration form, the cage card, pet ID band (if wearing), and the Master Log. Stickers should be preprinted on five-up labels.
5. Keep all completed registrations with the Master Log at the intake area.
6. Arrange for a runner to transport each pet with its cage card and carrier to the pet shelter.

Supplies Needed:

Safety Vest

Intake Registration Forms/Cage Cards

Pre-Registration Forms/Cage Cards

Wrist Bands

Animal Neck Bands

Preprinted Number Stickers (Five-Up)

Master Intake Log

File Box for Maintaining Completed Registrations

Radios

Intake Process

CHECK-IN RUNNERS (Stationed between the traffic loop and the gym. Depending on the weather, may need two sets of runners—one set works between the traffic loop and the Little House and another set works between the Little House and the kennels.)

Duties:

1. When a check-in coordinator is ready, verify that latches are closed on carriers and then transport each processed pet with its cage card and carrier from the family vehicle. Depending on weather, we may need to temporarily store caged animals in the Little House.
2. Place a SLIP LEASH on each dog. (Do not use regular collars and clip-on leashes.) We will need to leash and walk dogs to the kennels prior to transporting caged animals. FOLLOW THE TWO-FOOT RULE.
3. If a family arrives without an appropriate carrier or leash for the pet, locate one to use.
4. Set up each pet in the appropriate kennel area with a cage card securely affixed to the carrier.
5. Return to the traffic loop for more pets to transport and set up.

Supplies Needed:

Safety Vest

Slip Leashes

Muzzles

Wagons

Golf Cart

Radios

Extra Carriers/Crates/Pet Boxes

Control Poles/Snappy Snares

Cable Ties

Plastic Bags/Sleeves/Tape for Affixing Paperwork to Cages

Intake Process

TRAFFIC/SAFETY GUARDS (Stationed in the traffic loop.)

Duties:

1. Direct vehicles with pets to enter the traffic loop for the pet shelter. The traffic loop can handle 20 cars in a single lane.
2. Direct vehicles without pets to the people shelter.
3. Watch for pedestrians and direct cars as needed through the traffic loop.
4. Keep the traffic loop moving either in one or two lanes, as needed.
5. Move slower cars to a parking area to complete intake if the process is holding up traffic.

Supplies Needed:

Safety Vest

Whistle

Bright Gloves

Traffic Cones

Hand-Held Stop/Slow Sign

Radio

Signs indicating where the people shelter is and where the pet shelter is.

Kennel Operations Process

SHELTER COMMANDER/SAFETY OFFICER (One person per eight-hour shift stationed in the hallway at the entrance to the kennel area.)

Duties:

1. Maintain the Master Log for residents of the shelter and the Sign-In Sheet for Staff and Volunteers working at the shelter.
2. Maintain safety and order before lockdown, during lockdown, and during discharge of animals from the kennels.
3. Work with kennel supervisors to develop a visitation schedule for sheltered pets.
4. Work with American Red Cross Shelter supervisors to communicate a visitation schedule to pet owners.
5. Make sure only adult pet owners with wristbands enter the shelter for visitations (no one under 16 is permitted to care for pets).
6. Communicate with ESF17 to ensure adequate personnel are assigned to the PFS for the lockdown period. A short lockdown period of 8-16 hours will require a minimum of 8-12 staff members, including the Shelter Commander/Safety Officer, kennel staff, and a School Board representative. Longer durations will require more staff to cover shifts.
7. Ensure that adequate signs and rules are posted and that all rules are followed. Adjust the SOP as needed for the situation.
8. Work with the ESF17 to ensure that adequate personnel are assigned to clean up the PFS after the lockdown period.
9. Quarantine and complete a Bite Incident Report for any animal involved in a bite or scratch. These animals will be kept by Animal Services for ten days and NOT returned to owners until the owners are able to complete a home quarantine.

Supplies Needed:

Signage

Communication Radios

Work Station

Kennel Operations Process

DOG EXERCISE AREA SECURITY OFFICER (One person with a badge or security vest per four-hour shift to be stationed in sight of the exercise area.)

Duties:

1. Supervise pet owners while using the dog exercise area before lockdown to make sure waste is picked up, animals remain on leash, animals remain at least two feet apart, and animals remain within the marked boundaries.
2. Close the exercise area when threatening weather begins.
3. Reopen the area when the lockdown period is finished at the direction of the Shelter Commander/Safety Officer.

Supplies Needed:

Security Vest

Whistle (or the ability to speak loudly)

Potty Bags

Waste Containers

Flags or Paint to Mark Boundaries of Exercise Area

Extra Leashes

Kennel Operations Process

KENNEL SUPERVISORS BEFORE LOCK-DOWN (Two people per four-hour shift to be stationed in each kennel area during this time frame.)

Duties:

1. Assign space to each animal as runners deliver animals to the kennel.
2. Record on the kennel map the position of each animal in the room. Update the map as changes in positions are required.
3. Ensure that each animal is housed appropriately with adequate space, supplies, food, water, and litter.
4. Monitor the kennel exits and prevent escapes.
5. Monitor the animals in the room for stress or disease. Rearrange, cover, or isolate animals as needed.
6. Work with the Shelter Commander/Safety Officer to develop a visitation schedule and monitor that the visitation schedule is followed.
7. Supervise visitations to be sure rules are followed and that every animal is attended to at least once daily (twice preferable for dogs).
8. As each pet owner arrives for first visitation, have them sign a copy of the Shelter Rules and take a photocopy of them with their pet, if possible.

Supplies Needed:

- Camera for Each Kennel Area
- Trifectant-Filled Spray Bottles
- Towels/Sheets/Blankets
- Blank Kennel Area Maps
- Kennel Rules for Posting
- Extra Pet Food, Bowls, Litter Pans, Litter
- Covered Containers for Waste Removal
- Litter Pan Scoops
- Disposable Exam Gloves
- Newspaper
- Frontline Spray for Flea/Tick Control
- Leashes
- Extra Cable Ties and Plastic Sleeves
- DAP/FELIWAY Diffusers
- Copies of Shelter Rules
- Waste Cans with Lids, Wheels, Liners
- Communication Radios

Kennel Operations Process

KENNEL SUPERVISORS DURING LOCKDOWN (Minimum of one person to do rounds in each kennel every eight hours during lockdown.)

Duties:

1. Keep kennels quiet, cool, and dark.
2. One staff member to perform rounds of each kennel at least once every eight hours to monitor the health and welfare of every animal in the shelter.
3. Provide food, water, litter, or medications as needed and indicated on each animal's cage card.
4. Update kennel maps as changes in positions are needed.
5. Record rounds on the visitation schedule to document that all pets were cared for during this time period.

Supplies Needed:

Trifectant-Filled Spray Bottles
Towels/Sheets/Blankets
Blank Kennel Area Maps
Kennel Rules for Posting
Extra Pet Food, Bowls, Litter Pans, Litter
Covered Containers for Waste Removal
Litter Pan Scoops
Disposable Exam Gloves
Newspaper
Frontline Spray for Flea/Tick Control
Leashes
Extra Cable Ties and Plastic Sleeves
DAP/FELIWAY Diffusers
Generators
Fans
Radio/Soft Music
Extension Cords
Duct Tape
Tarps
Communication Radios
Weather Radio
TV or Internet Access for Updates
Waste Cans with Lids, Wheels, Liners
Food, Cots, and Other Basic Needs for Personnel
Hearing Protection

Kennel Operations Process

KENNEL SUPERVISORS DURING DISCHARGE (Two people minimum per kennel per four-hour shift.)

Duties:

1. Monitor the kennel exits and prevent escapes as pet owners or runners arrive to retrieve animals for discharge.
2. Verify animal ID numbers, mark as discharged on the kennel map, and verify that each animal is secured in a cage or properly leashed prior to releasing to the pet owner or runner.
3. Release animals ONLY to pet owner or runners.
4. DO NOT RELEASE ANY ANIMAL UNDER QUARANTINE DUE TO A BITE OR SCRATCH INCIDENT.
5. Verify that the pet owner's wristband matches all paperwork with the animal before release.
6. Remove and retain all paperwork (including wristbands) and have the pet owner sign that the animal was discharged to them.
7. Retain all supplies and equipment that are the property of Pasco County, the School Board of Pasco County, Pasco Animal Response Team (PART), or the American Red Cross.
8. Begin kennel cleanup process.

Supplies Needed:

Kennel Maps

Trash Bags

Trifectant in Spray Bottles

Waste Containers with Lids and on Wheels

Discharge Process

SHELTER COMMANDER/SAFETY OFFICER (Stationed at the Command Post.)

Duties:

1. Coordinate the Pet Discharge Process with the Shelter Commander of the American Red Cross Shelter's discharge of people. Discharge begins as soon as lockdown is over. The Red Cross Shelter can radio over with animal ID numbers as pet owners leave the building to come and reclaim pets.
2. Notify ESF-17 of the need for additional staff to assist with discharge and cleanup. Staff present during lockdown will need to begin the discharge process and wait for additional help to arrive.
3. Have ESF-17 arrange for supply trucks to return to the PFS to begin reloading (if they are not already on the property).
4. Continue to maintain duty rosters and logs of volunteer and staff hours.
5. Adjust duty assignments as needed.
6. Arrange with ESF-17 for transport of any quarantined animals with their quarantine cards and bite reports to Animal Services. Do NOT release quarantined animals to pet owners. An animal control officer will determine at a later time when a home quarantine can be completed.

Supplies Needed:

Communication Radios

Rosters and Logs

Discharge Process

CHECK-OUT COORDINATORS (Depending on the number of staff available, this will either be done at the Command Post or in front of the Little House. If short-staffed, pet owners will need to park their vehicles and come inside the kennel area to retrieve their own pets. As more staff arrives, the process can be moved to the Little House and runners can be assigned to retrieve animals.)

Duties:

1. Verify pet owners by matching wristband information with the Master Log. Record discharge on the log.
2. Locate pets by number and bring pets with their cage cards and carriers to the check-out area.
3. Match each pet to the numbers on the family wristband and to the cage card and/or animal ID band, if wearing one.
4. Have the pet owner sign the discharge paperwork.
5. Remove the wristband, cage cards, neck bands, etc., and keep for the file.
6. Remove all cable ties and document holders from the cages.
7. Retain supplies and equipment that belongs to Pasco County, the School Board of Pasco County, or PART. Pet Owners may donate supplies and equipment to PART.
8. Have a runner assist with loading pets into vehicles.

Supplies Needed:

Safety Vest

Master Log/Master Files

Scissors

Staplers/Paper Clips

Radio

File Box

Clipboards

Slip Leashes

Discharge Process

CHECK-OUT RUNNERS (Stationed between the Traffic Loop and the gym.)

Duties:

1. When the check-out coordinator is ready, get pet identification numbers for one family.
2. Locate that family's pets by number in the shelter and bring the pets, with their carriers and cage cards to the check-out area.
3. Assist the check-out coordinator with verification of ownership (by matching pet numbers to the Master Log, family wristband, cage card, and/or animal ID bands.)
4. Remove all paperwork, cable ties, etc., from carriers and remove wristbands from families. Give the wristbands to the check-out coordinator for filing.
5. Assist families with loading pets and carriers into their vehicles. Pet owners may donate carriers and supplies to PART. Retain equipment that belongs to Pasco County, the School Board of Pasco County, or PART.
6. Await the next check-out.

Supplies Needed:

Safety Vest

Slip Leashes

Muzzles

Wagons

Golf Cart

Radios

Extra Carriers/Crates/Pet Boxes

Control Poles/Snappy Snares

Scissors

Discharge Process

TRAFFIC/SAFETY GUARD (Stationed in the traffic loop.)

Duties:

1. Direct vehicles within the traffic loop and maintain an orderly check-out process.
2. Depending on the number of available staff, cars might need to park and come to the Command Post to retrieve their pets.
3. Watch for pedestrians and direct traffic as needed through the traffic loop.
4. Keep traffic moving in one lane or park cars as needed to maintain the flow.

Supplies Needed:

Safety Vest

Whistle

Bright Gloves

Traffic Cones

Hand-Held Stop/Slow Sign

Radio

Cleanup Process

SHELTER COMMANDER/SAFETY OFFICER

Duties:

1. Have ESF-17 seek additional staff for assisting each team leader to clean the facility; can seek help from the Sheriff's Office inmates while school is still closed.
2. Assign duty stations and make reassignments as needed.
3. Have ESF-17 have the dumpster removed before closing the facility.
4. Decommission the Command Post.
5. Ensure that all volunteers sign out.
6. Secure all logs.
7. Conduct an inventory of the remaining equipment and materials as loaded on the trucks.
8. Conduct a deactivation walk-through with the Principal of Pine View Middle School. Compare after-conditions to pre-conditions. Note any damage.
9. Work with the ESF17 to correct any problems prior to shutting down the facility.

Cleanup Process

TRAFFIC/SAFETY GUARDS (TEAM LEADERS)

Duties:

1. Take down traffic control cones and directional signage.
2. Separate equipment that belongs to Pasco County, the School Board of Pasco County, and PART.
3. Restock on trucks.
4. Clean up any debris left in the loading area or parking lot. All trash and debris should be collected in garbage bags and deposited in the dumpster provided by Pasco County.
5. When tear-down procedures have been completed to the satisfaction of the Shelter Commander/Safety Officer, then the traffic/safety guard personnel may be released or reassigned to another duty station.

Cleanup Process

SHELTER/KENNEL (TEAM LEADERS) (One for each dog/cat kennel.)

Duties:

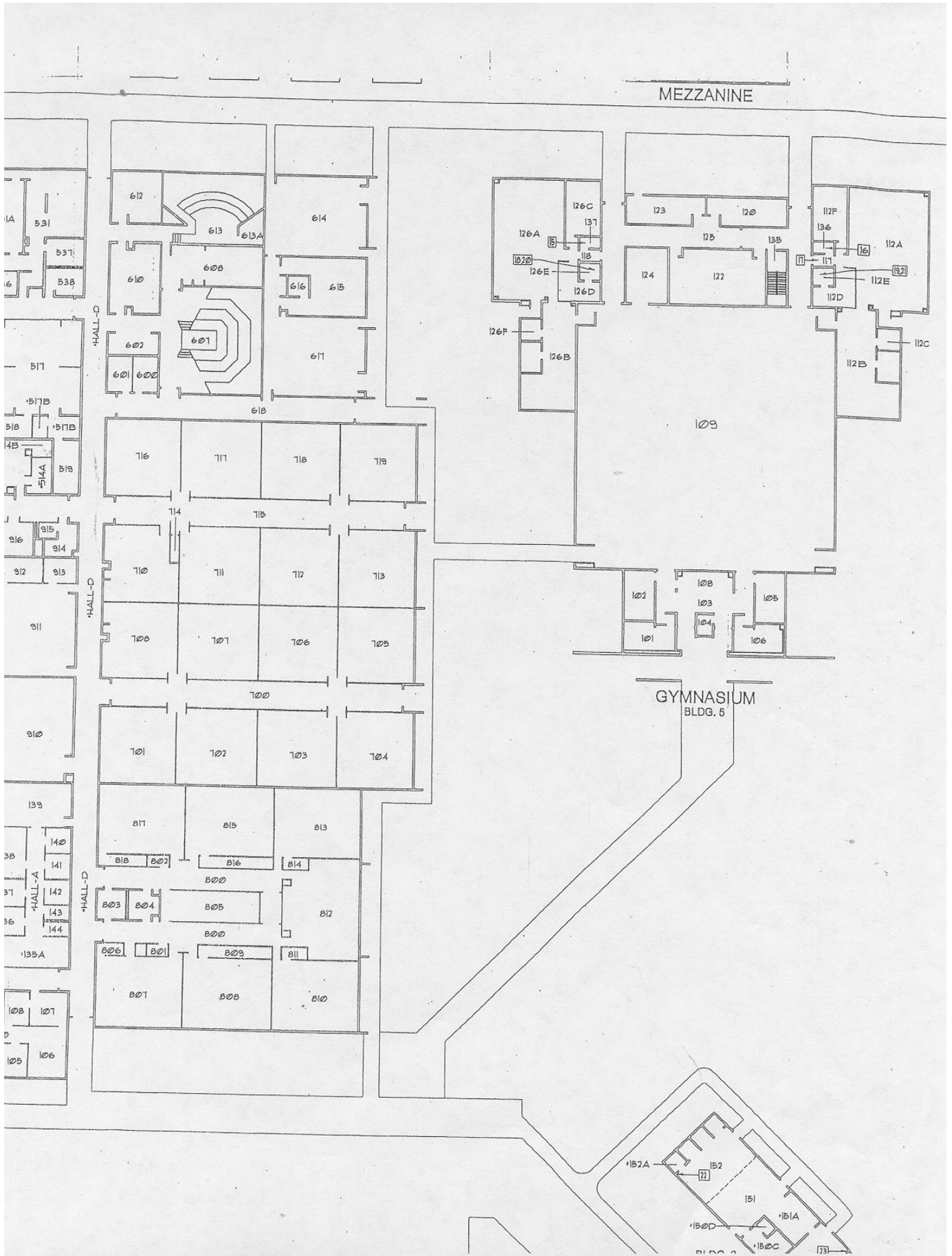
1. All cages/crates will be removed from the facility and thoroughly cleaned. After removal of all organic materials, the cages will be sprayed with Trifectant and allowed to air dry. All other equipment brought to the shelter will be removed from the school, cleaned, packed, and transported back to the appropriate organization/agency.
2. Ensure that plastic sheeting is removed from floors and walls and disposed of properly. All signage will be removed and disposed of appropriately. Walls, floors, and restrooms will be cleaned and disinfected.
3. The animal housing area will be thoroughly cleaned and markers for the outside exercise area will be removed. All fecal matter will be collected and disposed of properly. All debris will be collected in garbage bags and disposed of in the dumpster provided by Pasco County.
4. Doorknobs, water fountains, railings, lockers, benches, and any other reasonably-assessable surfaces will be cleaned and disinfected.
5. Dirty towels, sheets, and blankets will be bagged and returned to Animal Services for laundering or disposed of properly.
6. Ensure that supplies (document protectors, zip ties, pens, sharpies, paper towels, sanitizing solution, disposable gloves, trash bags, trash cans, food and water dishes, litter pans and litter, extra leashes, pet food, and water) are picked up, packed, and ready for transport. All supplies and forms should be returned to the trucks to be transported to the appropriate organization.
7. Separate equipment that belongs to Pasco County, the School Board of Pasco County, or PART is to be returned to the truck or appropriate storage area.
8. When cleanup procedures have been completed to the satisfaction of the Shelter Commander/Safety Officer, then the shelter personnel may be released or reassigned.

Cleanup Process

ALL STAFF (After Other Shelter Components are Torn Down)

Duties:

1. Tear down staff comfort/rest area.
2. Ensure that all debris and garbage are collected and appropriately disposed of in dumpsters provided by Pasco County.
3. When tear-down procedures have been completed to the satisfaction of the Shelter Commander/Safety Officer, then all personnel may be released and reassigned.



PASCO COUNTY

PREOCCUPANCY INSPECTION/WALK-THROUGH

INSTRUCTIONS: The Pasco County Government representative and the individual representing Pine View Middle School are to walk through all areas of the facility which are designated for use as an emergency pet shelter and note the condition of those areas, including any pre-existing damage or problems, i.e., scuffed, scratched, or stained floors or walls; scratched or damaged doors; damaged or nonfunctioning water fountains; broken windows; damaged or nonfunctioning lights; and the general condition of any furniture. Briefly list any pre-existing conditions below. Take photos of any pre-existing damage.

Pasco County Government Representative

Pine View Middle School Representative

Date

Date

**PASCO COUNTY
PET-FRIENDLY SHELTER**

STAFF/VOLUNTEER SIGN-IN/SIGN-OUT LOG

COMPLETED BY: _____

PAGE _____ OF _____

DATE _____

TIME IN	TIME OUT	NAME (Print Legibly)	SIGNATURE	ORGANIZATION OR DEPARTMENT	

SHELTER ADMISSION/DISCHARGE FOR ANIMAL

Owner's Full Name (PRINT): _____

Owner's Full Address: _____

Owner's Home Telephone No.: _____

Out-of-Area Relative Name and Phone No.: _____

Pet Name: _____

Description of Animal: Dog Cat
 Male Intact Neutered
 Female Intact Spayed In Heat

Breed: _____ Color: _____ Age: _____

Distinctive Markings: _____

Micro Chip? Yes Number: _____ No Chip

Primary Veterinarian: _____

Address and Number: _____

INTAKE: SIGNATURE OF OWNER _____

DATE _____

DISCHARGE: SIGNATURE OF OWNER _____

DATE _____

LIABILITY STATEMENT

I AGREE TO HOLD HARMLESS ALL PERSONS, ORGANIZATIONS, CORPORATIONS, OR GOVERNMENT AGENCIES INVOLVED IN THE CARE AND SHELTERING OF MY ANIMAL(S). I FURTHER AGREE TO INDEMNIFY ANY PERSONS OR ENTITIES THAT MAY SUFFER ANY LOSS OR DAMAGE AS A RESULT OF THE CARE AND SHELTERING OF MY ANIMAL(S).

Pasco County Pet Evacuation Shelter

INTAKE NUMBER _____

Pet Name: _____

Breed/Color: _____

Medications: _____

_____ Male _____ Female
_____ Neutered _____ Spayed

OWNER NAME: _____

SPECIAL NEEDS/NOTES TO SHELTER STAFF: _____

Animal Arrived At: Date: _____
Time: _____

Crate Type: ___ Metal ___ Plastic
 ___ Soft Side ___ None

Owner Provided: ___ Blankets
 ___ Cloth Towels ___ None

MASTER INTAKE and REGISTRATION LIST

Date _____ Name of Event _____ Location _____

INTAKE #	SPECIES BREED	ANIMAL NAME	OWNER NAME	REMARKS	INTAKE DATE/TIME	OUT TAKE DATE/TIME

PET-FRIENDLY EVACUATION SHELTER USE AGREEMENT

I understand that an emergency exists and that special arrangements have been made to allow my pet(s) to utilize the designated Pet-Friendly Evacuation Shelter. I understand and agree that in order to utilize the services of the Pet-Friendly Evacuation Shelter, I must be staying at the Pine View Elementary School/American Red Cross Shelter (for humans) located across the street from the Pet-Friendly Evacuation Shelter. I further understand and agree to abide by the pet-care rules contained in this agreement.

Rules:

1. My pet will remain contained in its approved cage/crate, except at scheduled times. During scheduled relief time, my pet will be properly confined with a leash, harness, and/or muzzle (as necessary). Scheduled times will be strictly adhered to. Only caretakers age 16 and over will be allowed in the kennel areas.
2. I certify that my pet is current on rabies and all other vaccinations as listed on the reverse side of this page.
3. I agree to provide dry or canned food, treats, kitty litter, and other supplies, as needed, and to properly feed, water, and care for my pet as instructed by the Pasco County Animal Services Division or designee. I agree that the administration of all medications for my pet is my sole, personal responsibility, as designated by my veterinarian and should be properly documented.
4. I agree to properly sanitize the areas used by my pet, including performing proper waste disposal and disinfecting, as instructed by the Pet-Friendly Evacuation Shelter facility manager or designee.
5. I will not permit other pet owners to handle or approach my pet, either while it is in its carrier/crate or during exercise times. I will make sure the cage/crate door is latched and secured with wire or rope ties.
6. I will maintain proper identification on myself, my pet, and my pet's carrier at all times. I understand that if I fail to wear the identification band assigned to me by the shelter, I may be denied re-entry access to the animal-holding facility.
7. I will permit my pet to be examined by qualified animal shelter personnel to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms.
8. As the animal owner, I understand and agree that during "lockdown", no pet(s) or people will be allowed outside. When a "lockdown" is imminent, owners must re-cage their pets and return to the American Red Cross Shelter until the "all clear" has been given.
9. I assume full responsibility and liability for the behavior of my pet at all times.
10. I acknowledge that my failure to follow these rules may result in the removal of my pet. I further understand that if my pet becomes unruly, aggressive, shows signs of contagious disease, is infested with parasites (fleas, ticks, lice, etc.), or begins to show signs of stress-related conditions, my pet may be removed to a more remote location. I understand that the decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the Pasco County Animal Services Division or designee, whose decisions are final.
11. I understand that pet care (i.e., feeding, watering, and removal of waste from the cage/crate) is my responsibility. I understand and agree that should my animal not receive care from me for 24 hours or if I leave the shelter without my pet, the animal(s) will be considered abandoned and will be surrendered to the Pasco County Animal Services Division for potential adoption, fostering, or euthanasia, in accordance with the Animal Services Ordinance or policy.
12. 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.
13. If my animal bites or scratches anyone while staying at this shelter, the animal will be temporarily relocated for ten days of quarantine to the Pasco County Animal Services Division. Only a rabies control officer may determine when to release my animal to me.

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

I agree to all the above rules and conditions. Yes No

Signed

Printed Name

Date

Address

City

Phone

**PET-FRIENDLY EVACUATION SHELTER
PINE VIEW MIDDLE SCHOOL LOCATION
CANINE HOLDING LAYOUT**

Date: _____

Name of Event: _____

DOG ROOM

Pet Care Log

Date: _____

DOG NUMBER	AM TIME	PM TIME	COMMENTS/Initials

**PET-FRIENDLY EVACUATION SHELTER
PINE VIEW MIDDLE SCHOOL LOCATION
FELINE HOLDING LAYOUT**

Date: _____

Name of Event: _____

CAT ROOM

Pet Care Log

Date: _____

CAT NUMBER	AM TIME	PM TIME	COMMENTS/Initials

PASCO COUNTY ANIMAL SERVICES - RABIES CONTROL INVESTIGATION
ANIMAL BITE/SCRATCH REPORT - QUARANTINE WORKSHEET

34. Case Number: _____

Injured party or representative must completely fill out questions #1 through 18.

This report must be forwarded to Pasco County Animal Services
within 1 working day. Fax # (813) 929-1218

1. Date of Report: _____		3. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		4. Age: _____	5. Telephone - Home: _____	
2. Injured Party's Name (Last, First): _____				Cell or Work: _____		
6. Address (No. & Street): _____		(City) _____	(State) _____	(Zip) _____		
7. Name of Parent/Guardian (if injured party is a minor): _____			8. Address (if different than above): _____			
9. Reported by: _____			Telephone: _____			
10. Place of Incident: _____			11. Time and Date of Incident: _____			
12. Circumstances of Incident: <input type="checkbox"/> Unprovoked <input type="checkbox"/> Provoked		<input type="checkbox"/> Playful	<input type="checkbox"/> Sick/Hurt	<input type="checkbox"/> Animals Fighting	<input type="checkbox"/> K-9 (Police Action)	<input type="checkbox"/> Unknown
13. Animal Owner: _____		Telephone - Home: _____		Cell or Work: _____		
14. Address (No. & Street): _____		(City) _____	(State) _____	(Zip) _____		
15. Type of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Owned <input type="checkbox"/> Stray <input type="checkbox"/> Wild	<input type="checkbox"/> Male <input type="checkbox"/> Female	Estimated Age: <input type="checkbox"/> Puppy/Kitten <input type="checkbox"/> YA <input type="checkbox"/> Adult <input type="checkbox"/> OA		
16. Breed: _____	Color: _____	Animal's Name: _____	17. License Number: _____	Year: _____	County: _____	
18. Circumstances of Bite/Scratch: <input type="checkbox"/> Bite <input type="checkbox"/> Scratch				19. Prior Bite/Scratch History: <input type="checkbox"/> Yes <input type="checkbox"/> No Date(s): _____		
20. Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated <input type="checkbox"/> Unk.		Vet: _____	Vaccination Date: <input type="checkbox"/> 1 Year Vaccine <input type="checkbox"/> 3 Year Vaccine			
21. Quarantine Location: <input type="checkbox"/> Unable to Locate Animal <input type="checkbox"/> Vet <input type="checkbox"/> Home <input type="checkbox"/> Shelter		Shelter #: _____	Date placed on quarantine: _____	Pending Release Date: _____		
22. If at owner's home, has Quarantine Agreement been signed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Person/Officer placing animal on quarantine: _____				
23. Cause of Death: <input type="checkbox"/> Illness <input type="checkbox"/> Injury <input type="checkbox"/> Euthanasia		Date: _____	Reason: _____			
24. Quarantine Release: <input type="checkbox"/> No threat of rabies		Date: _____	Officer: _____			
25. Veterinarian <input type="checkbox"/> Did <input type="checkbox"/> Did Not See Animal			26. Head examination is: <input type="checkbox"/> Requested <input type="checkbox"/> Not Warranted			
27. Remarks: _____						
28. Head Sent to Lab: _____		Date: _____	By: _____	Lab #: _____		
29. Results: <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input type="checkbox"/> UNSATISFACTORY		Date results received: _____				
30. Injured Party Notified By: <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Health Department		Date: _____	By: _____			
31. Warning #: _____		Citation #: _____	32. Case Closed: <input type="checkbox"/> Date Closed: _____			
32. Signature of Officer Closing Case: _____			Rabies Control Officer Signature: _____			



DH 4042, 10/06 Stock No. 5744-000-4042-4

Pasco County Animal Services
Phone (727) 834-3216 (813) 929-1212 (352) 521-5194

ANIMAL QUARANTINE NOTIFICATION

Pasco County Animal Services has received a report that on _____, your pet was involved in _____
Date

a bite incident a scratch incident an exposure to a potentially rabid animal

Description of Animal: _____
Breed Sex Age Name

Color Vaccine Date License Number

Pasco County Ordinance Chapter 14 requires that dogs and cats involved in such incidences be quarantined for observation. The investigating Animal Services officer may determine that a home quarantine is acceptable. **Otherwise**, if checked, the animal must be quarantined within 24 hours of this notice, at:

Animal Control or a local veterinary hospital of your choice, at your expense. Under the following conditions, the animal may be quarantined at home if approved by the officer.

Home quarantine requirements include:

1. **That** you contact the Pasco County Animal Services Division within 24 hours to report this animal's rabies shot status.
2. The animal is to be quarantined: in the house in a kennel chained inside a securely fenced-in yard. Note: Quarantining an animal on a chain in an unfenced yard is not acceptable.
3. The quarantined animal is not to come in contact with other animals. This includes other animals owned by your family.
4. Contact with people is to be restricted to one (1) person residing at the quarantine address.
5. The animal cannot be removed from the quarantine location, except in a medical emergency.
6. If any emergency medical care is needed, the animal can be transported to the veterinarian's office. Notify the veterinarian that the animal is under quarantine **before** treatment is administered. Also, notify this office if the animal becomes sick during this quarantine period.
7. If the animal should die during quarantine, pack the animal in ice or refrigerate it. Do not freeze or bury the animal. **CONTACT ANIMAL SERVICES IMMEDIATELY.**
8. The quarantine duration for this animal has been established for a minimum mandatory period of:
 10 days 45 days 180 days until test results are known with the anticipated quarantine release date being estimated to be on or after _____.
9. The animal is to remain in quarantine, with the above restrictions, until it is officially released by a representative from this agency.
10. The animal must be made available for viewing by the officer in order to be released from quarantine.

FAILURE TO COMPLY WITH ANY OF THE ABOVE INSTRUCTIONS MAY RESULT IN THE ANIMAL BEING IMPOUNDED FOR QUARANTINE AT PASCO COUNTY ANIMAL SERVICES, AT THE OWNER'S EXPENSE, IN ADDITION TO POSSIBLE CITATIONS FOR VIOLATION OF QUARANTINE.

(MINIMUM FINE OF \$263.00 REQUIRING A MANDATORY COURT APPEARANCE)

Date: _____ **Time:** _____ **Complaint #:** _____

Owner: _____ **Address:** _____

City: _____ **Phone:** _____

Home Work or Cell

 Investigating Officer/Badge #

 Signature of Owner

IF CHECKED, CONTACT THIS OFFICE IMMEDIATELY UPON RECEIPT OF THIS NOTICE

Dade City
 (352) 521-5194

New Port Richey
 727-834-3216

Land O' Lakes
 813-929-121

DAY	DATE / TIME	ACC #	SHELTER ID #											
COLLAR	LICENSE / TAG #	YEAR	CITY, COUNTY, STATE											
DOG	CAT	OTHER _____	O/R STRAY MALE FEMALE											
BREED	COLORS/MARKINGS		EST. AGE (p) (k) (ya) (a) (o)											
EST. WT.	5	10	15	20	25	30	40	50	60	70	80	90	OVER	PERSON HANDLING ANIMAL INTAKE:
EARS:	FLOP	TIPPED	ERECT	A.C.O.: _____										
COAT:	SHORT	LONG	CURLEY	A.C.T.: _____										
TAIL:	DOCKED	NORMAL	OTHER	C.S.S.: _____										
EXPLAIN ANY OBSERVED HEALTH CONDITIONS: _____														
IMPOUNDMENT INFORMATION														
AT LARGE CONFINED ABANDONED PUBLIC HEALTH/SAFETY IMPOUND NOTICE LEFT - (attach copy)														
DO NOT R.T.O. PER _____ HOLD STATUS REASON: _____														
OWNER RELEASE - NO HOLD AFTER QUARANTINE QUARANTINE RELEASE FORM ATTACHED: Yes No														
HOLD FOR R.T.O. AFTER Q. - PENDING QUARANTINE RELEASE DATE: _____ (HOLD 3 DAYS MORE)														
DATES CONTACTED: _____ BY: _____ ISSUE CITATION: Yes No														
INDEFINITE HOLD CRUELTY CASE F.L.D.D. CASE CUSTODY HEARING DATE _____														
OFFICER'S COMMENTS: _____														
DATE OF INCIDENT: _____ WAS INJURY THE RESULT OF A BITE OR FROM A SCRATCH														
CIRCUMSTANCES OF INCIDENT: PLAYFUL AGGRESSIVE PROVOKED RESULT OF ANIMALS FIGHTING														
SURRENDER / RELEASE														
<p>I hereby release all interest in the animal described in this document. I have the right to deliver possession and, if the owner, the authority to transfer ownership to Pasco County Animal Services. I agree to indemnify and defend Pasco County Animal Services and its employees in the event of an adverse claim regarding this animal. I understand that this surrender is unconditional and legally binding, and that Pasco County Animal Services makes no promise, actual or implied, regarding holding time, treatment, adoption, or disposition of this animal. Employees of Animal Services have no authority to promise this animal will be adopted or certified adoptable. I understand Pasco County Animal Services has the right to decide practical and proper disposition of this animal. To the best of my knowledge, this animal <u>has</u> bitten or scratched someone within the past ten days. By my signature below, I indicate I have read, understand and accept the above terms and conditions.</p>														
OWNER	OWNER/AGENT	TEMPORARY HARBORER	A.C.O.	POLICE										
				Case # _____										
Name _____				Address _____				Phone _____						
City _____				Zip _____				X SIGNATURE _____						
								Witnessed By: _____						

ANIMAL DISPOSITION RECORD

ANIMAL NAME _____ AGE _____ License # _____ Year _____
 TRANSACTION: Returned to Owner Adopted Fostered Transferred

FEES	CASH	CHECK # _____	COMMENTS
ADOPTION		\$ _____	
TRANSPORTATION		\$ _____	
PICKUP FOR QUARANTINE		\$ _____	
REGULAR BOARD X _____ DAYS		\$ _____	
QUARANTINE BOARD X _____ DAYS		\$ _____	
RABIES VACCINATION X _____		\$ _____	
A.T.S. # _____		\$ _____	
REGULAR LICENSE FEE @		\$ _____	
REPLACEMENT TAG		\$ _____	
RESTITUTION		\$ _____	
OWNER REQUEST P.T.S.		\$ _____	
DONATION		\$ _____	
MISCELLANEOUS _____		\$ _____	
TOTAL		\$ _____	

NAME _____ PHONE () _____
 (Last) (First) (MI)

(Address) (City) (State) (Zip)

DRIVERS LICENSE INFORMATION - STATE _____ LICENSE # _____

OTHER I.D. _____

SEX _____ HAIR _____ EYE COLOR _____

D.O.B. _____ EMPLOYED AT _____ WORK PHONE () _____

ANIMAL OWNER _____ PHONE () _____
 (If different from above)

(Address) (City) (State) (Zip)

BY MY SIGNATURE BELOW I AFFIRM THAT I AM THE: OWNER OWNER'S AGENT ADOPTING PARTY
 FOSTER CAREPERSON TRANSFEREE

OF THE ANIMAL DESCRIBED IN THIS DOCUMENT. I UNDERSTAND THAT UNAUTHORIZED REMOVAL OF AN ANIMAL FROM THE SHELTER IS ILLEGAL. I ACCEPT ALL RESPONSIBILITY FOR IDENTIFYING AND REMOVING THIS ANIMAL FROM THE PASCO COUNTY ANIMAL SHELTER.

 WITNESS DATE X _____ SIGNATURE

Citation Issued - Yes # _____ No Warning Issued - Yes # _____ No

PET-FRIENDLY SHELTER INVENTORY LIST

<i>Item</i>	<i>Quantity</i>					
Trifectant Powder	1 tub					
Mop set w/ extra head	3					
scrub stick set up w/ extra handle	1					
mop bucket w/ wringer	1					
garbage bags	1cs					
garbage cans	4					
foam squeegee	1					
litter pans	1 cs					
pump hand sanitizer	1 cs					
paper towels	120 rolls					
#3 paper tray	1cs					
#1 paper tray	1cs					
bug spray	1 cs					
duct tape	10 rolls					
cage cards	300					
paper collar w sharpie	1 box					
cat litter	4					
cleaning bucket	2					
cleaning towels	2 boxes					
hazard tape	2 rolls					
dust & particle masks	85					
metal folding chairs	12					
bi-fold tables	2					
50 gallon container	4					
AA Batteries	96					
D Batteries	24					
C Batteries	24					
Broom W/ handle	2					
55 gallon trash liners	2 cases					
paper towels	4 cases					
duct tape	6					
silver/brown tarp	1					
blue/green tarp	2					
safe release tape	24					
paper	7					
clear plastic sheet 20 X 100	3 rolls					
clear plastic sheet 10 X 100	2 rolls					
blue shop towels	200ct					
Painter's plastic sheet 9 x 400	4 rolls					
dry adult dog	2					
dry puppy	1					
dry adult cat	1					
dry kitten	1					
can puppy	2					
can kitten	2					
large crates	10					
small crates	10					
Large cat carriers	12					
medium cat carriers	19					
small cat carriers	9					

PET-FRIENDLY SHELTER INVENTORY LIST

(Continued)

extension cords						
surge protectors						
extra buckets						
cable ties						
DAP/Feliway diffusers						
Sharpie Pens						
Staplers						
File Boxes						
Muzzles						
Human First Aid Kit						
Pet First Aid Kit						
Can Openers						
Toungue Depressers						