



Formerly called the Humane Society
of the United States

Emergency animal sheltering checklist

PHYSICAL FACILITY

Access from a main road

- ☐ Hazard-free access
- ☐ Signage identifying the facility and its purpose
- ☐ Safety markings and signage
- ☐ Separate entry for rescue teams, etc.
- ☐ 24/7 access for staff and volunteers (if shelter is in curfew area, obtain clearance)
- ☐ Easy access for large trucks and supply vehicles to get in and out
- ☐ Minimal hazards for staff and volunteers, as well as for animals
- ☐ On or near a main evacuation route

Parking area

- ☐ Signage directing the public bringing animals in; emergent volunteers; in-kind donations; people looking for lost animals; etc.
- ☐ Safety – hazards mitigated and/or marked, etc.
- ☐ Poop area for dogs coming in, plastic bags, garbage cans
- ☐ Parking for response equipment: RVs, trailers, trucks, etc.
- ☐ Parking for the public
- ☐ Parking for staff & volunteers
- ☐ Able to accommodate 50' transport trailer and PetsMart Charities trailer
- ☐ Able to accommodate large numbers of vehicles to enter/exit easily and not obstruct parking areas or roads
- ☐ Solid surface for parking areas to avoid getting vehicles stuck in mud, sand, ice, or snow
- ☐ Security

Facility entrance

- ☐ Signage directing the public bringing animals in; emergent volunteers; in-kind donations; people looking for lost animals; etc
- ☐ Areas where people can wait with their animals and not have animal interaction, is this area protected from the elements?
- ☐ Safety – hazards mitigated and/or marked, etc.
- ☐ Security

Facility Design and Construction

- ☐ Non-porous floors, easily disinfected

- ☐ Ventilation, heat/cooling
- ☐ Electricity (lighting)
- ☐ Plumbing

Utilities and Services

- ☐ Power
- ☐ Emergency lighting
- ☐ Water (municipal supply, delivered, etc.)
- ☐ Trash disposal service
- ☐ Telephone
- ☐ Internet access

Floor Plan and Layout

- ☐ Ability to separate animals by species and health status
- ☐ Logical flow for processing animals, people, and supplies/equipment
- ☐ Separate public and private areas
- ☐ Separate human and animal areas; allowing smooth flow of functions

Animal Related Areas

- ☐ Animal intake and registration
- ☐ Initial Assessment
- ☐ Isolation; Quarantine facility and procedures
- ☐ Triage, veterinary, and first aid
- ☐ Decontamination
- ☐ Small animal housing: Healthy dogs, Isolation dogs, Aggressive/Quarantine, Healthy cats, Isolation cats; Feral/Quarantine; Caged birds; Rabbits; Pocket pets; Reptiles; Ferrets; Other
- ☐ Large animal housing: Cows; Goats & sheep; Poultry; Ratites; Pigs (potbelly & hogs); Horses (separate stallions individually; pregnant mares & mares w/foals); Horse with unknown Coggins status
- ☐ Food preparation and storage, food sanitation (wash bowls, etc.)
- ☐ Cleaning station for cages
- ☐ Animal exercise and dog relief areas
- ☐ Animal visitation and reunion processing
- ☐ Grooming / bathing

Security

- ☐ Personnel
- ☐ Medications
- ☐ Equipment
- ☐ Personal effects
- ☐ Procedures - screening of volunteers and staff
- ☐ Human service areas
- ☐ Donations management security,

- ☐ Animal housing areas

Human Service Areas (Areas available and delineated)

- ☐ Bathroom/shower facilities
- ☐ Staff break area
- ☐ Volunteer intake/orientation
- ☐ Canteen area with food and drinks
- ☐ Quiet office area
- ☐ First aid station
- ☐ Housing
- ☐ Team information (bulletin boards) for staff and volunteers)
- ☐ Public information

PROCEDURES

Animal intake

- ☐ Accountability paperwork – personnel trained and supervised how to complete paperwork and secure identification to animals
- ☐ Waiting area for owners – seating, separation from other owners and animals
- ☐ Triage set up – identify infectious diseases, emergency situations, critical illness
- ☐ Decontamination area

Keeping Track of the Animals

- ☐ Identification
- ☐ Daily care schedule
- ☐ Lost & found
- ☐ Foster
- ☐ Adoptions
- ☐ Euthanasia
- ☐ Transfers to rescue (chain of custody)

Intake Procedures

- ☐ Written procedures
- ☐ Forms
- ☐ Identification photo – cameras, printers, etc.

Special Policies and Protocols

- ☐ Vaccines
- ☐ Spay/neuter
- ☐ Euthanasia
- ☐ Presence of endangered or protected species

Initial Assessment

- ☐ Animals assessed for pre-existing or potential medical problems; behavioral or temperament issues affecting care or handling (aggressive, fearful, high-stress, timid, feral, etc.)

Identification Protocol and Supplies

- ☐ Jiffy tags; Hospital ID bands; Microchip
- ☐ Halter tags; Paint sticks; Shaver; Neck ID bands

Daily Care Record

- ☐ Keep track of Food; Water; Exercise; relief; Medication; Behavior changes; Any unusual observations

Lost & Found Protocol

- ☐ System of logging & cross referencing found and lost records
- ☐ System of notification of owners
- ☐ Photo books – Polaroid / digital photos
- ☐ Owner provides photos of lost pets
- ☐ Shelter takes photos of incoming animals
- ☐ Internet database of found animals in shelter

Strategy for Special Need Animals

- ☐ Special interest/fanciers clubs or groups to assist with special needs animals
- ☐ Pre-existing foster/rescue networks as primary source of off-site care
- ☐ Veterinary clinics and boarding kennels for overflow or animals with medical, behavioral or emotional needs

Adoption

- ☐ Holding period protocol and adoption guidelines established
- ☐ Transfers to rescue groups

Animal Mental Health Issues

- ☐ Recognition of and meeting emotional and environmental needs of animals

Ongoing Procedures

- ☐ Limit people in shelter
- ☐ Log when care provided
- ☐ No visitors except animals' owners during authorized visitation hours
- ☐ Monitors condition of animals – notify vet staff of problems

Worker Health Issues

- ☐ Vaccinations: Rabies; Tetanus; Hepatitis A and B; Influenza and others suggested
- ☐ Control of and protection from environmental hazards
- ☐ Use of "Universal Precautions" in dealing with animals and humans
- ☐ Protective clothing available and in proper use

- ❑ Mental health/stress management capability for staff and volunteers: peer- to-peer CISM; orientation, training, referral resources.

SUPPLIES AND EQUIPMENT

Shelter Housing/Containment

- ❑ Appropriate physical environment
- ❑ Weather/season (can limit sheltering options)
- ❑ Temperatures match animal needs (warmer for reptiles & birds)
- ❑ Type of caging (crates, cages, portable fencing, aquariums, stables/corrals)
- ❑ Cold weather considerations including additional heat needs, check for frozen pipes, etc.

Animal Care Supplies (excluding food and water – see *equipment/supply list*)

- ❑ Adequate containment capability (crates, cages, corrals, pens, etc.) for expected number and types of animals
- ❑ S/S dog bowls
- ❑ Collars, leashes, muzzles
- ❑ Animal Handling equipment: Control pole; Muzzles; Gloves (different types for different species); Traps; Nets, etc
- ❑ Cat litter/newspapers; litter pans, scoops, paper (disposable) food containers, water bowls
- ❑ Sanitation supplies: Plastic sheets; Paper towels; Cleaners/Disinfectants; garbage bags; Covered trash containers; poop bags; cleaning gloves; nitrile gloves for decontamination;
- ❑ Blankets, towels, sheets
- ❑ Cardboard, metal sheeting, etc. for cage separation

Animal Food

- ❑ Protocols for food type; appropriate for species, age, and health of each animal
- ❑ Written feeding protocol and meal record for each animal
- ❑ Alternate or specialty foods
- ❑ Supplements
- ❑ Proper storage of food (covered containers)

Water

- ❑ Potable water for drinking (human and animal)
- ❑ Non-potable for cleaning (fire departments/National Guard may provide)
- ❑ Quantity sufficient for each type of animal and humans, appropriate to activity level & weather

Basic Veterinary Care

- ❑ Basic first aid supplies; Thermometer; bandages, sponges; adhesive bandages; gauze roll; Vet wrap; splints; Gauze; Muzzles; Syringes/needles (assorted sizes); Stethoscope; medications; etc
- ❑ On-call or on-site veterinarians and/or veterinary technicians

Human First Aid

- ☐ First aid kit; Sterile gloves; Stethoscope; Thermometer; Waterless hand sanitizer
- ☐ Eye wash; Saline, hydrogen peroxide
- ☐ Insect repellent and sunscreen
- ☐ Aspirin/Ibuprofen/acetaminophen, Benadryl, antibiotic ointment; and other over-the-counter medications
- ☐ Blankets and cots

Food and Hydration for People

- ☐ Adequate water and sports drinks;
- ☐ Snacks with protein and carbohydrates; appealing; single-serving packages
- ☐ Food sanitation; plates, cups, utensils, etc.

Tools and Equipment

- ☐ Fencing (pens & perimeter): chain link, portable panels, portable corrals, construction barricade, hog wire/field fence
- ☐ Tarps (for roofing & shade)
- ☐ Fans/heaters, Extension cords
- ☐ Locks
- ☐ Dumpster
- ☐ Generators
- ☐ Forklifts and pallet jacks if necessary for supply management

Sanitation and Disposal Areas

- ☐ Decontamination
- ☐ Garbage
- ☐ Biohazard waste
- ☐ Haz-mat disposal
- ☐ Dead animal holding facility

ICS SECTIONS AND OFFICES

Incident Management

- ☐ Shelter staffed according to the ICS
- ☐ ICS chart posted
- ☐ Distinct facilities available and marked for Incident Command; Communications; Finance and Administration; Public Information Officer (PIO) and Media; Operations staging area; Transportation staging area; Resources Staging Area; Base Camp; Equipment and supply storage; etc.

Volunteer Management

- ☐ Reception desk or area – staffed – check-in/check-out procedures
- ☐ Orientation and training provided
- ☐ Daily briefings to include safety issues

- ☐ Information bulletin board
- ☐ Controlled area preventing access to animals until/if assigned
- ☐ Printed instructions/manual/etc. for volunteers

Donation Management

- ☐ Signage saying what is needed
- ☐ Information on how to donate money
- ☐ Ability to store donated supplies properly
- ☐ Donations manager – acknowledgement, update wish list, etc.