

Appendix E

Helpful Checklists

BEFORE YOU DEPLOY CHECKLIST	VDART
	Revised: 06/30/2014
	Effective: 06/30/2014

This checklist provides a basic list of items to accomplish prior to and in preparation for deployment

- Prep equipment/supplies*
- Ready(or update rotate contents) your personal and pet emergency supply kit*
- Bring the following to deployment:*
 1. *VDART Id Badge*
 2. *VDART Vest (if one has been issued)*
 3. *Volunteer Application and Waiver (if you have not already filled it out and turned it in to VDART)*

APPROPRIATE ATTIRE FOR DEPLOYMENT

VDART

CHECKLIST

Revised: 06/30/2014

Effective: 06/30/2014

This checklist provides a basic list of protective clothing to wear during deployment for safety

- Long Pants*
- Long-Sleeved Shirts*
- Supportive waterproof boots (or supportive, waterproof/repellant shoes)*
- SPF lotion/spray*
- Change of clothing*
- No open-toes shoes/sandals*
- No cut-offs*
- No ripped clothing*
- No dangling jewelry*

MOBILIZATION CHECKLIST	VDART
	Revised: 06/30/2014
	Effective: 06/30/2014

This checklist provides guidance for actions required to mobilize VDART.

✓	Mobilization Actions
1.	VDART Team Leader/Team Representative receives request (from State Veterinarian/local EMD per VDART activation protocols) for the activation of the VDART.
2.	Regional Operating VDART Team Leader contacts the local area animal shelter to determine capacity. They may have room to accommodate a small number of owned pets that would fill the need before VDART team arrives. Team Leader, or Team Representative travels (if it is safe to do so and relatively close geographically) to American Red Cross/human shelter and provides a list of area pet friendly hotels and local animal shelter/humane society contact information.
3.	Team Leader contacts (phone, cell phone, ham radio if communications are down) trained team members to alert them of mobilization status.
4.	Team Leader establishes coverage schedule (Appendix C – Volunteer Schedule) and gives first to arrive instructions to check in with the American Red Cross/human shelter manager and EMD and provide Estimated time arrival for Team Leader.
5.	Deploy shelter establishment team (includes personnel to gather and transport equipment, go-kits and personnel to set up shelter).
6.	Team Leader contacts veterinarian team for coverage and establishes schedule.
7.	Team Leader travels back to human shelter and oversees shelter set-up and opens shelter for pets.

INTAKE CHECKLIST: PETS¹	VDART
	Revised: 06/30/2014
	Effective: 06/30/2014

This checklist is for use by volunteer/staff when a person presents to the shelter with a pet/companion animal.

✓	Actions
1.	Visually observe the animal to ensure that the animal meets the definition of pet/companion animal as defined by the PETS Act of 2006. If so, proceed to step 2. If not, the Team Leader makes a determination as to whether the pet (such as a snake, tarantula, frog, etc.) will be accepted.
2.	Determine (by asking) if the person will be staying in the human shelter. Some municipalities will not allow unaccompanied (such as stray, or rescued) pets at the shelter.
3.	Ensure that the person presenting the pet/companion animal to you is the owner or authorized agent. Ask to see a driver's license, and record the information on the Animal Intake form.
4.	If the animal was found as a stray (and provided the shelter is set up to accept strays) ask for identification and fill out the Animal Intake form with as much information as you have. Proceed to step #17, where the pet will be scanned for a microchip. If the shelter is not set up to receive strays, refer the person to their local animal control authority or animal shelter for further assistance. If able, call ahead and assist with arrangements yourself.
5.	Fill out the Animal Intake form, Animal Identification Cage Card, and Cage Card on behalf of the owner/finder. Give duplicate of Animal Identification Cage Card to owner to present anytime he/she visits/feeds/medicates/walks their pet. Ask for any medical records (if appropriate) or personal items for the pet. If you receive any medications, put a sticker on the container with the animal id # (the last four digits of the owner's social security number) and put in baggy attached to the animal's cage. If they are bringing in more than one animal, use letters (A, B, C, D, etc.) after the 4-digit number for each pet.
6.	Take a photo of the pet with their owner and print 2 copies while any remaining intake paperwork is being filled out (preferably, assign this task to another intake desk volunteer, if available); Photos should be attached to the Animal Identification Cage Card.
7.	Transcribe any medical information to the "Cage Card". Place a red-colored sticker or color the circle red in the "medical block" in the upper right-hand corner to indicate a medical alert condition exists such as Diabetes, seizures, heart condition, etc. A green dot indicates normal animal care, no medical conditions, no exam by veterinarian needed at this time. A yellow or orange dot indicates that a more thorough exam performed by a veterinarian, or vet tech is needed. The colored dots can be changed at any time if the status of the animal changes. Place new sticker over the old one.
8.	If an animal arrives at your shelter with a medical emergency, but you do not have a veterinarian on-site, you should refer them to a local veterinary facility or emergency clinic for follow-up and treatment.
9.	Put Animal Identification Cage Card in plastic baggie or sheet protector and attach to cage with zip tie.
10.	Give the owner (2) copies of the Registration Agreement and Waiver. Ask them to sign a copy. You keep the signed copy and attach to the Animal Intake form.
11.	Fill out the Master Animal Intake Log and include the name of the animal, the name of the owner, the date in and the time in.

¹ Disaster Response Guidelines for Animals. Iredell County Emergency Operations Center. North Carolina. October 14, 2011.

12.	When the Animal Intake form has been completed, put the animal's name (if any) and the intake number on a temporary animal identification tag (example: Whiskers Johnson #0193) such as a Tyvek collar obtained from pet supply company.
13.	Hand the temporary ID tag to the owner and have them attach it to the animal's collar. If no collar is available or is not appropriate, use a temporary i.d. band, spare collar or secure the tag to the kennel/cage or carrier in such a manner that it cannot be easily removed.
14.	Label the kennel/cage or carrier using masking tape and a magic marker with the pet's name and the owner's name last name (example: Duchess Smith #0272).
15.	If the owner does not have a kennel/cage or carrier, have one of the appropriate sized brought to the registration desk or go get one from where they are stored. Make a note of this on the Animal Intake form.
16.	When the kennel/cage or carrier is ready, have the owner place the animal in it. Then label it using masking tape and write on the masking tape using a permanent magic marker, the pet's name and owner's last name and the Intake Number (example: Whiskers Johnson #0196).
17.	If available, have another attendant take the kennel/cage or carrier to the appropriate (and available) designated space of the species (dogs to the dog area, cats to cat area, etc.). If another attendant is not available, place the kennel/cage or carrier containing the animal in a safe location until it can be moved to the appropriate space. In some cases, and as time permits, you may escort the owner into the pet area to place their animal, kennel/cage or carrier in the appropriate location. Remember: all animals must be on a leash at all times when outside their kennel/cage or carrier including during intake.
18.	Ask the animal's owner if he/she has any questions before they leave the area. Answer questions to the best of your ability, but if you do not know the answer, find the answer by asking another attendant or contacting the Emergency Animal Shelter Team Leader/Shelter Manager.

SHELTER SET UP PROCEDURES	VDART
	Revised: 06/30/2014
	Effective: 06/30/2014

This checklist is for use by volunteer/staff to set up an emergency pet shelter.

✓	Actions
1.	Prior to departure for shelter, load "Go-Kits", cages, camera, photo printers, paperwork, and other shelter supplies.
2.	Arrive at designated pet shelter and check in with the American Red Cross and/or Shelter Manager. A separate entrance for pets and people is best (typically an American Red Cross requirement).
3.	<input type="checkbox"/> If shelter is a pre-designated animal sheltering site, set up small number of cages. <input type="checkbox"/> If shelter is a new site, decide best floor plan for set-up of separate animal areas.
4.	<input type="checkbox"/> Set up separate rooms for cats*, dogs, birds*, reptiles, and pocket pets such as hamsters, guinea pigs, rabbits** <input type="checkbox"/> If separate rooms are not available, put up tarps or partitions. Something that serves as a visual and audible barrier is best. <input type="checkbox"/> Birds and reptiles need heated or cooled areas during hot weather (birds) with no drafts.
5.	Put blankets in cages, add food and water bowls.
6.	Set up registration desk with paperwork. Put Animal Id Cage Cards (Appendix C – Animal Identification Cage Card) in zip lock baggies with zip ties so they are ready to go when you begin to accept pets.
7.	Designate roles for shelter volunteers such as: <ul style="list-style-type: none"> ▶ Team Leader ▶ Registration desk/Intake person ▶ Animal Handler (takes picture of animal and owner and prints out for cage card and takes animal from owner to cage) ▶ Medical table personnel (Vet Tech or Vet is best for this role) to examine animal when it comes in, mark any conditions such as diabetes, Cushing's on the card) ▶ Greeter (greet incoming people and pets, keeps order in the line, if a long line goes through line helping to get people registered)
8.	Complete cage/animal area set-up.

** Do not use bleach in bird or cat areas as they have sensitive respiratory systems.*

*** Do not use cedar shavings for pocket pet/rabbit bedding as they have sensitive respiratory systems*

RELEASE CHECKLIST: PETS²		VDART
		Revised: 06/30/2014
		Effective: 06/30/2014
<p><i>This checklist is for use by volunteer/staff when a pet owner is claiming their pet and removing them from the shelter (the event has ended, the current shelter is being evacuated and moved to another location, the animal was disruptive or dangerous to other pets, volunteers or shelter residents.</i></p>		
✓	Actions	
1.	Ask the person for their Id (license preferably) and their Animal Id Cage Card Duplicate	
2.	Verify the information on the Animal Id Cage Card, Intake form and Master Animal Intake Log.	
3.	Once the information and Id have been verified, instruct another attendant to retrieve the animal, kennel/cage or carrier and any equipment that belongs to the animal's owner (such as food dishes, food, water dish, leash, etc.) and bring it to the registration desk. If another attendant is available and conditions allow, retrieve the animal and all equipment or supplies that belong to the owner yourself. Otherwise, ask the owner to be patient and inform them their animal will be brought up to the registration desk as soon as possible. In some cases the animal and container may be too heavy for you to safely lift and carry. In such cases, and as time permits, you may escort the owner into the pet area to retrieve their animal, kennel/cage or carrier and their equipment. All animals must be on a leash at all times when outside their kennel/cage or carrier including at the time of release.	
4.	Locate the original Animal Intake form in the animals file, complete the bottom section (Departing Status of Animal), and ask the owner to sign.	
5.	Locate the animal being released by intake number on the Master Animal Intake Log and log the disposition and date signed out.	
6.	Have the owner inspect the animal, kennel/cage or carrier and equipment and verify that all equipment left with the animal is being returned and the animal is in good condition.	
7.	Fill out the Animal Release Form and ensure that the owner prints their name and signs their name at the bottom. Note any problems or concerns on this form.	
8.	Make sure that any borrowed equipment (such as leash, collar, dishes, etc.) is left at the shelter.	
9.	If the owner is unable to reclaim their animal by the time the shelter closes, and has agreed to allow their animal into foster care, be certain to fill out the section of the Animal Release form that lists foster care (or transferred to a veterinary facility) as an option.	
10.	Ask the owner if they have any questions or concerns. Answer questions to the best of your knowledge but if you do not know the answer, find the answer by asking another attendant or contacting the Emergency Animal Shelter Team Leader/Shelter Manager noting any concerns on the Animal Release Form.	

² Disaster Response Guidelines for Animals. Iredell County Emergency Operations Center. North Carolina. October 14, 2011.

DEACTIVATING VDART CHECKLIST		VDART
		Revised: 06/30/2014
		Effective: 06/30/2014
<i>This checklist provides guidance for all actions required to demobilize VDART personnel and volunteers.</i>		
✓	Demobilization Actions	
1.	Written notice of intended deactivation to on-site human shelter manager including the anticipated date and time.	
2.	Release all animals to owners (fill out appropriate paperwork prior to release) or to organizations to provide for their ongoing care.	
3.	Clean animal shelter area.	
4.	Remove equipment belonging to Regional Operating Team and VDART.	

SHELTER CLOSING CHECKLIST	VDART
	Revised: 06/30/2014
	Effective: 06/30/2014

This checklist provides guidance for all actions required to close down the temporary shelter.

✓	Actions
1.	Once all animals have been claimed or moved to alternate locations (foster homes, shelters, etc.) remove all dishes, bedding, toys and other materials from cages.
2.	Clean and disinfect cages, dishes, bedding, litter pans, litter scoops, and toys that can be washed (i.e. Kong's); leftover toys that cannot be disinfected or have been chewed or destroyed beyond use should be thrown away.
3.	Throw away any opened bags of food; unopened, unexpired food can be donated to pet owners and/or local animal shelters. Local food pantries will also take donations of pet food.
4.	Disassemble and stack clean cages.
5.	Replace any items that were removed from the CAMET (refer to CAMET inventory sheet) or American Red Cross supply trailer.
6.	Plastic should be removed from floors/walls and discarded
7.	Clean and disinfect floors and other areas of the temporary pet shelter
8.	Ensure that all completed paperwork has been entered electronically or that the hard copies are retained (by the Team Leader) for future reference if need be.
8.	Check in with human shelter manager to confirm official closing of shelter.
9.	Work with the Public Information Officer to alert community that the shelter has been closed; If animals were transferred elsewhere, their new location should be part of this messaging.

“HOW TO” SERIES		VDART
		Revised: 06/30/2014
		Effective: 06/30/2014
<p><i>The following “How To” Series is provided by The Humane Society of the United States (HSUS) and is created expressly for reprinting for educational purposes. You can find these detailed fact sheets in Appendix I, Animal Care and Handling Fact Sheets.</i></p>		
✓	How to Series	
1.	Animal Health <ul style="list-style-type: none"> <input type="checkbox"/> Pill a Cat <input type="checkbox"/> Vaccinate a Cat <input type="checkbox"/> Determine if a Cat or Dog May Need Veterinary Care <input type="checkbox"/> Understand Common Veterinary Terms 	
2.	Animal Handling <ul style="list-style-type: none"> <input type="checkbox"/> Use a Control Pole <input type="checkbox"/> Use a Net <input type="checkbox"/> Set a Live Trap 	
3.	Dog Care <ul style="list-style-type: none"> <input type="checkbox"/> Bathe a Dog <input type="checkbox"/> Clean a Dog’s Ears <input type="checkbox"/> Trim a Dog’s Nails <input type="checkbox"/> Walk a Shelter Dog 	
4.	Cat Care <ul style="list-style-type: none"> <input type="checkbox"/> Determine a Cat’s or Dog’s Age <input type="checkbox"/> Determine a Cat’s Sex <input type="checkbox"/> Handle a Socialized Cat 	

EMERGENCY PET SHELTER SUITABILITY CHECKLIST		VDART
		Revised: 06/30/2014
		Effective: 06/30/2014
<i>The following is a list of selection criteria to use when determining whether a facility possesses the necessary elements to be an acceptable pet shelter site. Not all elements will be present. First and foremost, ensure the shelter will meet basic needs such as space, food, water and heat (or air conditioning)</i>		
✓	Site Selection Criteria – Exterior and General Shelter Characteristics/qualities	
	<input type="checkbox"/> Separate Entrance for Pets <input type="checkbox"/> Designated shelter for people (for co-location with pets) <input type="checkbox"/> Generator (providing heat for pets that cannot survive without it such as reptiles, birds) <input type="checkbox"/> Handicap accessible <input type="checkbox"/> Safe evacuation routes from site <input type="checkbox"/> Space near pet entrance to park animal equipment trailers for off-loading <input type="checkbox"/> Cell phone reception <input type="checkbox"/> Dog walking area (grassy area best) <input type="checkbox"/> Close proximity to DART team members in the community to facilitate quick arrival and set-up <input type="checkbox"/> Outdoor walking area for dogs <input type="checkbox"/> Secure site (police presence)	
✓	Site Selection Criteria - Interior	
	<input type="checkbox"/> Water source close to pet sheltering area (for drinking and cleaning) <input type="checkbox"/> Bathroom close to pet sheltering area (for volunteer use) <input type="checkbox"/> Availability of multiple rooms for housing different species (dogs, cats, birds, other small animals/pocket pets, exotics, birds, reptiles) <input type="checkbox"/> Isolation room (pets entering shelter that are ill or those that become ill while in-shelter) <input type="checkbox"/> Separate decontamination room/area w/showers (for nuclear events, chemical spills, flooding) <input type="checkbox"/> Separate area for registration (w/plenty of space for lines) <input type="checkbox"/> Separate triage/treatment room <input type="checkbox"/> Separate food prep <input type="checkbox"/> Storage space <input type="checkbox"/> Easy to clean <input type="checkbox"/> Access to office with fax/copier/landline	

✓ Basic Equipment Checklist For DART Teams

This list is intended as a starter list and is by no means comprehensive. Continue to add items to the list that will be most helpful to you. Check with your local municipality before putting equipment kits together to determine what they will provide from the list below.

Animal Handling

- Collars
- Leashes
- Muzzles
- Kevlar or other heavy duty gloves
- Control pole
- Gloves (for handling and cleaning)
- Disposable gowns and booties
- Traps
- Reptile heat lamps
- Towels (for “burrito wrapping” cats/sm. animals)
- Microchip scanners

Pet Housing Supplies – Basic

- Crates/cages of various size for dogs and cats
- Small animal cages/aquariums
- Litter boxes/Pee pads
- Disposable food and water bowls
- Towels/blankets/newspapers

Medical Supplies (non-veterinarian)

- Pet first aid book
- Thermometer
- Vet wrap
- Gauze
- Syringes (for administering medications)
- Stethoscope
- Alcohol wipes
- betadine
- antibiotic ointment
- lactated ringers and lines

Building Materials

- Fencing (enclosures for large animals)
- Pop-up tents
- Chain link fencing
- Portable panels
- Portable corrals
- Construction barricade
- Hog wire/field fence
- Tarps of different sizes
- Tools
 - rope
 - duct tape
 - hammer
 - screw driver
 - crowbar
 - bolt cutters
 - WD-40)
- Zip Ties
- Bungee cords

Human First Aid

- Latex and non-latex exam/cleaning gloves
- Stethoscope
- Thermometer
- Band-Aids (all sizes)
- Gauze
- Betadine
- Alcohol/Alcohol wipes
- Medical tape
- Hand sanitizer
- Antibiotic cream
- Eye wash

- Aspirin

- Benadryl

Safety Equipment

- Flashlights (w/extra batteries)
- gloves (all types)
- safety vests
- weather radio
- lanterns
- chem-lites
- fire extinguishers

Office Equipment/Supplies

- DART shelter forms
- notepads or subject notebooks
- Plastic clipboards (which can be sterilized)
- Pens and pencils
- Pencil sharpener
- Stapler
- Tape dispenser
- Push pins
- Masking tape
- Duct tape
- Permanent markers
- Water-erase markers
- Scissors
- Paperclips
- Photo printer and compatible camera with card
- Computer (laptop)
- Table and chairs
- Local area maps & phone books
- List of Pet Friendly hotels in the area
- Donation canister
- Id badges
- Three-hole punch
- Index cards
- Manila folders

Cleaning Supplies

- Disinfectant (such as bleach)
- Non-disinfectant cleaners (Windex, simple green)
- Mops and mop bucket
- Scrubbers
- Hoses with spray nozzle
- Trash cans and bags
- Brooms
- Spray bottles
- Rags
- Paper towels

Additional Equipment/Supplies

- Indoor and outdoor extension cords (a 50' extension cord is helpful)
- Fans
- Small portable heaters
- Rubber/plastic storage totes
- Post-it notes
- Cable ties
- Vet exam table (any solid surface that can be disinfected)
- Signs or poster board to make signs
- Locks
- Water hoses
- Walkie-talkies/amateur radios
- Extra printer supplies
- Dumpster
- Floor dryer
- Horse glides
- Oxygen masks made for pets
- Offsite areas (fairgrounds, barn stalls) for evacuating large animals

