

PET EVACUATION AND SHELTERING

Standard Operating Procedure No. 004

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
EMERGENCY RESPONSE ACTIONS
NATURAL OR MANMADE DISASTERS



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Glossary

AC	Animal Care
ACC	Animal Control Center
ACO	Animal Control Officer
AHFS	Animal Health and Food Safety
APHIS	Animal and Plant Health Inspection Service
CGS	Command and General Staff
CTN	Critical Transportation Needs
DCFS	Department of Children and Families
DCI	Dixon Correctional Institute
DHH	Department of Health and Hospitals
DOC	Department of Corrections
DOTD	Department of Transportation and Development
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FSA	Farm Service Agency
FSC	Finance Section Chief
GOHSEP	Governor's Office of Homeland Security and Emergency Preparedness
H-Hour	Projected onset of tropical force winds striking the coast
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
LDAF	Louisiana Department of Agriculture and Forestry
LSART	Louisiana State Animal Response Team
LNO	Liaison Officer
LSC	Logistics Section Chief
LSU	Louisiana State University
MOU	Memorandum of Understanding
MSN	Medical Special Needs
NARSC	National Animal Rescue and Sheltering Coalition
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRCS	Natural Resources Conservation Service
NVRT	National Veterinary Response Team
OHSEP	Office of Homeland Security and Emergency Preparedness (Parish)
OSC	Operations Section Chief
PIO	Public Information Officer
POC	Point of Contact
PPP	Parish Pick-Up Point
PSC	Plans Section Chief



PTC	Pet Transport Contractors
RUL	Resource Unit Leader
SAR	Search and Rescue
SEOC	State Emergency Operations Cen
SitRep	Situation Report
SM	Shelter Manager
SMT	Shelter Management Team
SO	Safety Officer
SOG	Standard Operating Guide
TRF	Transportation Registration Form
TSP	Technical Specialist
USDA	US Department of Agriculture



1.0 SCOPE AND APPLICATION

The purpose of this standard operating guide (SOG) is to provide functional guidance about the evacuation of household pets and the establishment, operation and maintenance of animal shelters in response to a declared emergency associated with a natural or manmade disaster. Pet evacuation and sheltering is inherently the responsibility of a pet's owner. However, past experience has shown that some people who need assistance with evacuation and transportation during a declared emergency may refuse to leave their homes unless they also receive assistance with their pets. Louisiana citizens who require assistance in evacuating their family and pets in the face of a declared emergency are referred to as having Critical Transportation Needs (CTN). Louisiana Legislative Act §615 has tasked the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) with addressing the evacuation and sheltering needs of household pets and service animals owned by CTN citizens of the state, and the Louisiana Department of Agriculture and Forestry (LDAF) is the lead state agency in accomplishing this mission during a disaster. This type of LDAF action is associated with an incident resulting in the activation of Emergency Support Function (ESF)-11.

Louisiana has developed a system of evacuation and sheltering to meet the needs of all of its citizens. Mega shelters have been established in the northern parishes to receive self-evacuees (those who transport themselves) and CTN evacuees. Co-located with these mega shelters are pet shelters that are situated so owners can care for their own pets, thus reducing numbers of shelter workers needed and giving owners peace of mind concerning their pets.

Louisiana Department of Children and Family Services (DCFS) and the Louisiana Department of Health and Hospitals (DHH) and their contracted non-governmental organizations (NGO) are responsible for human sheltering of CTN and Medical Special Needs (MSM) citizens. The Louisiana Red Cross serves in a support role to the State Agencies shelter activities as well as providing for self-evacuee sheltering. LDAF is responsible for the CTN pet shelters and must coordinate its sheltering activities with DCFS, the Louisiana Department of Transportation and Development (DOTD), the Louisiana Department of Corrections (DOC), and NGO's. Sheltering activities that require this coordination include dispatching trucks, tracking trucks and pets, sheltering pets, and transporting pets back to their home parish. LDAF also must coordinate through its parish liaisons for the transport and care of service animals and pets of medical special needs (MSN) populations. These pets may be housed at the human mega shelters or at the Dixon Correctional Institute (DCI) shelter. The DCI shelter is reserved for the pets of MSN evacuees and other non-co-located pets.

This SOG has been developed to define the actions of LDAF in establishing CTN shelters and in evacuating and sheltering companion and service animals when ESF-11 has been activated. The SOG describes how LDAF will coordinate with its partners at the parish and state levels to accomplish its sheltering mission. Parish personnel and DCFS will register people and their pets, as well as load people and pets into transport vehicles at the Parish Pick-Up Points (PPP). LDAF personnel will monitor the pet transportation operations.



The LDAF PPP Liaison Officer (LNO) will conduct this oversight and coordinate with DCFS representatives at the PPP. Small pets (under 35 pounds) may sit on owner's laps on buses for the evacuation. Larger pets will be placed in plastic crates and will be transported on trucks contracted by LDAF to take pets from the PPP to the CTN shelters. DOC prisoners will prepare these crates for transport and will assist LDAF personnel in setting up wire cages at the shelters.

NGO assistance will be requested as needed. The initial arrival of NGO support staff will be timed shortly before pets arrive at shelters. LDAF will coordinate shelter set-up. In the event of a hurricane or tropical storm, ESF-11 will be activated five days before a storm's landfall. Since hurricanes and tropical storms can change course, LDAF will hold off on requesting NGO deployments until pet evacuations have begun. LDAF plans to support and supplement its shelter management teams (SMT) with NGO personnel. All contracts or memoranda of understanding (MOU) associated with supporting LDAF response actions will be activated through the LDAF Incident Management Team (IMT) at the LDAF Incident Command Post (ICP) situated in Baton Rouge.

Once an incident is over and CTN populations are allowed to return to their parishes, LDAF will be responsible for transporting the CTN pets to the home parish.

2.0 SUMMARY OF PROCEDURES

LDAF is the lead state agency in pet evacuation and sheltering. To receive CTN assistance, a parish's Office of Homeland Security and Emergency Preparedness (OHSEP) must request assistance from LDAF, through the State Emergency Operations Center (SEOC).

LDAF has pre-established contracts and agreements with DCFS, DOTD, DOC, Louisiana State University's (LSU) AgCenter, Dean Lee Research Station, University of Louisiana at Monroe, State Fair of Louisiana, Morehouse Activity Center, and local and national humane groups to support its implementation of its pet sheltering and evacuation plan. LDAF has a state emergency contract with pet supply companies to provide material support during a pet evacuation and sheltering incident. Shelter supplies have been prepositioned at regional LDAF offices and other supplies will be sent to the shelters when contracts have been activated.

The following sequence of events will take place upon activation of ESF-11 and LDAF's Emergency Pet Evacuation and Sheltering Plan in response to a hurricane or tropical storm. A more detailed listing of this event timeline is provided in Appendix 1. In other events with little or no advance warning, the general sequence of events will remain the same; however, the timing of the events will be modified. All activities will be directed by the Incident Commander (IC) at the LDAF ICP in Baton Rouge.



2021 LDAF H & PANDEMIC HOUR TIMELINE

H-Hour 120+

- Develop and maintain transportation contract to support the movement of household pets
- Pre-position and store pet transport cages and shelter cages at Correctional Facilities, LDAF and designated parish storage sites for transportation and pet sheltering.
- Identify Pet Evacuation Shelters co-located, cohabitated and stand alone with Human Shelter locations
- Develop and train LDAF Incident Management Teams (IMT) to respond to Agriculture , Food Safety, Forestry, Pet and Livestock emergencies
- Maintain and develop resources and MOU's with state and out of state humane groups that may be called to support LDAF management team
- Maintain and develop contracts for supplies needed to support ESF 11 and ESF 4 function
- Develop and maintain communication with parish OEP directors, animal control directors and other state agencies to define parish emergency agriculture, pet and livestock needs.
- Develop and maintain communication with state and parish emergency response partners to develop community preparedness plans to protect agriculture, the food supply, and to address pet evacuation and sheltering
- Review and update ESF 11 and ESF 4 plans with local, state and federal agencies
- Develop and maintain ESF-9 CONOPS for ASAR
- Develop and maintain LDAF Fuel contracts.
- Develop and maintain LDAF Fuel Distribution teams
- Maintain and update LDAF personnel fuel cards and Fuel stickers.
- Develop Food Protection Task Force and Food Rapid Response Team
- Develop and maintain LDAF facilities for emergency response
- Align pet sheltering with ESF-6 plans for non congregate sheltering
- Identify pet friendly hotels for assignment to pet owners.
- Identify Pet Evacuation Shelters Cohabitated with Human Shelter locations
- Collaborate with LDH Public Health State Veterinarian, USDA, and subject matter experts to develop protocols for responder safety, animal care and sheltering, disease mitigation, decontamination and best practices related to transportation and sheltering animals.
- Maintain transportation contract to support the movement of household pets and to assess impact of pandemic on availability and timeline Prepare disinfect protocols for transports.
- Determine if LDOC will be available to support the LDAF MSN Pet sheltering and other support roles.
- Prepare LDAF Incident Management and shelter teams to respond to Agriculture , Food Safety, Forestry, Pet and Livestock and zoonotic emergencies



- Assess the impact of pandemic on availability and timeline of resources from supply contracts, , support partners, MOU's with state and out of state humane groups that may be called to support LDAF management team.
- Develop and maintain communication with parish OEP directors, animal control directors and other state agencies to define parish emergency agriculture, pet and livestock needs and to develop community preparedness plans and pandemic protocols.
- Review LDAF Fuel contracts and assess availability, Identify alternative fuel assets.
- Identify Shelter Sites for ill/symptomatic evacuees and their pets.
- Request GOHSEP contract Pet Friendly hotels to provide shelter for those with pets

H-120

- Review ESF 11 and ESF 4 plans and procedures
- Governor activates core SEOC
- ESF-11 desk activated at SEOC-GOHSEP Branch
- LDAF Command ,General Staff and Crisis Action Team on alert
- LDAF Emergency Director prepares ICS 201 Briefing
- Notify and coordinate Emergency Contracts, CTN Shelter facilities, Local, State , Federal agency partners, MOU's, NGO's and LSART to activation and deployment status
- Notify and coordinate with APHIS regarding potential needs for APHIS Technical Specialist
- Notify Fuel and Pet Transportation contracts of activation and deployment status
- Notify and coordinate LDAF facilities and personnel to activation and deployment status(Facility personnel leave is suspended until further notice)
- Confirm State Shelter capacity
- Fill LDAF fuel tanks to capacity
- Distribute fuel logs to LDAF Fuel sites
- Distribute emergency fuel cards
- LDAF IMT advised to make family, pet and home preparations for the storm
- LDAF IMT prepare to report to assigned work station

H- 108

- Public Information Officer to distribute press release to media, constituents and state legislature on tropical system warning/watch and urges to start preparing to protect property and accommodations for large and domestic animals. Communication will also include CDC guidance on social distancing and pet care during this time.
- Notify and coordinate Emergency Contracts, CTN Shelter facilities, Local, State , Federal agency partners, MOU's, NGO's and LSART to activation and deployment status
- Notify and coordinate with APHIS regarding potential needs for APHIS Technical Specialist
- Notify Fuel and Pet Transportation contracts of activation and deployment status



- Notify and coordinate LDAF facilities and personnel to activation and deployment status(Facility personnel leave is suspended until further notice
- Identify alternative transportation arrangements.
- Ensure all staff and responders have been equipped and trained on disease control practices.
- Determine procedures for Animal Responder Credentialing and sheltering processing.
- Identify teams of Animal Care Techs for pet evacuation in Parishes.
- Pre-position and store pet transport cages and shelter cages at Correctional Facilities, LDAF and designated parish storage sites for transportation and pet sheltering



H-102

- Public Information Officer to distribute press releases on tropical updates and update CDC guidance
- Prepare pet supply caches to support people with pets sheltering in hotels and churches
- Coordinate with LSART VMRC to identify available Veterinarians and Vet Techs to support animal care.
- Prepare shelter kits and staffing for a LDAF stand-alone pet shelter

H-96

- Delegation of Authority from Commissioner to ESF-11 Incident Commander to manage incident
- ESF-11 Incident Command Post activated in Baton Rouge
- ESF-11 Incident Commander activates LDAF Command and General staff
- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- ESF-11 and ESF 4 desk staffed per SEOC activation status
- ESF-11 Incident Commander activates ESF-11, Local, State, Federal and NGO assets to accomplish Agriculture, Food Safety, Fuel, Pet transportation and Sheltering missions
- Coordinate with USDA regarding federal assistance, APHIS Technical Specialist, APHIS ESF 11 Coordinator and USDA Food & Nutrition Service.
- ESF-11 Incident Commander activates MOU's with CTN Pet Shelter locations
- ESF-11 Incident Commander /Shelter IC activate LDAF IMT's to open CTN Pet Shelters
- ESF-11 Incident Commander activates MOU's with LDOC to assemble pet crates and configure crates on pet transport trucks to support operations plan for pet transportation & sheltering
- LDOC sends prison labor crews to assist LDAF personnel in setting up CTN shelters.
- Notify LDOC to set up special needs pet shelters on prison grounds
- ESF-11 Incident Commander will alert LSART, ASAR teams and NGO's of ESF-11 activation status via sit rep and calls
- ESF-11 Incident Commander executes fuel contract for evacuation.
- Inventory and maintain LDAF facility operational and emergency equipment and prepare for transport to LDAF sites
- LDAF IMT staff emergency responder credentialing stations at LDAF ICP, LDAF District offices and LDAF CTN Pet Shelter's
- LDAF employees advised to make family, pet and home preparations for the storm
- Coordinate with LDAF Commissioner, LDAF Fire Protection and State Fire Marshall on implementation of Burn Ban.
- Evaluate LDAF facilities for potential tree or debris damage and remove trees that may pose a threat to the facilities
- LDAF personnel notified to prepare for LDAF emergency response, report as assigned to work station, and to maintain LDAF fleet and equipment, staged ready to respond and stored in a safe location.



- Execute fuel contract for evacuation.
- Food Distribution communicates with School Food Authorities about release of USDA food to EOC. Food Distribution communicates with TEFAP agencies concerning inventory supply.
- ESF-11 and ESF 4 desk staffed per SEOC activation status
- ESF-11 Incident Commander activates ESF-11, Local, State, Federal and NGO assets to accomplish Agriculture, Food Safety, Fuel, Pet transportation and Sheltering missions
- Notify LDOC to set up special needs pet shelters on prison grounds
- Execute fuel contract for evacuation
- Request Pre-Scripted Out-Of-State Assets; determine alternatives if out-of-state resources are unavailable due to pandemic impact and/or threat.
- Alert Out-Of-State Technical Animal SAR Assets; determine alternatives if out-of-state resources are unavailable due to pandemic impact and/or threat.
- If available notify LDOC to activate support operations plan for Pet Transportation & Sheltering, including special needs pet shelters on prison grounds.
- If available, activate ESF-11, Local, State, Federal and NGO assets to accomplish Agriculture, Food Safety, Fuel, Pet transportation and Sheltering missions.
- Activate LDAF shelter teams to support alternative Pet Sheltering.
- Public Information Officer to maintain and update website with section dedicated to event.
- Determine alternatives if out-of-state resources are unavailable due to pandemic impact and/or threat
- Assign additional LDAF staff to support ESF 11 operations

H-72

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- LDAF trucks pick up wire shelter cages from storage and deliver to shelters
- CTN Shelters are manned by LDAF CTN Shelter IMT
- LDAF donation management is activated
- ESF-11 Coordinator request LDOC and NGO assistance and deployment at CTN Shelter to support LDAF
- Activation and official request for ASAR resources.
- Request deployment of USDA APHIS Technical Specialist (TSP) to monitor the safety and well-being of pets during evacuation and sheltering.
- Continue to review, monitor and coordinate the state's Agriculture, Food Safety, Pet Transport and Sheltering emergency needs with local, state and federal agencies
- Prepare LDAF facilities for accommodating Emergency responders
- LDAF trucks pick up shelter cages from storage and deliver to shelters
- Shelters are manned by LDAF Shelter Teams
- Activation and official request for ASAR resources.
- Ensure personnel attend the JIT for PPE, personal protection and infection control measures and techniques



- Public Information Officer will monitor media and respond to all media requests.
- Position resources to support cohabitated human /pet locations.
- Provide guidance on household pets, self-isolation and social distancing.

H-60

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- LDAF CTN Pet Shelters are operational and ready to receive pets
- LDAF coordinates with DCFS and DOTD on CTN transportation of pets at PPP, now in progress(Status reports every 4 hours with DCFS report)
- LDAF PPP Liaison reports to Orleans and Jefferson
- Pet transport trucks and vans dispatched to PPP's
- Public Information Officer to distribute press releases on state assistance being offered during event (such as fuel, pet shelter, hay).
- Intake & Registration of Pet-Ownning Households Begins At Shelters, Cohabitated and Stand Alone.
- Pet transport trucks are loaded and begin to travel with evacuee buses to shelter destinations as registration progresses
- If available, USDA TSP's are in place at assigned PPP's.
- LDAF Pet Shelters and **Pet Friendly Hotels** are operational and ready to receive pets
- LDAF coordinates with DCFS and DOTD on CTN transportation of pets at PPP, now in progress
- Pet transport trucks and vans dispatched to PPP's

H-50

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- CTN evacuation has become operational @ H-54
- LDAF CTN Pet Shelters are ready to receive pets
- LDOC and NGO's are onsite to assist LDAF's IMT
- Fuel tankers are deployed to Transportation Staging
- Monitor pet processing at PPP

H-48

- If available deploy Technical Animal SAR Teams

H-40

- Continuation of Public Information Campaign Encouraging Take Your Pet With You.

H-30

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- PPP's close
- Contra-flow begins
- LDAF CTN Pet Shelter operations continue



- LDAF ESF 11 may request USDA TSP's relocate to monitor the safety and well-being of pets at CTN Pet Shelters
- Confirm all responders are moving or have moved to safe locations
- Food Distribution prepares a stock status inventory of all warehouses to assess the quantity of food supply in storage
- State supported Pet Shelters continue support of people with pets
- Continue to monitor fuel availability with vendors
- LDAF prepare to conduct Agriculture and Food Safety damage assessments

H-24

- ASAR teams report for staging, credentialing and preparation.
- LDAF Fuel teams are activated and deployed to Fuel sites.
- LDAF prepare to conduct Agriculture and Food Safety damage assessments
- LDAF damage assessment teams staged for activation and deployment status reports
- LDAF facilities prepare for Storm force winds and damage.
- LDAF fleet and equipment stored in safe location.
- LDAF receives and stores emergency supplies for ESF 11 function
- LDAF damage assessment teams staged for activation and deployment status reports
- Food Distribution monitors inventory status of NSLP and TEFAP agencies.
- Sends SIT REP to SWRO USDA
- ASAR teams report for staging, credentialing and preparation

H-20 to H-Hour

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- LDAF Pet shelter teams may be reassigned to response and assessment and may be backfilled by NGO's
- Technical Animal Search & Rescue Teams Pre-Positioning
- Shelters Continue to Intake Pets
- Ongoing state supported pet shelter operations
- Ongoing MSNS pet sheltering operations

H + 12

- Deploy ASAR teams per request to support LDWF and LANG SAR
- Coordinate pet identification and transportation with LDWF and LANG SAR operations.
- LDAF supported Pet Shelter operations continue
- LDAF Emergency fuel operations continue
- Public Information Officer to distribute press releases on federal recovery assistance
- Food Distribution requests waivers depending on disaster declaration and USDA food need. Continue to send SIT REP to USDA

H + 24

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation



- Food Distribution request authorization to release USDA food commodities to disaster organizations pursuant to 7 CFR §250.69 and 7 CFR §250.70; submit orders for additional food commodities as requested through LDAF (USDA Food and Nutrition Service)
- Emergency Fuel Operations continue to support recovery efforts
- Conduct Agriculture and Food Safety damage assessments
- Pet return follows DCFS return of people as allowed by Parish OEP's
- Demobilization of LDAF CTN Pet Shelters, responders, equipment and supplies

H + 48

- Start demobilization of pet shelters and return facilities to original use
- Livestock feeding and watering operations based on assessments and NGO support
- Emergency Fuel Operations continue to support recovery efforts

2.1 Parish Pick-Up Point Operations

Registration of pets and people at the PPP is a parish function. LDAF will have personnel at each PPP to monitor pet transportation operations. Technical Specialists such as USDA Animal Care (USDA AC) personnel may also be requested to assist at the PPP.

Each parish will handle evacuee registration independently. Generally, registrations will involve two lines of evacuees at the PPP, one with pets and one without. Heads of each household will register manually on a "ticket" and will receive bar coded wristbands. Each child and pet in the household will then receive a bar coded wristband. The pet band will be taped onto the transport crate. Additionally, the pet will be given a neckband with the bar code number manually written on the band. The owner will place the band around the animal's neck and place the pet in the transport crate for the trucks or will place the pet in a soft-sided carrier for a ride to the shelter on the owner's lap. Parish volunteers will load the crates onto the truck and the bar code number will be manually written on a Truck Manifest Form.

Parish will fill out the applicable LDAF animal evacuation forms. DCFS will provide LDAF a printout listing all evacuees and their pets. DCFS will register CTN evacuees who bring their animals as lap pets on evacuation buses and record this information in Phoenix. The Transportation Branch of the LDAF IMT will track this information and provide regular updates on lap pets and pet trucks to receiving shelters.

2.1.1 Personnel

LDAF's PPP LNO will be trained in National Incident Management System (NIMS)-Incident Command System (ICS) guidelines and will have LDAF-issued credentials. LDAF's credentialing SOP is included as an Appendix to its All Hazards Base Plan. The credential will identify a person as an agricultural emergency responder who is authorized to support an ESF-11 response and may include specific jobs an individual may perform. PPP observers will be credentialed with photo-ID "L-Badges." All responders who receive a badge must sign the



Credentialing Application that contains the responder Code of Conduct (see the All Hazards Base Plan).

2.1.2 Equipment

No specific equipment will be needed to support an LDAF LNO at a PPP registration area.

2.1.3 Methodology

LDAF PPP LNOs will monitor the registration process for evacuees with pets. They will verify that all paperwork required accompany the shipment.

2.2 CTN Shelter Operations

LDAF has developed regional IMTs who have been trained according to NIMS-ICS guidelines. Using Branch Level Tactical Planning, the LDAF ICP will deploy SMTs to provide operational command of each shelter. These SMTs will report daily activities to the SM (Household Pet Division Supervisor from the LDAF ICP). The Shelter Plans Section will supply the necessary incident documentation to the Baton Rouge ICP. The IC at the LDAF ICP is responsible for all activities related to the incident. A complete breakdown of anticipated ICS structure at the LDAF ICP and at the shelters is provided in Appendix 3.

2.2.1 Personnel

In all animal sheltering situations, LDAF will deploy and utilize trained and credentialed staff. Shelter staff will receive a credential from LDAF. Credentialing will be based on the type and level of NIMS-ICS training a responder has. LDAF's credentialing plan is included as an Appendix to its All Hazards Base Plan. The credential will identify a person as an agricultural emergency responder who is authorized to support an ESF-11 response, such as animal sheltering or animal search and rescue. IMT and SMT staff and other NIMS-ICS trained state response staff will be credentialed with photo-ID "L-Badges." Untrained support personnel and "just-in-time volunteers" who may be needed in the response but have not taken NIMS-ICS courses (i.e., shelter workers, cowboys, cattle haulers) will be given "V-Badges." All responders who receive a badge must sign the Credentialing Application that contains the responder Code of Conduct (see the All Hazards Base Plan). Job-specific training will be provided through "just-in-time" training associated with deployment and any pre-response assignment.

The following text presents a summary of responsibilities for shelter CGS and critical subordinate positions in an SMT. Command Staff includes the Incident Commander (Shelter Manager), Liaison Officer, Safety Officer and Public Information Officer. The General Staff includes Operations Section, Planning Section, Logistics Section and Finance Section. All other positions are considered subordinate support positions.

SM (Division Supervisor in LDAF Organization Chart)

- Serves as the Shelter Manager.
- Is the Division Supervisor from the Household Pest Branch, under the Operations Section at the LDAF ICP.
- Reports to the Household Pet Branch Director at the LDAF ICP.
- Coordinates shelter team organization and training pre-incident.



- Directs overall incident and is responsible for shelter opening, operating, and closing.
- Coordinates staff meetings and operations briefings at the beginning and end of each shift.
- Ensures that all animals receive proper and timely care.
- Communicates with the ESF-11 Coordinator at the SEOC and the LDAF IC.
- Ensures that Plans Section submits daily shelter documents to the LDAF ICP: SitReps, ICS Forms 214, 215 and 215A; and LDAF Form 02 (Daily Sign In/Sign Out).
- Ensures that Plans Section saves all ICS 211 Forms (Registration/Credentialing Forms) for submission to the LDAF ICP as responders register throughout the incident.
- Maintains daily ICS Form 214 Unit Log and submits to Shelter Plans Section.
- Signs Daily Sign In/Sign Out Form at registration desk.

Shelter Liaison Officer (LNO)

- Reports to the Shelter Manager.
- Coordinates communication with support agencies and NGOs.
- Meets with DCFS LNO at the associated human shelter once daily regarding human/pet issues at the shelters.
- Coordinates with the LDAF Public Information Officer (PIO) at the LDAF ICP.
- Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- Signs Daily Sign In/Sign Out Form at registration desk.

Shelter Safety Officer (SO)

- Reports to Shelter Manager.
- SO must insure the safety of all animals and all people at the shelter.
- Strictly enforces a no-smoking policy within the facility.
- Identifies, designates, and prominently marks all fire exits, first aid stations for humans and pets, hazardous paths, water stations, rest rooms, handicap accessible areas and other potential risk areas within the facility.
- Monitors safety of animal holding areas – electrical, water, fire, kennel placement, security.
- Monitors safety of all public areas – slippery paths, unlit areas, uneven footing, hazardous equipment or objects such as loose boards, protruding metal or nails.
- Encourages safe handling practices for animals and require reporting of all bites, scratches and other injuries. Logs all injuries and reports animal bites to parish authorities.
- Encourages shelter workers to maintain proper hydration, food intake and rest; ensures that adequate supplies of drinking water are available at all times.
- Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- Supervises the production of the daily Safety Analysis Worksheet (ICS Form 215A) at daily strategy meetings.
- Signs Daily Sign In/Sign Out Form at registration desk.

Shelter Operations Section Chief (OSC)

- Reports to the Shelter Manager.
- Assists with developing strategies and identifies, assigns, and supervises resources needed to accomplish incident objectives.



- Monitors and supervises daily activities of all operational teams at the CTN shelters.
- Monitors the daily operation of the veterinary hospital and supervises Veterinary Care Team.
- Directly supervises Loading Team in offloading and placement of animals in the shelter as they arrive on transport vehicles.
- Works with SM to oversee closure of shelter, and supervises Loading Team in loading and placement of animals on transport vehicles for departure.
- Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- Supervises the production of ICS 215 Forms (Operational Planning Worksheet) at daily strategy meetings.
- Signs Daily Sign In/Sign Out Form at registration desk.

Shelter Loading Team Leader

- Loading Team Leader reports to the shelter OSC.
- Team Leader works with OSC to organize teams as needed.
- Verifies receipt of animals:
 - Verifies that each pet on the Truck Manifest Form is received at the shelter.
 - Verifies that each pet on the Truck Manifest Form has a corresponding transportation request form.
 - Contacts SM and parish loadmaster to resolve any discrepancies.
 - Dictates the speed of offloading.
 - Signs the Truck Manifest Form to acknowledge receipt of the pets.
- Verifies safety and accuracy of the loading process during home transport:
 - Fills out return truck manifests.
 - Verifies that all crate doors are secure as pets are loaded.
 - Ensures that no exotic pets are put on refrigerated trucks.
 - Ensures that every pet in truck is listed on truck manifest and has a TRF.
 - Briefs driver on stopping every two hours to ventilate truck for 30 minutes.
 - Signs the truck manifest to verify that truck is loaded and checked.
 - Leaves contact information on truck manifest so loadmaster can be contacted if needed.
- Calls loadmaster at receiving PPP to notify them that the truck has left shelter.
- Maintains daily ICS 214 Forms (Unit Log) and submits them to the Shelter Plans Section.
- Signs Daily Sign In/Sign Out Form at registration desk.

Shelter Admit/Kennel Team Leader

- Admit/Kennel Team Leader reports to Shelter OSC.
- Admit/Kennel Team Leader works with OSC to organize team; i.e., units, unit leaders.
- Oversees registration and operation of up to 500 animal units; each unit leader should be at or near their unit registration table at all times.
- Oversees set-up of cages for up to 500 animal units; each cage must have an empty page protector attached to the cage with a zip tie.
- Manages shelter team of LDAF personnel or NGO volunteers, ensuring that animals are handled only by their owners or a designated person.



- Documents animal injuries and reports human injuries to the correct channels (see bite protocol in Appendix 4).
- Submits daily Unit Situation Report to OSC that will include an animal census (head count) and a list of supplies, needs, and any incidents. Census is to be conducted by 7:00 a.m. daily.
- Assists the Planning Section in registering evacuees and their pets using associated forms.
- Issues a Failure to Comply notice if an owner does not properly care for their animal.
- Ensures that pet owners have walked, cleaned, fed, and watered their pet within the time designated by the SM. A Team Leader will designate a shelter worker to care for the pet if the owner has not done so.
- Daily Animal Care sheet must be signed by the shelter worker in red to signify that the shelter worker cared for the pet and not the owner. The information will also be written in the medical notes section on the back of the Admin/Discharge sheet and will include the date and time and the name of the shelter worker who cared for that animal.
- Designates when shelter workers may handle animals because, unless there is a problem, owners will handle their own pets.
- Maintains daily ICS 214 Forms (Unit Log) and submits them to the Shelter Plans Section.
- Signs Daily Sign In/Sign Out Form at registration desk.

Shelter Security Team Leader

- Reports to Shelter OSC.
- Ensures facilities and operations have adequate security.
- Examines the surrounding area to assess the risk of disruption of services, damage or destruction of property, theft, and unapproved access by the public.
- Ensures a security plan is in place.
- Provides guidance to shelter personnel and visitors on security precautions.
- Maintains daily ICS 214 Forms (Unit Log) and submits them to the Shelter Plans Section.

Shelter Planning Section Chief (PSC)

- Reports to the SM.
- Coordinates daily planning meetings.
- Facilitates production and submission of documents, to the LDAF ICP Documentation Unit Leader, that are used for Federal Emergency Management Agency (FEMA) reimbursement (ICS 214 Forms [Unit Log], Daily Sign In/Sign Out and ICS Forms 211, 215, and 215A).
- Facilitates production and submission of the daily SitRep, to the LDAF ICP, that is used for maintaining situational awareness and for briefing the Commissioner.
- Conducts an animal census (head count) every morning by 7:00 a.m., and records it on the SitRep to be submitted by 8:00 a.m. before start of the LDAF ICP planning meeting.
- Conducts an animal census in the evening if it is required by the SM. The LDAF IC determines if an evening SitRep is required.
- Sets up and maintains an LDAF administrative office to handle all required forms and documents.
- Sets up and maintains the responder registration desk for shelter responders.



- Sets up and maintains the pet intake registration desk.
- Registers responders and pet owners:
 - Needs forms.
 - Needs pens, paper, paperclips, tape, scissors, clipboards, folders, computer, fax/printer, etc.
 - Needs credentialing badges.
 - Needs shelter badges.
 - Needs shelter kits.
- Maintains daily ICS 214 Forms (Unit Log) for the Plans Section.
- Prepares, maintains and oversees the Daily Sign/Sign Out Form for all Sections.

Shelter Resource Unit Leader (RUL)

- Reports to the shelter PSC.
- Coordinates registration and credentialing.
- Keeps lists of all resources – people, supplies, and equipment.
- Participates in daily tactics meeting to develop ICS Form 215 reports.

Shelter Technical Specialists

- Report to registration desk and then to SM when activated; will be directed to appropriate section by the SM.
- Consist of volunteers called in to assist the LDAF IMT; i.e., humane associations, AgCenter, USDA personnel.

Shelter Logistics Section Chief (LSC)

- Reports to SM.
- Responsible for making sure the shelter has sufficient resources to accomplish its mission; i.e., makes sure supplies, kits, equipment, contracts, personnel, and shelter are ready to open when needed and reports deficiencies or needs to the SM.
- Works with the Operations and Planning Sections, pre-incident, to map out the location of all areas in shelter:
 - Sets up perimeter security fencing.
 - Sets up shelter signage and registration location.
 - Designates separate areas for pet living quarters.
 - Designates dog walking areas and cat exercise areas.
 - Evaluates building facilities and reports conditions.
 - Sets up shelter fans, water hoses, trash cans, and other necessary supplies.
 - Sets up support supplies including disinfectant stations, refrigerators, first aid stations, and other areas as determined by SM or Operations Chief.
 - Sets up veterinary care, quarantine for sick animals, aggressive animal area, and “cat chill area” as determined by SM or shelter veterinarian in charge.
 - Set-up areas may include incoming triage, hospital, and general hospital care area.
 - Sets up pet transport loading and unloading area.
 - Coordinates the delivery of animal cages, shelter kits and shelter supplies.
 - Organizes the assembly of animal cages and cage numbering, utilizing inmates assigned.
 - Coordinates placing cages on plastic sheeting, if floor is not suitable for drainage or cleaning.



- Sets up and organizes cat and dog cage areas that provide easy access to cleaning supplies (pooper scoopers, paper towels, trash cans, liners, etc.).
- Coordinates the arrangement of water and feeding bowls in an accessible area.
- Coordinates the placement of trash cans and clean-up supplies in accessible area.
- Coordinates the storage of shavings and feed in a dry place.
- Coordinates the distribution of shavings in dog walk areas if grass is not available.
- Sets up and organizes supply and equipment storage areas.
- Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- Signs Daily Sign In/Sign Out Form at Registration Desk.

Shelter Finance Section Chief (FSC)

- Reports to SM.
- FSC is responsible for monitoring and documenting all shelter costs.
- Monitors LDAF Form 02 (Daily Sign In/Sign Out Sheet).
- Monitors volunteer hours, meals and billeting.
- Maintains receipts for supplies and materials procured before, during, and after the event.
- Monitors damages for storm and pet/owner related events.
- Submits financial summary to SM as requested.
- Maintains daily ICS 214 Forms (Unit Log) and submits to Shelter Plans Section.
- Signs Daily Sign In/Sign Out Form at Registration Desk.



2.2.2 Equipment

The equipment needed to set up and maintain a shelter is as follows:

Shelter Ops Kit (For Animal Intake)

Required Supplies per 500 Animals

Items per Shelter Kit	Total Required	Total on Hand	Needed
Index cards, plain 3x5	1500		
Clipboards, 10	20		
Ink pens (blue medium)	500		
Page protectors	1000		
Cable ties 11.5"	1000		
Post-It-Note cubes 2"x2"	4		
Duct tape, 2x60 yd. roll	4		
Legal pads	12		
Pads, spiral bound	2		
Staplers	6		
Staples, boxes	4		
3 three-hole punches	6		
Marker sets, large, blue, black, red, green	2		
3 rolls of scotch tape ¾"	6		
Scissors, 8"	6		
Large paper clips	800		
Plastic tub, 14½ gallon	2		

Shelter Forms Required	
1. Animal Emergency Shelter Agreement	1200
2. Transportation Registration	1200
3. Animal Emergency Shelter Admit/Discharge	1200
4. Truck Manifest for Pet Emergency Evacuation	1000
5. For Medical Information Only	200
6. Bite Record	100
7. Rabies Vaccination Needed	100
8. Daily Animal Care Sheet	1200
9. Failure to Comply Notice	200



Shelter Plans Kit (for Responders and Owners)

State and federal forms (Appendix 8):

- LDAF Form 01 Registration/Credentialing Form for Non-LDAF personnel only
- LDAF Form 02 Daily Sign In/Sign Out Sheet
- LDAF ICS 211 Initial Incident Registration/Credentialing Form for all personnel
- ICS 215 Branch Level Operational Planning Form
- ICS 215A Risk Analysis Form
- ICS 214 Unit Logs
- Shelter SitRep
- Shelter Owner Log (AHS 20-29)
- Clip boards
- Pens
- Pencils
- Staplers
- Tape
- File folders
- Filing tubs
- Markers
- Copy paper
- Printer
- Digital camera
- Laptop
- Hard copies of all forms
- Jump drive with all shelter forms and manuals
- Tables
- Chairs



Kennel Unit Kits

Required Supplies per 500 Animals

Items per Kennel Kit	Total Required	Total on Hand	Needed
Cages, wire (large)	480		
Cages, wire (extra large)	20		
Cage, transfer	1		
Water cooler, 5 gallon	5		
Ice chests (large)	2		
Trash cans, 30 gallon	15		
Trash can bags (box)	15		
Tables, folding	6		
Chairs, folding	12		
Cots	10		
Carts, wheeled, Rubbermaid	3		
Pallet, hand truck	2		
Shrink wrap, rolls	8		
Shrink wrap handle wrappers	2		
Canopy shelters	5		
Bleach, 1gallon bottles	4		
Squirt bottles	10		
Water hoses, 50'	5		
Water hose spray nozzles	5		
Extension cords, indoor/outdoor, 50'	25		
Fans, pedestal 30"	20		
Bowls, 3 qt., stainless steel	500		
Bowls, 1 qt., stainless steel	500		
Dog handling pole	2		
Round net	1		
Nitrile gloves, XL	2,400		
Nitrile gloves, M	2,400		
Leashes	500		
Pooper scoopers	3		
Exotic paper bedding	1 case		
Kitty litter, 25 lb. bags	20		
Litter pan, disposable, paper	1 case		
Poop bags	5000		
Puppy pads	1 case		
Cat litter scoops	100		
Hand sanitizer (½ gallon bottle)	1 case		
First aid kit (large)	1		
Food containers, 6 oz. Solo brand	1,000		
Food cups	1,000		
Paper napkins	1 case		



Kennel Unit Kits (continued)

Required Supplies per 500 Animals

Items per Kennel Kit	Total Required	Total on Hand	Needed
Toilet paper	1 case		
Paper towels	1 case		
Colored neckbands (5 different colors)	200 each color		
Buckets	10		
Barrier fence, 25' roll	2		
Broom	5		
Push broom	5		
Surge protectors	6		
Frontline flea, cat/dose	500		
Frontline flea, dogs 0-22 lbs.	500		
Frontline flea, dogs 45-48 lbs.	500		
TYVEK Suits, (L)	25		
TYVEK Suits, (XL)	25		
TYVEK suits, (4XL)	25		
Shavings	optional		
Poultry fence, 25' roll	2		
Microchip chips	500		

2.2.3 Methodology

CTN Shelter Intake

- Intake begins when the pets arrive at CTN shelter via LDAF pet transport or with pet owners on buses.
- Pet owners should have pre-registered at PPP; some information will have been recorded.

Offloading Pet Trucks

- Pet transport arrives at CTN shelter.
- Loading Team receives a Truck Manifest and a copy of the TRF for each pet from the truck driver.
- Loading Team verifies that each pet on the Truck Manifest is in truck.
- Loading Team verifies that each pet on manifest is unloaded.
- Loading Team signs Truck Manifest only after all pets are verified.
- Each pet receives a tab-band neck collar at the PPP with an ID number. The Pet ID number may be the number from the DCFS bar coded band, pet microchip number, or a unique animal ID number. The DCFS pet bar code number is hand written on the pet's neckband, the Truck Manifest, and the Transportation Registration form. The DCFS pet bar code band is taped to the pet transport crate.
- Loading Team should cross-check each pet's ID number with the Truck Manifest.
- Notify SM if any discrepancies cannot be resolved.



Unloaded Pets

- SM or Kennel Team will assign arriving animals to a unit by home parish.
- If multiple parishes are present in a shelter, each parish should be designated with a specific color (especially a concern in Shreveport where Jefferson, Calcasieu, Cameron, and Iberia Parishes may be present; see assigned colors in Appendix 6).
- Document kennel location and pet ID number on paperwork (Truck Manifest Admit/Discharge Form, Daily Animal Care Sheet and Owner Log).
- If owners are present, they can claim their pet, register at the shelter and assist with moving their pets from the transport crate to the shelter cage.
- A file for each pet is created and placed in a binder at the designated unit check-in table. A daily care sheet will be placed inside a plastic sheet protector and zip-tied to the wire kennel. The DCFS pet bar code band is removed from the transport crate and placed in the plastic sheet protector and will be placed on the return transport crate.
- Once the animal has been assigned an animal ID number and a unit, the owner, if present, should read, fill out and sign the Admission/Discharge form and the shelter agreement.
- The owner and pet will then be escorted by a Kennel Team member to the pet living quarters and the pet will be assigned a numbered cage within the unit.

Pet Registration / Intake Desk

- Intake desk should be equipped with supplies from the Shelter Kit and Shelter Forms:
 - Truck Manifest for Pet Emergency Evacuation (AHS 20-20): Arrives with pet transport truck and Loading Team Leader receives and verifies its information.
 - TRF (AHS 20-21): Pet owner received this TRF at the PPP, presents it at the CTN Shelter Intake/Registration Desk and it is attached to Shelter Admit/ Discharge Form which is filed alphabetically; owner needs to complete new TRF for the discharge of pet and return transport to PPP.
 - Animal Emergency Shelter Admission/Discharge Form (AHS 20-22): Pet owners may have completed at PPP; if not, they are to complete, sign, and submit it at the intake desk where it is attached to TRF and Shelter Agreement and filed.
 - Animal Emergency Shelter Agreement (AHS 20-23): Pet owners are required to complete, sign, and submit at intake desk where it is attached and filed with other forms.
 - Failure to Comply Notice (AHS 20-24).
 - Daily Animal Care Sheet (AHS 20-25): Daily record of owner's animal care; vaccination status is noted; sheet to be kept in sheet protector attached to pet's cage.
 - For Medical Information Only (AHS 20-26).
 - Bite Record (AHS 20-27).
 - Shelter Owner Log (AHS 20-27): Records pet owner's name and pet cage number(s). Owner must sign daily upon entry and is then issued a shelter badge. Owner must sign the log again upon exiting, when the badge is returned. Log is used to provide daily animal count and to verify owner's daily care for pets; log denotes when owner leaves shelter (Appendix 4).
- Ask the owner who would be the best person to be designated as the family animal caregiver. If applicable, place a matching color-coded wristband on the wrist of the



primary owner or the designated family caretaker. Show that person how to locate their pet's kennel in the shelter. ***Only one family member is allowed in the pet living quarters to take the pet out and clean the cage twice daily. No one under 18 is allowed in the pet living quarters. Other family members may interact with pet in dog walk areas.**

- Explain to the owner that no one will touch their pet unless it is ill. Owners are the only ones allowed to handle pets. Shelter workers are only there to provide assistance. Show them how to fill in the Daily Care Sheet and tell them that they are responsible for completing the sheet daily. Explain to the owner that part of the shelter agreement is that they care for their animals. Any animal not receiving care will be removed by animal control. Explain to owner that pet should be cared for between hours determined by the SM depending on available transportation and co-location status. If for any reason an owner is unable to care for their pet, they are to notify their unit leader so that short-term alternative arrangements can be made. SMs will determine visiting hours at each shelter.
- Explain that owners are responsible for the actions of their pets. Owners are responsible for ensuring their pets do not injure anyone.
- Explain the hours the shelter will be open. After closing, the shelter will be off limits to all people except shelter personnel.
- Explain to owner that the family-designated animal caregiver must sign their dog in and out of shelter section with a photo ID twice per day. Cats will not be allowed out of cages. Only the family-designated animal caregiver will be allowed to care for the cats.
- Explain to owner where the dog walk area is. Suggest they walk their dog prior to putting them in a cage. Show them where plastic poop bags are located, how to use them and where garbage containers are located.
- Explain to cat owners how to daily clean their cat's cage and litter box.

Daily Shelter Operations

- Owners are required to present a photo ID and sign the Shelter Owner Log at the intake desk to enter and exit the shelter. They will be given a shelter badge, to be worn while in the shelter. Return of the badge is required upon leaving the shelter. If applicable, owners should have on their wrist a color-coded wristband that matches the unit they are in. Shelter workers will verify that the person has signed the Owner Log with the name on their photo ID.
- Shelter teams will check the Shelter Owner Log to verify what animals have not received their daily care. Check times will be determined by the SM based on visiting hours and the Unit Leader will be notified if animals have not received care. Any animal not receiving care from its owner will be cared for by shelter staff and the animal care sheet will be signed in red by the Unit Leader or his designee. A Failure to Comply notice will be placed in the plastic envelope on the cage. A notation will be entered on the back of the Admission/Discharge Form for that owner and pet, including date, time and description of which rule was not followed.
- Shelter workers are responsible for ensuring that people keep the shelter clean. Trash cans with plastic liners should be available for owners to throw away their trash.



- Shelter workers will be responsible for monitoring the walking and potty areas. This is best done by making sure owners are aware of the necessity of cleaning up the feces and that there are trash cans with liners available.

Discharge

- This process begins when the LDAF ICP has been notified by the parish OHSEP director that the situation is safe for the people to return home.
- Ensure only family-designated animal caregiver arrives to sign out pet. They must present photo ID and have color coded wristband.
- Retrieve the Animal Care sheet from cage; it will be filed with other shelter forms.
- Ensure owner has cleaned out cage and removed personal items from cage.
- Have owner sign out the pet on the Admission/Discharge Form.
- Staple the Animal Care Form to Admission/Discharge Form and file the forms in alphabetical order in the discharged file.
- Determine if the person requires transportation to the PPP and make sure they are in the correct place, and on time for their transportation. A new TRF will be required for the return transportation cycle.
- Shelter teams assist in loading animals into transportation crates and onto transportation vehicles under supervision of the Loadmaster.
- The DCFS pet barcode band should be removed from the plastic sheet protector and taped on the pet transport crate.
- Loading Team fills out a truck manifest, verifies that all crate doors are secure as pets are loaded, and ensures that no exotic pets are put on refrigerated trucks.
- Loading Team checks that every pet in truck is listed on Truck Manifest and makes sure that the driver is aware he must stop every two hours and ventilate for 30 minutes.
- Loading Team signs the truck manifest to signify truck is loaded and checked.
- Loading Team should list contact info on the Truck Manifest so driver can phone if questions arise.
- Loading team calls Animal Emergency Coordinator at receiving parish to notify them that truck has left shelter.
- Each receiving parish should have their Animal Emergency Coordinator (usually the Animal Control Officer (ACO) present at the PPP and at the parish animal shelter to assist in the return process.

2.3 Health and Safety

Health and safety will be planned, coordinated and implemented by the Shelter Safety Officer. General human first aid and access to emergency medical services must be provided at all shelter locations. Special consideration should be given to safety issues associated with animal bites, cleaning pets that may have been exposed to a toxic environment, daily pet waste cleanup, sharps procedures associated with animal treatment, drug security, euthanasia procedures and euthanized pet disposal.



2.4 Communication

Communication associated with household pet sheltering will involve operational communications and public information. Operational communications will be managed by the CGS in a shelter's ICS. Communications equipment may include 700 and 800 MHz radios, cellular telephones or any other system compatible with operations and the LDAF ICP.

2.5 Documentation

Documentation is critical to providing an accurate record of creating, operating, and maintaining animal shelters. This information is important in managing an emergency response, managing pet care and ownership, providing liability protection, and in cost recovery efforts. Examples of the required documentation are included in Appendices 7 and 8.

Written documentation will be maintained by using official state or federal forms, or a combination of both. Documentation should be recorded with an ink pen, and any entry errors should have a single line drawn through them with the author's initials and date recorded at one end of the line.

Shelter Documentation Forms for FEMA reimbursement

- LDAF Form 01, Registration and Credentialing for non-LDAF volunteers only (has Code of Conduct that volunteers must sign and adhere to).
- LDAF Form 02, Daily Sign In/Sign Out Sheet for use as emergency timesheet; FEMA pays overtime only; LDAF employee must maintain regular timesheet and vehicle log.
- LDAF ICS 211, Registration and Credentialing Form for all LDAF responders; one time registration only for responder to receive ESF-11 credential (green photo L-Badge if ICS trained, pink non-photo V-Badge if not ICS trained).
- ICS 214 Unit Logs document unit activities; to be submitted daily.
- ICS 215. Branch Level Operational Planning Form; to be completed by Operations Chief at morning Tactics Meeting where all resources needed by the shelter, for current operational period, are listed; form is submitted daily so LDAF ICP can meet needs and develop daily Incident Action Plan (IAP).
- ICS 215A, Risk Analysis, to be filled out by Safety Officer at daily Tactics Meeting each operational period.
- Shelter SitRep, produced at the beginning of each shift and submitted daily to ICP.

FEMA forms can be found at: <http://www.fema.gov/emergency/nims/JobAids.shtm> .

Evacuation and Sheltering Forms

These forms are for use at PPP and shelters to document activities:

- Truck Manifest for Pet Emergency Evacuation (AHS 20-20).
- Transportation Registration Form (AHS 20-21).
- Animal Emergency Shelter Admission/Discharge (AHS 20-22).
- Animal Emergency Shelter Agreement (AHS 20-23).



- Failure to Comply Notice (AHS 20-24).
- Daily Animal Care Sheet (AHS 20-25).
- For Medical Information Only (AHS 20-26).
- Bite Record (AHS 20-27).
- Rabies Vaccination Needed (AHS 20-28).
- Shelter Owner Log (AHS 20-29).

If pictures, video, or taped messages or interviews are used to supplement the written documentation record, the following information should be documented for each picture, video segment, or audio taped message or interview: photographer or interviewer, subject, time, date, person interviewed (video or audio taped), photo and film roll number, direction (pictures and video) and general weather conditions (e.g., temperature, wind direction, humidity, sky condition, etc.).

2.5.1 Access Screening

Shelter access control is a crucial part of shelter management. Only credentialed shelter staff and approved pet owners should be allowed to enter the shelter area. In either case, “L-Badges” or “V-Badges” should be issued to individuals with access to the shelter area. Shelter workers will be issued “L-Badges” if they have the required NIMS-ICS training; other CTN volunteer shelter workers, without the pre-requisite training, will be issued “V-Badges.” Owners will be issued a “CTN Shelter-Badge” after they have signed in to care for their pet. This badge must be returned when the pet owner leaves the shelter, upon sign-out. These badges are color-coded to the issuing CTN shelter.

2.5.2 Resources Used

Throughout the process of sheltering household pets and service animals, it will be necessary to maintain various types of documentation. For reimbursement payments to the responding agency or other forms of state or federal reimbursement or cost sharing, it will be necessary to document the resources applied and expended in providing animal sheltering. These costs can include labor charges, equipment rentals or purchase, costs of expendable equipment or supplies, subcontractor costs, or any other costs associated with providing the sheltering services. The Planning Section will be responsible for maintaining this documentation, using forms identified above.

2.6 Training

Personnel training will be a critical component of planning to initiate animal sheltering in the event of an emergency or disaster. Shelter IMT members and shelter workers will be trained in NIMS-ICS guidelines. Additional, task-specific training may include biosecurity, family counseling, animal handling, emergency management, cleaning and disinfection, and disease recognition. This training may be provided by LDAF, the AgCenters or other qualified organizations or personnel. Public concern and potential conflict associated with human and animal evacuation and sheltering will require shelter staff to have some level of training to comfort pet owners and defuse potentially volatile situations. Law enforcement personnel have



this training and can be a training resource for non-law enforcement personnel who would support the sheltering effort.

Personnel associated with the daily operation of a shelter must be familiar with the documentation requirements and the access screening protocols. Access screening will allow only authorized people to enter a shelter area. Training in these aspects of shelter management will be needed for volunteer shelter workers working under a “V-Badge” credential.

Training in animal care and handling and biosecurity can be provided at the shelter-level by private, state, or federal personnel.

2.7 Public Information

Public information will be coordinated between the SM and the LDAF ICP Public Information Officer (PIO). Guidelines and restrictions associated with public information are contained in the LDAF All Hazards Base Plan.

Once a shelter is being set up for operation, the LDAF PIO will initiate a public information and media plan to inform the local community of the existence and operation of animal shelters. Possible public information conduits will include the LDAF website and/or media relations. The LDAF website will have a link to Emergency Programs, listing pertinent information, updates and links to applicable forms.

Media and Public Relations

Each SM shall funnel all media inquiries, interviews and press releases through the LDAF PIO. The PIO will coordinate all information releases. The following media protocol will be observed during animal sheltering:

- When the media approaches a shelter or working area, they shall be directed to the SM for permission and direction.
- Any requests for interviews by the media must be referred to the LDAF PIO, who will schedule with the appropriate spokespersons
 - A “pre-interview briefing,” attended by all interested parties (Section Chiefs, Area Command, etc.) is appropriate, when necessary.
- Utilize the LDAF website to post official information during a sheltering event to prevent and dispel rumors and inaccuracies, reduce miscommunication, and support the official lead agencies charged with overall conduct of the sheltering activity.

Failure to use the PIO system may result in immediate loss of credentials.

REFERENCES

None listed.



APPENDIX 1

LDAF H-HOUR TIMELINE (Complete)

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2021 LDAF H HOUR TIMELINE

H-Hour 120+

- Develop and maintain transportation contract to support the movement of household pets
- Pre-position and store pet transport cages and shelter cages at Correctional Facilities, LDAF and designated parish storage sites for transportation and pet sheltering.
- Identify Pet Evacuation Shelters co-located with Human Shelter locations
- Develop and train LDAF Incident Management Teams (IMT) to respond to Agriculture , Food Safety, Forestry, Pet and Livestock emergencies
- Maintain and develop resources and MOU's with state and out of state humane groups that may be called to support LDAF management team
- Maintain and develop contracts for supplies needed to support ESF 11 and ESF 4 function
- Develop and maintain communication with parish OEP directors, animal control directors and other state agencies to define parish emergency agriculture, pet and livestock needs.
- Develop and maintain communication with state and parish emergency response partners to develop community preparedness plans to protect agriculture, the food supply, and to address pet evacuation and sheltering
- Review and update ESF 11 and ESF 4 plans with local, state and federal agencies
- Develop and maintain ESF-9 CONOPS for ASAR
- Develop and maintain LDAF Fuel contracts.
- Develop and maintain LDAF Fuel Distribution teams
- Maintain and update LDAF personnel fuel cards and Fuel stickers.
- Develop Food Protection Task Force and Food Rapid Response Team
- Develop and maintain LDAF facilities for emergency response

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- Monitor Storm
- Review ESF 11 and ESF 4 plans and procedures
- Governor activates core SEOC
- ESF-11 desk activated at SEOC-GOHSEP Branch
- LDAF Command ,General Staff and Crisis Action Team on alert
- LDAF Emergency Director prepares ICS 201 Briefing
- Notify and coordinate Emergency Contracts, CTN Shelter facilities, Local, State , Federal agency partners, MOU's, NGO's and LSART to activation and deployment status
- Notify and coordinate with APHIS regarding potential needs for APHIS Technical Specialist
- Notify Fuel and Pet Transportation contracts of activation and deployment status
- Notify and coordinate LDAF facilities and personnel to activation and deployment status(Facility personnel leave is suspended until further notice)
- Confirm CTN Shelter capacity

- Fill LDAF fuel tanks to capacity
- Distribute fuel logs to LDAF Fuel sites
- Distribute emergency fuel cards
- LDAF IMT advised to make family, pet and home preparations for the storm
- LDAF IMT prepare to report to assigned work station

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- Delegation of Authority from Commissioner to ESF-11 Incident Commander to manage incident
- ESF-11 Incident Command Post activated in Baton Rouge
- ESF-11 Incident Commander activates LDAF Command and General staff
- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- ESF-11 and ESF 4 desk staffed per SEOC activation status
- ESF-11 Incident Commander activates ESF-11, Local, State, Federal and NGO assets to accomplish Agriculture, Food Safety, Fuel, Pet transportation and Sheltering missions
- Coordinate with USDA regarding federal assistance, APHIS Technical Specialist, APHIS ESF 11 Coordinator and USDA Food & Nutrition Service.
- Submit request through WebEOC and APHIS VS ADD as needed for USDA Technical Specialist (USDA-VS and USDA-AC)
- ESF-11 Incident Commander activates MOU's with CTN Pet Shelter locations
- ESF-11 Incident Commander /Shelter IC activate LDAF IMT's to open CTN Pet Shelters
- ESF-11 Incident Commander activates MOU's with LDOC to assemble pet crates and configure crates on pet transport trucks to support operations plan for pet transportation & sheltering
- LDOC sends prison labor crews to assist LDAF personnel in setting up CTN shelters.
- Notify LDOC to set up special needs pet shelters on prison grounds
- ESF-11 Incident Commander will alert LSART, ASAR teams and NGO's of ESF-11 activation status via sit rep and calls
- ESF-11 Incident Commander executes fuel contract for evacuation.
- Inventory and maintain LDAF facility operational and emergency equipment and prepare for transport to LDAF sites
- LDAF IMT staff emergency responder credentialing stations at LDAF ICP, LDAF District offices and LDAF CTN Pet Shelter's
- LDAF employees advised to make family, pet and home preparations for the storm
- Coordinate with LDAF Commissioner, LDAF Fire Protection and State Fire Marshall on implementation of Burn Ban.
- Evaluate LDAF facilities for potential tree or debris damage and remove trees that may pose a threat to the facilities
- LDAF personnel notified to prepare for LDAF emergency response, report as assigned to work station, and to maintain LDAF fleet and equipment, staged ready to respond and stored in a safe location

H-72

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- LDAF trucks pick up wire shelter cages from storage and deliver to shelters
- LDOC sends prison labor to assist LDAF personnel in setting up shelter
- LDOC sets up DCI Pet Shelter
- CTN Shelters are manned by LDAF CTN Shelter IMT
- LDAF donation management is activated
- ESF-11 Coordinator request LDOC and NGO assistance and deployment at CTN Shelter to support LDAF
- Activation and official request for ASAR resources.
- Request deployment of USDA APHIS Technical Specialist (TSP) to monitor the safety and well-being of pets during evacuation and sheltering.
- Continue to review, monitor and coordinate the state's Agriculture , Food Safety, Pet Transport and Sheltering emergency needs with local, state and federal agencies
- Prepare LDAF facilities for accommodating Emergency responders

H-60

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- LDAF CTN Pet Shelters are operational and ready to receive pets
- LDAF coordinates with DCFS and DOTD on CTN transportation of pets at PPP, now in progress(Status reports every 4 hours with DCFS report)
- LDAF PPP Liaison reports to Orleans and Jefferson
- Pet transport trucks and vans dispatched to PPP's
- Pet transport trucks are loaded and begin to travel with evacuee buses to shelter destinations as registration progresses
- USDA TSP's are in place at assigned PPP's.

H-50

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- CTN evacuation has become operational @ H-54
- LDAF CTN Pet Shelters are ready to receive pets
- LDOC and NGO's are onsite to assist LDAF's IMT
- Fuel tankers are deployed to Transportation Staging

H-30

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- PPP's close
- Contra-flow begins
- LDAF CTN Pet Shelter operations continue
- LDAF ESF 11 may request USDA TSP's relocate to monitor the safety and well-being of pets at CTN Pet Shelters
- Confirm all responders are moving or have moved to safe locations

H-24

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- LDAF CTN Pet Shelters continue to intake & register pets
- Continue to monitor fuel availability with vendors
- ASAR teams report for staging, credentialing and preparation.
- LDAF Fuel teams are activated and deployed to Fuel sites.
- All LDAF Fuel sites monitor and provide fuel readings
- LDAF prepare to conduct Agriculture and Food Safety damage assessments
- LDAF damage assessment teams staged for activation and deployment status reports
- LDAF facilities prepare for Storm force winds and damage.
- LDAF fleet and equipment stored in safe location.
- LDAF receives and stores emergency supplies for ESF 11 function

H-Hour

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- Onset of tropical storm force winds
- LDAF Pet shelter teams may be reassigned to response and assessment and may be backfilled by NGO's

H + 12

- Deploy ASAR teams per request to support LDWF and LANG SAR
- Coordinate pet identification and transportation with LDWF and LANG SAR operations.
- LDAF CTN Pet Shelter operations continue
- LDAF Emergency fuel operations continue

H + 24

- ESF-11 LDAF Incident Command and General staff meeting and IAP preparation
- Food Distribution request authorization to release USDA food commodities to disaster organizations pursuant to 7 CFR §250.69 and 7 CFR §250.70; submit orders for additional food commodities as requested through LDAF (USDA Food and Nutrition Service)
- Emergency Fuel Operations continue to support recovery efforts
- Conduct Agriculture and Food Safety damage assessments
- Pet return follows DCFS return of people as allowed by Parish OEP's
- Demobilization of LDAF CTN Pet Shelters, responders, equipment and supplies

H + 48

- Start demobilization of pet shelters and return facilities to original use
- Livestock feeding and watering operations based on assessments and NGO support
- Emergency Fuel Operations continue to support recovery efforts

APPENDIX 2

PET TRANSPORT PROTOCOLS

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2021 LDAF Household Pet Transportation Protocol

- Activation of Pet Truck Contract
- Pet transports arrive at LDAF ICP
- Pet Transport Contractor (PTC) report to LDAF ICP
- Pet Transport personnel receive LDAF credentials and Transport Placards.
- LDAF Transportation Branch Director (TBD) and Pet Transport Contractor (PTC) develop and review Pet Transport routes to PPP, Receiving Pet shelters and planned truck ventilation stops.
- Pet Transport Trucks dispatched to Dixon Correctional Institute
- PTC dispatch Household Pet transports to assigned locations in receiving parishes.
- PTC and driver verify that refrigeration unit are in good working condition and have a temperature sensor in the cab of each truck.
- Pet Transport drivers turn refrigeration units on, and maintain at 70 degrees for the duration (Staging, Loading, Transport and Unloading) of the Household pet transportation process.
- Pet Transport trucks are required to be ventilated every 1.5 to 2 hours by opening the rear doors and ventilating the truck for at least 30 minutes during transport, loading and unloading.
- It is critical that the Pet Transport truck remain cool during loading and unloading. One or both of the rear doors may be closed to maintain 70 degrees; however the rear doors must be opened at least every two hours to ventilate the truck for at least 30 minutes.
- Pets in transport crates are stacked only 2 rows high in pet transport.
- Driver should check the load to ensure that all pet cages are secured in truck
- Driver should sign the truck manifest and take the top 2 copies of the pet transport manifest. *(The bottom page of the Truck manifest remains with the local jurisdiction.)*
- Driver should have in his possession before departure a packet containing the pet transportation request form for each pet loaded on the truck and 2 copies of the truck manifest.
- The local animal evacuation team leader will check the loaded pets before the doors of the transport are closed and transport truck will depart to receiving shelter.
- **Pet Transport temperature must be 70 degrees before doors are closed for departure and maintained at 70 degrees for the duration of the trip to the receiving shelter.**
- Pet Transport driver will notify the PTC, the location and time of departure, the temperature of truck, location of planned ventilation stops and location of receiving shelter.
- During transport to receiving pet shelter, the driver will stop at least every 1.5 to 2 hours and ventilate the truck for at least 30 minutes. Driver will call PTC to verify transport has stopped to ventilate the truck for 30 minutes and log the transport temperature. *(Care should be taken when rear doors are opened that no pet has gotten out from their cages. Should a pet get loose, notify LDAF TBD immediately.)*
- Driver should notify PTC upon arrival at the receiving shelter. Upon arrival at the receiving Pet shelter, the driver will give the loading team leader the 2 copies of the truck

manifest and the transportation registration forms. Driver should have the manifest signed after the truck is unloaded and keep the second copy of the manifest for his records.

- Driver will notify PTC when truck is unloaded at the receiving pet shelter. Drivers will be on standby status at that location until instructed by LDAF TBD to prepare for loading of pets for the return trip to receiving parish.
- PTC will dispatch pet transport to receiving parish where pets will be unloaded.
- Driver will notify PTC when pets are unloaded and prepare for return to Dixon correctional to unload pet transport crates and other LDAF equipment.
- Driver will notify PTC dispatcher when truck is empty and return to LDAF ICP to be demobilized.
- Driver will receive Pet medications from PPP Pet representative, place pet medications in LDAF evidence bag. PPP pet representative and LDAF driver will sign and date Chain of Custody report. The LDAF driver will seal medications in bag and apply evidence tape. LDAF driver will give evidence bag with sealed medication and chain of Custody report to Pet Shelter Manager, upon arrival at LDAF Pet shelter.

**PET TRANSPORT DRIVER
LDAF EQUIPMENT SIGN OUT/IN
FORM**

Driver_____ LDAF Placard Number_____
Truck License Plate_____ Trailer License Plate_____
Make/Model of Truck_____
Cell Phone_____ or_____

Beginning Mileage_____ Date_____ Time_____
Ending Mileage_____ Date_____ Time_____

Items Released to Pet Truck Driver:

Load Bars_____
2" X 27' Yellow Ratchet Straps_____
Pet Transport Crates_____

Items Returned by Pet Truck Driver:

Load Bars_____
2" X 27' Yellow Ratchet Straps_____
Pet Transport Crates_____

Pet Transport Driver is responsible for returning these items to LDAF. You will be held accountable for the items not returned.

I have read the above information and I agree to abide by this agreement.

Print
*Name*_____

*Signature*_____ *Date*_____

Verified by LDAF Transportation Branch

*Director*_____ *Date*_____

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APPENDIX 3

SHELTER INCIDENT COMMAND STRUCTURE

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Shelter Incident Command Structure

LDAF will use NIMS-ICS to manage any emergency or disaster sheltering response. The LDAF IC will work with the Companion Animal Branch which provides operational guidance to the CTN shelters. The each CTN shelter is a unique Division of the Companion Animal Branch. An LDAF SMT will manage onsite shelter activities with the Division Supervisor serving as SM. An ICS function called Branch Level Tactical Planning will be used to execute a complex incident, meaning that all activities and resource needs will be determined at the shelter level (Division level) and will be communicated to the LDAF ICP for support and documentation. Overall incident objectives will be set by the LDAF ICP and a daily Incident Action Plan (IAP) will be produced to disseminate response information. Daily tactics meetings will be conducted by the Operations Section Chief at each shelter to determine daily resource needs and shelter assignments. A safety message must be included in each meeting to emphasize safety in all response activities. Short operational briefings must be held at the shelters at the beginning and end of each shift to gather information, to communicate current plans, and to make corrections to any division assignments. This command system will be used instead of Area Command so shelters do not have to produce a daily IAP; but shelters must communicate planning information to the ICP so an IAP can be produced for incident and FEMA documentation and so the ICP can support shelter activities.

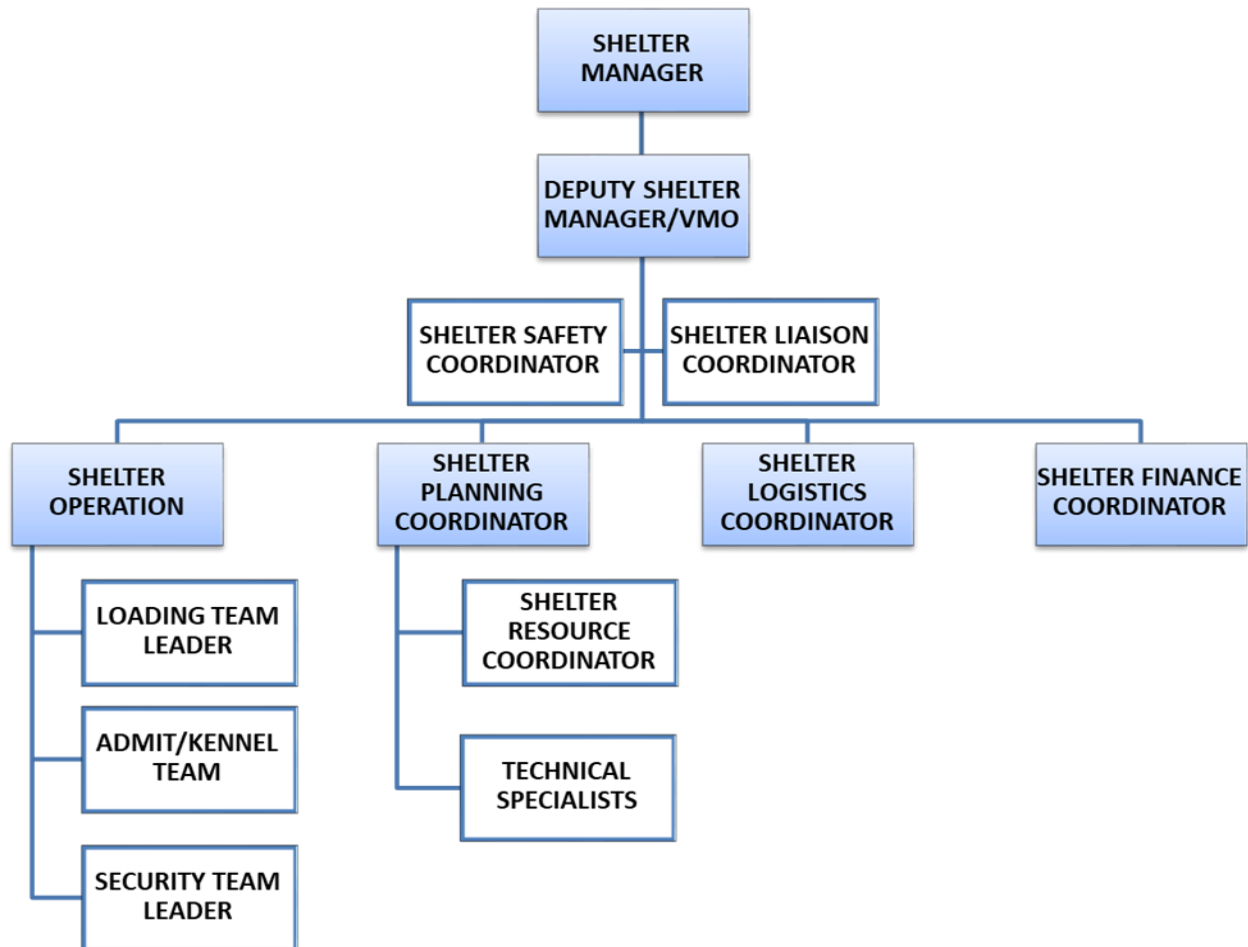
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Alexandria CTN Shelter

Woodrow Dewitt Livestock Complex

100 Greg Marshall

Alexandria, Louisiana 71302



Shreveport CTN Shelter

LDAF Haughton Office

740 Covington Road

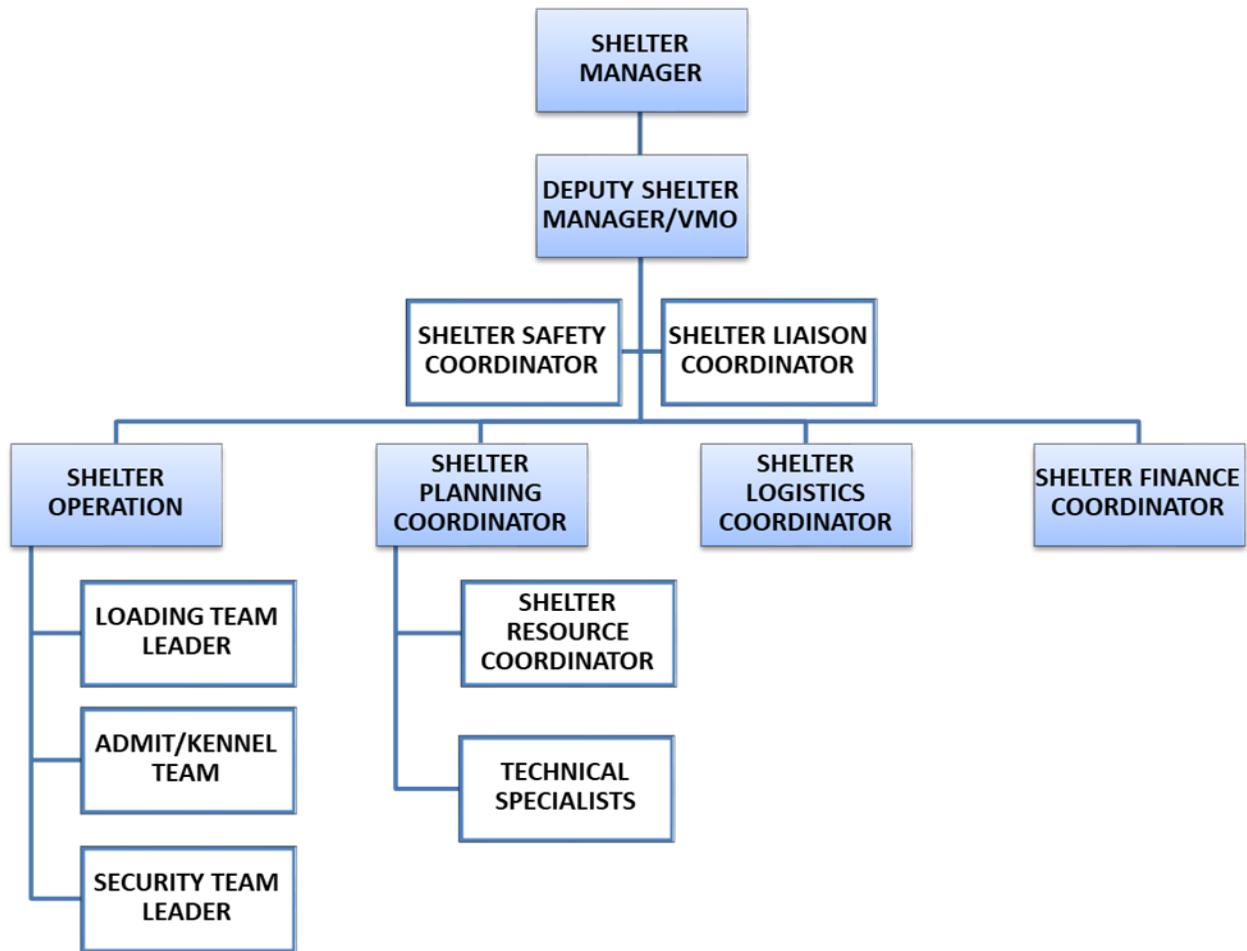
Haughton , LA 71037

318-949-3225

State Fairgrounds

3701 Hudson Street

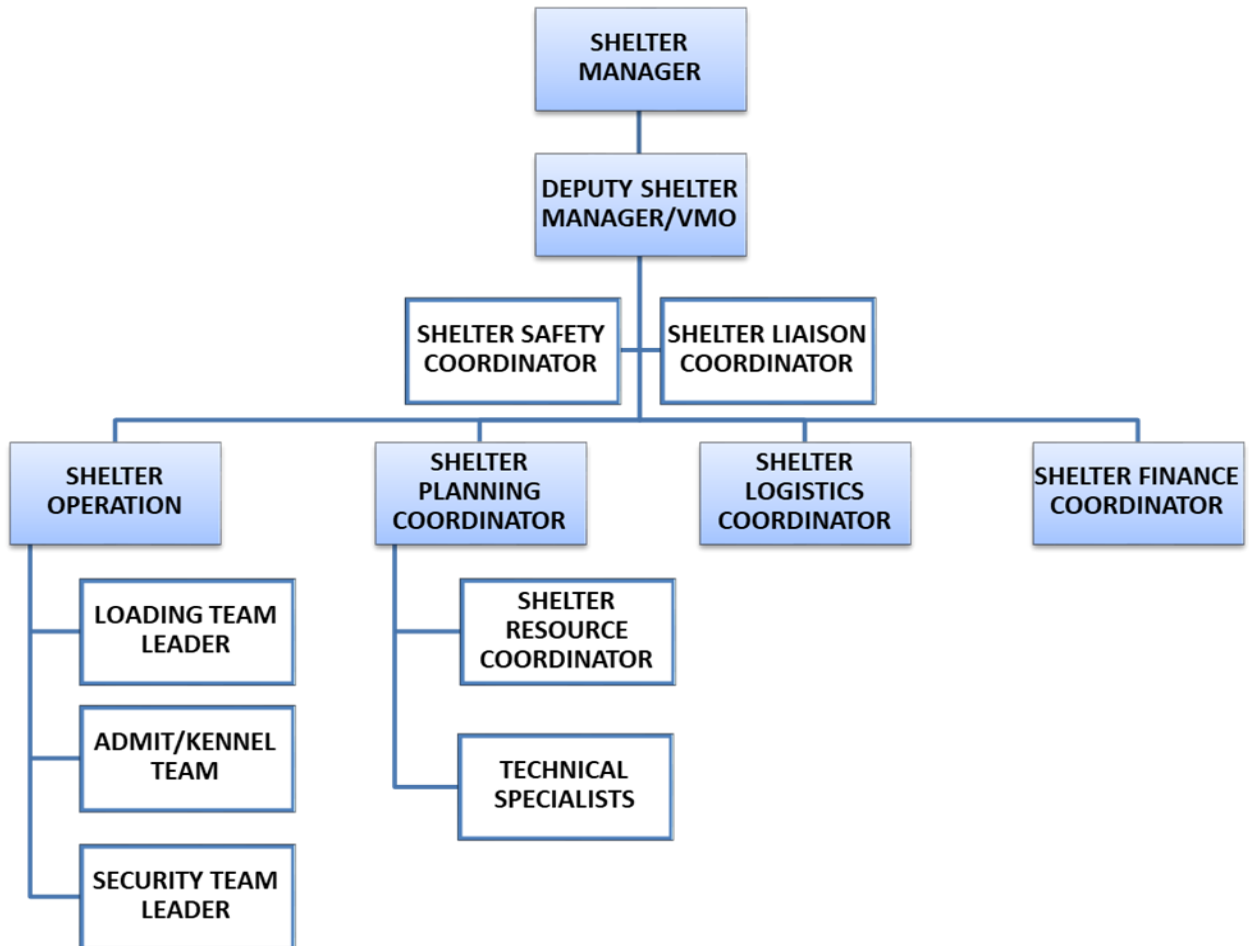
Shreveport, Louisiana 71109



Monroe/Bastrop CTN Shelter

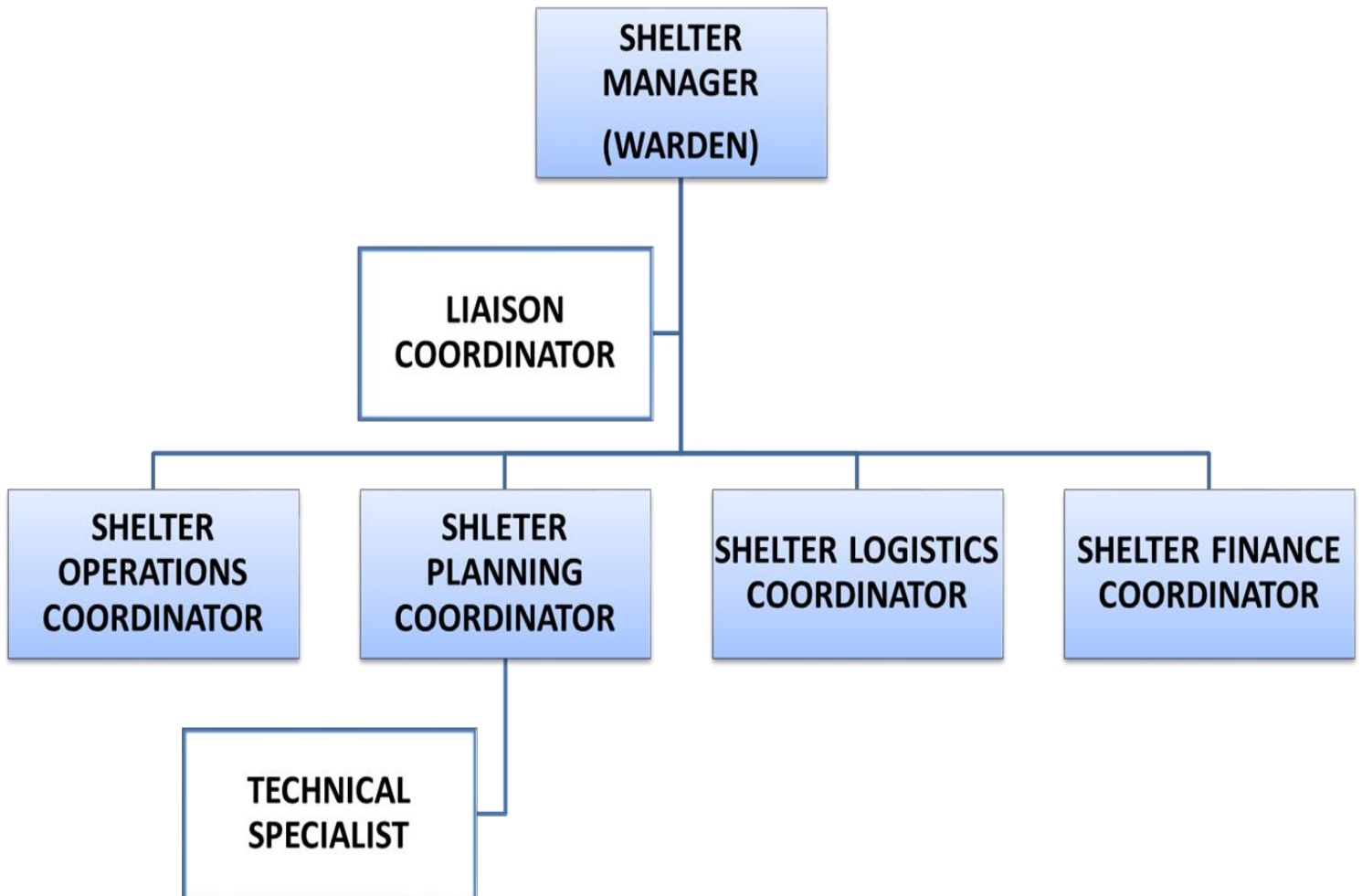
Jim Shipp Pavilion
Highway 80
Monroe, Louisiana 71209

Morehouse Activity Center
720 Christina Lee Ave.
Bastrop, LA 71220



Dixon Correctional Medical Special Needs Shelter

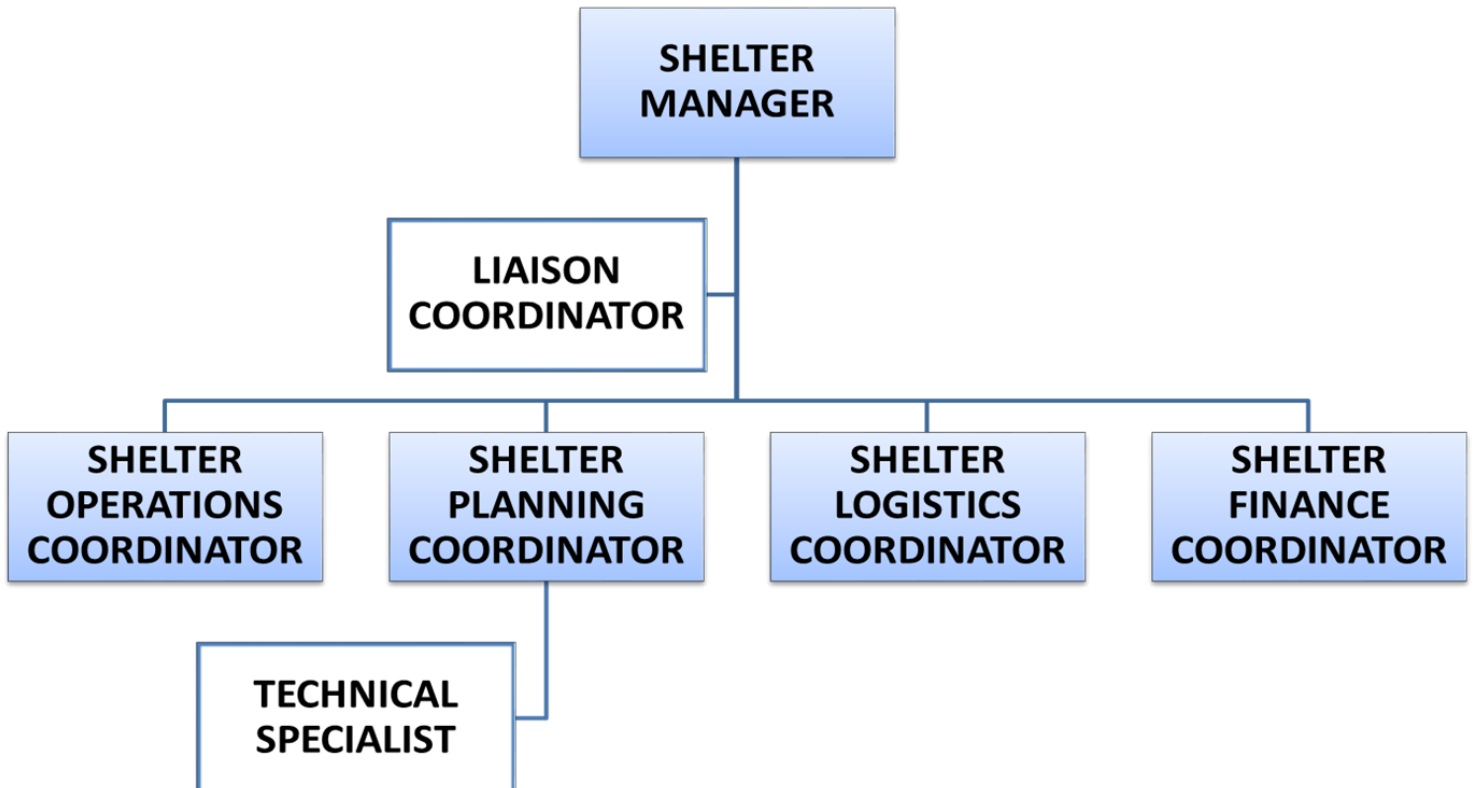
**225-634-6290
5568 Highway 68
Jackson, Louisiana 70748**



Transition Shelter/Mobile Pet Shelter

Lafayette Blackham Coliseum
2330 Johnston St, Lafayette, LA 70503

Lamar Dixon Expo Center
9039 S St Landry Ave, Gonzales, LA 70737



APPENDIX 4

BITE PROTOCOL

Bite Protocol

All animal bites will be reported immediately to the Team Leader, SM, and SO and will be documented on the Bite Record (AHS 20-27). All biting animals must be quarantined for 10 days for Rabies observation according to Louisiana law. Bite protocol and handling of the biting animal must be discussed with the local Animal Control Center (ACC). The ACC must be notified for all bites and will dispatch an Animal Control Officer (ACO) to the shelter to remove the pet and take it to quarantine. If local ACCs will not quarantine biters, then an appropriate quarantine site will need to be determined.

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APPENDIX 5
CONTRACT VETERINARY SERVICES

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Contract Veterinary Services

LDAF is planning to coordinate with outside (non-governmental) veterinarians to provide CTN pet shelter veterinary care. If available a veterinarian may be present at initial unloading of pets and for regular shelter clinic hours. The SMs will set veterinary hours as needed at his/her shelter. Responding veterinarians will keep their own records to comply with Louisiana Board of Veterinary Medicine regulations regarding client/patient relationship and to document treatment costs. A copy of this form will be provided to Shelter Plans Sections.

Possible resources for this care include:

LSART VMC
EMAC
NVRT

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APPENDIX 6

CTN PARISH INFORMATION

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CTN Parish Information

Orleans Parish	Blue pet neck bands
Jefferson Parish	Red pet neck bands
Calcasieu Parish	Yellow pet neck bands
Cameron Parish	Not specified
Iberia Parish	Not specified

CTN Shelter Information:

<u>CTN Shelter</u>	<u>Predicted Intake/Capacity</u>
Shreveport/Haughton	600 to 800 pets/3,000
Alexandria	1000 to 1500 pets/1,500
Monroe/Bastrop	500 to 1000 pets/1,000
DCI (MSN shelter)	unknown/200
Blackham Coliseum	50 to 100+
Lamar Dixon Expo Center	100 +
Mobile Pet Trailer	55 per trailer

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APPENDIX 7

**SHELTER ACTIVATION AND READINESS
CHECKLISTS**

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LDAF Pet Shelter Activation Checklist

1. Contact Parish OEP Director
2. Contact Parish Animal Control
 - Aggressive, abandoned animals, quarantine, pet transport, and Animal handling.
 - Conduct animal handling training, provide additional support
3. Contact Sheriff and /or Dept. of Corrections
 - Inmate labor (pet cage set up, daily cleaning of shelter, etc)
 - Security
 - Traffic control
4. Contact local Fire Department
 - Fire extinguishers
 - Paramedics
 - Safety officer
 - Space requirements
5. Conduct pet shelter IMT training on an as-needed basis
 - Position specific training
 - Mock drill
6. Contact LSU Ag Extension County Agent
 - Advise there is a shelter in parish – volunteers needed
7. LNO makes contact with parish LDH, DOTD, DCFS, Red Cross and Wildlife and Fisheries
 - Shelter responder housing and food service
 - Pet owner transport to pet shelter
8. Identify alternative pet shelter sites
9. Contact Pest Control service

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Facility Readiness Checklist

1. Check Utilities:

Water:

- Service provider
- Plumbing operational and adequate
- Bathroom facilities operational and adequate
- Porta-potties

Electricity:

- Service provider
- Operational and adequate for capacity
- Light bulbs, breakers, outlets
- Safety check

Phone System:

- Land line and service provider
- Internet connectivity and service provider

Waste disposal:

- Increase capacity and frequency of service

2. Parking:

- Facilitate loading and unloading of pets
- Sufficient space for pet owners transport
- Lighting
- Safety check

3. Equipment:

- Pallet jack
- Forklift: Maintained, full of fuel and operational
- Need two certified drivers

4. Local Supplies:

- Shavings, pet food, etc.

5. LDAF Supplies:

- Logistics Chief inventories supplies on hand and determines supplies needed

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APPENDIX 8

ANIMAL SHELTERING AND EXACUATION FORMS

<u>Form No.</u>	<u>Form Name</u>
20-20	<i>Truck Manifest for Pet Emergency Evacuation</i>
20-21	<i>Transportation Registration</i>
20-22	<i>Animal Emergency Shelter Admission/Discharge</i>
20-23	<i>Animal Emergency Shelter Agreement</i>
20-24	<i>Failure to Comply Notice</i>
20-25	<i>Daily Animal Care Sheet</i>
20-26	<i>Medications Administration and Owner Communications During Sheltering</i>
20-27	<i>Bite Record</i>
20-28	<i>Rabies Vaccination Needed</i>
20-29	<i>Shelter Owner Log</i>

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LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Animal Health Services, P.O. Box 1951, Baton Rouge, LA 70821-1951, (225) 925-3980, FAX (225) 925-4103



TRUCK MANIFEST FOR PET EMERGENCY EVACUATION

Origin: _____ Transport Cycle: _____

Destination: _____

Date:	Departure Time:			Arrival Time:	
	Unique ID #	Species	Owner's name	Microchip #	Shelter Location
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

Truck Driver's Signature: _____ Start miles _____ End Miles _____

Transportation Checked by PPP: _____ Page # _____ of _____

Received at Destination by: _____

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LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
MIKE STRAIN DVM, COMMISSIONER

Animal Health Services, P.O. Box 1951, Baton Rouge, LA 70821-1951, (225) 925-3980, FAX (225) 925-4103



TRANSPORTATION REGISTRATION FORM

*** YOU MUST PRESENT THIS FORM TO RECLAIM YOUR PET**

Date:		Truck Number:	
Origin PPP/Shelter:		Destination Shelter/PPP:	
Shelter leaving from:		Name:	
Contact Numbers: Cell:		Home:	
Other Contact Number:		Name at Other number:	
Street Address:			
City Address:		Zip Code:	
Region of City:		Parish:	
Photo ID #: <input type="checkbox"/> Yes <input type="checkbox"/> No		Check Type: <input type="checkbox"/> DL <input type="checkbox"/> State ID <input type="checkbox"/> Passport <input type="checkbox"/> Other	
<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/DLH <input type="checkbox"/> Other _____	<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/DLH <input type="checkbox"/> Other _____	<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/DLH <input type="checkbox"/> Other _____	
Name: _____		Name: _____	
Unique ID No.: _____		Unique ID No.: _____	
Breed/Type		Breed/Type	
Color		Color	
Gender M M/C F F/S		Gender M M/C F F/S	
Medication(s):		Medication(s):	
Rabies license #: _____ None: <input type="checkbox"/>		Rabies license #: _____ None: <input type="checkbox"/>	
Microchip: Yes <input type="checkbox"/> No <input type="checkbox"/>		Microchip: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number _____		Number _____	
Owner's Signature		Intake person's initials	

Owners are responsible for caring for their pets at the shelters. Failure to care for your pet or make arrangements to have your pet cared for will result in removal of your pet from the shelter to the local animal control facility.

***Special arrangements have been made for special need's owners with pets.**

I hereby agree to indemnify, defend, and hold harmless the federal government and all of its agencies, the State of Louisiana and all of its agencies, all associations, corporations, governmental agencies, individuals, and organizations involved in rescuing, transporting, caring and sheltering, registering and reunifying my pet, and their directors, officers, employees, agents, and representatives from and against any and all losses, liabilities, demands, suits, judgments and claims, including reasonable attorneys' fees, made against or incurred by the above named parties as a result of the rescuing, transporting, registering, sheltering, reuniting, or otherwise caring for, handling, keeping, or maintaining my pet as a result of the declaration of emergency or disaster that has caused the need for such action. This indemnification and hold harmless clause shall not apply to willful or intentional acts of the named parties.

Pet Owner's Signature

Pet Owner's Printed Name

Date

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**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

MIKE STRAIN DVM, COMMISSIONER

Animal Health Services, Suite 4000, Baton Rouge, LA 70806 (225)925-3980, FAX (225) 925-4103

CAGE's #

TRANSPORTATION AND SHELTER INTAKE FORM****YOU MUST PRESENT THIS FORM TO RECLAIM YOUR PET******Shelter Location:** _____☐ **Owner given Agreement****Transportation Information: (Completed at Point of Origin)**

Origin # 1 PPP/Shelter:	Date:	Truck #:	Origin #1 PPP/Shelter:	Date:	Truck #:
Origin # 2 PPP/Shelter:	Date:	Truck #:	Origin #2 PPP/Shelter:	Date:	Truck #:
Origin # 3 PPP/Shelter:	Date:	Truck #:	Origin #3 PPP/Shelter:	Date:	Truck #:
Origin # 4 PPP/Shelter:	Date:	Truck #:	Origin #4 PPP/Shelter:	Date:	Truck #:
Name:		Cell Phone:		Other Phone:	
Street Address:		City:	State:	Zip:	Parish:
Photo ID#:		Check Type: <input type="checkbox"/> DL <input type="checkbox"/> State ID <input type="checkbox"/> Passport <input type="checkbox"/> Other			

Pet Information: (Completed at Point of Origin)

<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/ DLH <input type="checkbox"/> Other _____	<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/ DLH <input type="checkbox"/> Other _____	<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/ DLH <input type="checkbox"/> Other _____
Name: _____	Name: _____	Name: _____
Unique ID No: _____	Unique ID No: _____	Unique ID No: _____
Microchip: _____	Microchip: _____	Microchip: _____
Breed/Type _____ Color _____	Breed/Type _____ Color _____	Breed/Type _____ Color _____
Gender M M/N F F/S	Gender M M/N F F/S	Gender M M/N F F/S
Medication(s): _____	Medication(s): _____	Medication(s): _____
Rabies license #: _____ None: <input type="checkbox"/>	Rabies license #: _____ None: <input type="checkbox"/>	Rabies license #: _____ None: <input type="checkbox"/>
Owner's Signature _____		Intake person's initials: _____

Shelter Intake Information: (Completed by Shelter Worker)

Name: _____		Driver's License #: _____
Address: _____		
City: _____	State: _____	Zip: _____
Cell Phone _____	Other Phone 1: _____	Other Phone 2: _____
Please list anyone authorized to care for your pets while they are here at the animal evacuation shelter. (*No one under 18 years is allowed in the animal living quarters.)		
Name: _____	Relation to Owner: _____	
Name: _____	Relation to Owner: _____	

I understand that I am totally responsible for the care of my pets while I am using the facilities. I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification 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 processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I also agree to follow the pet area rules while I am here. Any abandoned animals will be taken to the nearest local animal shelter.

I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s). I understand that if I fail to feed walk, clean care for my pet and sign the animal care sheet twice daily my pet will be considered abandoned and be removed from the shelter.

Admission Date _____

Owner/Agent for pet(s) _____

Discharge Date _____

Owner/Agent for pet(s) _____

REV 9/4/2017

WHITE- LDAF GREEN- CAGE CANARY- DESTINATION PINK- OWNER GOLDEN-ORGIN

ANIMAL EMERGENCY SHELTER AGREEMENT AND RULES

Understand that emergencies exist and that limited arrangements have been made to allow myself, family, and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement, and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier except at scheduled times. During scheduled relief time, my pet will be properly controlled with a leash, harness, and muzzle (if necessary). Scheduled times will be strictly followed.
2. I agree to properly feed, water, clean, and exercise my pet and sign the pet care sheet twice per day, before 10:30 a.m. and 6:00 p.m. I understand that failure to comply with this rule may result in removal of my pet from the shelter.
3. I agree to properly sanitize the area used by my pet, including proper disposal and disinfecting.
4. I certify that my pet is current on rabies vaccinations. Rabies vaccination is required of all pets in the shelter. I understand that if I cannot provide proof of rabies vaccination, a rabies vaccination will be administered to my pet and I may be asked to cover these costs. I understand that Canine Distemper, Parvovirus, and Bordetella, and Feline Rhinotracheitis are recommended vaccines and may be available for a fee.
5. There are designated "living areas" for residents and designated "living areas" for cats and dogs. Residents may NOT bring their cat or dog to the "residents living areas." Only one person per household will be allowed to enter the cat or dog living quarters. No one under 18 years of age will be permitted in the animal living quarters. I will not permit other shelter occupants to handle or approach my pet either while it is in its carrier or during exercise time. I agree not to handle or approach other shelter occupant's pet.
6. I will maintain proper identification on my pet and its carrier at all times and I will carry proper identification for myself (picture id) to be allowed into the shelter to care for my pet.
7. 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, show signs of contagious disease, is infested with parasites, or begins to show signs of stress-related conditions, my pet may be removed to an isolated location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the Shelter Manager whose decisions are final.
8. 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.
9. I understand that any pet found abandoned or without owner within the shelter, will result in the animal being relocated to the nearest animal control facility with final disposition left to the discretion of the animal control facility.
10. Owners are responsible for caring for their pets at the shelters. Failure to care for your pet or make arrangements to have your pet cared for will result in removal of your pet from the shelter to the local animal control facility.
11. I consent to medical treatment for my pet in the event of an emergency during transport and sheltering.

Special arrangements have been made for special need's owners with pets.

AN ANIMAL IS CONSIDERED ABANDONED WHEN THE OWNER HAS FAILED TO TAKE CARE OF AND SIGN THE ANIMAL CARE SHEET FOR 48 HOURS. If the owner fails to care for the animal for 48 hours, that animal will be removed from the shelter and sent to the nearest animal control facility.

I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s).

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LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
MIKE STRAIN DVM, COMMISSIONER

Animal Health Services, P.O. Box 1951, Baton Rouge, LA 70821-1951, (225) 925-3980, FAX (225) 925-4103



FAILURE TO COMPLY NOTICE

You, the pet owner, are receiving this notice because of a break in the ANIMAL EMERGENCY SHELTER AGREEMENT to provide the care required to your pet. The checked box below detail the reason for this notice and written below is the corrective action taken by the Head of Operations and Shelter Manager.

1. ☐ Your pet was not cared for by the designated family member or an assigned replacement for at least 48 hours.
2. ☐ Your pet's medical condition was not reported on admission in the Animal Emergency Shelter Admission/Discharge Form.
3. ☐ Other rule (please describe):

Corrective Action:

Approved by: _____

Title: _____

Shelter Worker's Signature and Date:

Owner's Signature and Date:

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DAILY ANIMAL CARE SHEET

Pet Name: _____ Cage #: _____ Unique ID #: _____

Legend:	F = Food W = Water E = Eating Y or N UR = Urine BM = Bowel Movement CC = Cage Cleaned Walked = 20 min. + Dogs are to be walked by legal owners or agent only. Cats should only be removed from cages with caution.
---------	---

Date	Shift	Care							Checked By		Notes
		F	W	E	UR	BM	CC	Walk	Owner	Volunteer	
	AM										
	PM										
	AM										
	PM										
	AM										
	PM										
	AM										
	PM										
	AM										
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FOR MEDICAL INFORMATION ONLY

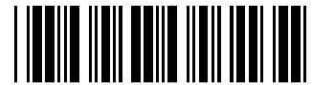
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LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
MIKE STRAIN DVM, COMMISSIONER

Animal Health Services, P.O. Box 1951, Baton Rouge, LA 70821-1951, (225) 925-3980, FAX (225) 925-4103



BITE RECORD

Name of owner:	
Contact number(s):	
Person bitten:	
Contact number(s):	
Location of bite on body:	
Date of bite:	
Time of bite:	
Cage #:	
Name of animal:	
Unique ID #:	
Breed / Age:	
Quarantine location:	
Date quarantine starts:	
Date quarantine ends:	

Shelter or Ag. Officer Signature

Shelter or Ag. Officer Printed Name

Date

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RABIES VACCINATION NEEDED

Owner Name:		Cage Number:		
Home Address:		Home Phone Number:		
City, State, Zip:		Cell Phone Number:		
Pet's Name:		Species: <input type="checkbox"/> Canine <input type="checkbox"/> Feline	Unique ID Number:	
Age:	Sex: F / Intact F / S M / Intact M / N	Weight:	Color:	Breed:

Pet Owner's Signature

Pet Owner's Printed Name

Date

Vaccination Record:

Date Given:	Tag Number:
Vaccine Lot Number:	Injection Location:
Given By:	Fee Paid:

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