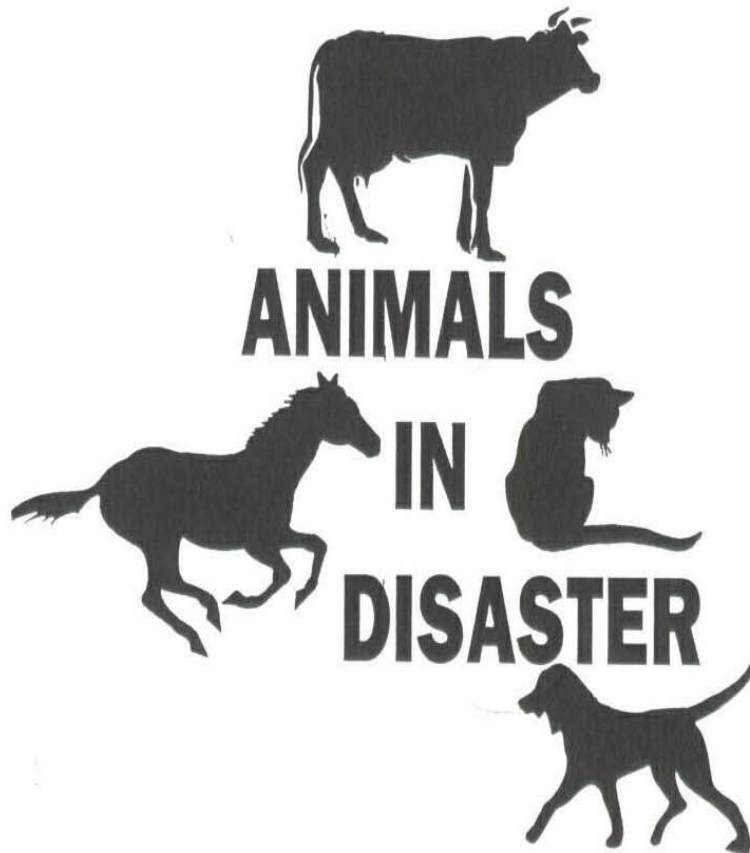


NEW IPSWICH

EMERGENCY MANAGEMENT PLAN

Support plan for farm, pet and exotic animals



Animals in Disaster

This plan is dedicated to the animals in our care and the organizations and individuals who are committed to their safety, health and well being. We want to acknowledge and thank Mr. William Edmonds, New Ipswich Emergency Management Director for his forward thinking; Rick Hewitt, New Ipswich Fire Chief; Michael Maki, Veterinarian; Clifford McGinnis, D.V.M., New Hampshire's State Veterinarian; and Ms. Joanne Bourbeau, New England Regional Director, the Humane Society of the United States for their assistance, encouragement and support. My personal thanks to Ms. Kleta Dudley for her dedication and help.

Our special thanks to the Animals' Disaster Team of Cuyahoga County, Ohio for their willingness to let us use some of the material they developed. We are grateful for their support.

**Lora dePlante, Community Contact
New Ipswich Animal Disaster Plan
disaster@monad.net
phone (603) 878-4515**

New Ipswich Animal Disaster Manual

Table of Contents

1.0)	Purpose	4
1.1)	Services	4
1.2)	Response Levels	4
1.3)	Volunteers	5
1.4)	Condition of Volunteers	5
1.5)	Injuries on the Job.....	5
1.6)	New Ipswich Animal Rescue Team Organization.....	5
1.7)	Response Team Roles and Responsibilities	6
	Animal Response Team Leader	
	Communications Coordinator	
	Administrator	
	Veterinarian	
	Transportation Coordinator	
	Shelter Coordinator	
1.8)	Organization and Operation Procedures	11
	Setting up the Command Post	
	Shelter Operations, General Rules - Barn/Kennel	
	Housing animals off site	
	Rules for moving animals	
	Care in outside facilities	
	Rules of Conduct	
	When an animal is dead	
	Notifying the owner	
	Disposition of dead animals	
	Disposition of animals during recovery	
	When an incident is declared over	
1.9)	Response Team Checklist	17
2.0)	Appendices.....	17
	General Equipment and Supplies	
	Evacuation Equipment and Supplies	
	Medical Requirements for Team Members	
	Animal First Aid & Tips for Pets, Livestock and Wildlife	
	New Ipswich Animal Response Forms	

1.0) PURPOSE

The New Ipswich Animal Response Team (ART) provides the coordination of local resources, emergency veterinary triage and supportive care to pet, farm and exotic animals before, during and after a natural or man-made emergency or disaster, prior to activating additional services and personnel.

The Animal Response Team (ART) will be activated through the 911 emergency system by the on-site Incident Commander at his/her discretion. Under the direction of the local emergency authorities, the New Ipswich ART will respond to any crisis situation such as flood, fire, hurricanes, winter storms, drought and technical disasters such as dam failure, hazardous material, power outage, water contamination and structural damage.

Once activated the New Ipswich ART will provide for the rescue, emergency veterinary care, and transportation to veterinary clinics or alternate housing sites and temporary care of animals.

Note The ART is separate and independent of the Animal Control Officer's responsibilities.

1.1) SERVICES

- Organizing animal rescue teams
- Picking up animals at or from the incident site
- Evacuating animals
- Organizing temporary animal shelters
- Providing for the pets of special needs people during an incident
- Providing volunteers for the care, feeding, walking, cleaning area, etc. to shelters during an incident
- Providing emergency veterinary care
- Animal 24-hour care during recovery period (not to exceed 72 hours)
- Providing accurate recordkeeping and identification of animals and their owners during an incident

1.2) RESPONSE LEVELS

Critical Incident/Emergency Response

Level 1 Single source response

Level 2 Team leader plus one or two response members

Level 3 Full team engagement

Level 4 Full team engagement plus selected mutual aid resources

Level 5 Full team plus significant mutual aid resources

Level 6 Initiate State Veterinarian Response Team (at this level, the State Veterinarian becomes the Team Leader and may or may not utilize the local team)

1.3) VOLUNTEERS

- Must complete a volunteer application (includes medical liability statement)
- Must be accepted into the program
- Must be inoculated
- Must agree to adhere to “Organization and Operations Procedures”

1.4) CONDITION OF VOLUNTEERS AT THE INCIDENT

Signs of job related stress

It is the responsibility of every Team member to observe other volunteers for signs of stress related to their assignment. Any signs of stress are to be reported to a staff member immediately. Signs of stress include, but are not limited to emotional outbursts, anger, physical illness, depression, an inability to do the assignment, shaking and fainting.

The Staff Member should immediately make time to spend with the volunteer. The Staff Member should talk to the volunteer, ask them what they are feeling, ask what they need, and then suggest a 15 minute break from the assignment. The Staff Member may ask coworkers what they have noticed. If necessary, consult with other Staff members as to whether the volunteer should continue in the current assignment, move on to another assignment, or possibly leave for the day. Discuss these options with the volunteer and make a decision based on what is best for the volunteer.

Remember that we work as a team. Taking care of each other is part of the job.

1.5) INJURIES ON THE JOB

Injuries to volunteers are to be reported to a Staff Member immediately. The Staff Member is to assess the situation for extent of injuries. Each injury will be dealt with on an individual basis, and appropriate action will be taken.

1.6) NEW IPSWICH ANIMAL RESPONSE TEAM ORGANIZATION

The Animal Response Team shall consist of:

- Animal Response Team Leader
- Communications Coordinator
- Administrator
- Veterinarian
- Transportation Coordinator
- Shelter Coordinator

Each team member will have available to them support people or groups who are knowledgeable in any or all types of animal handling and care Pet, Farm or Exotic.

Chain of Command				
Primary Emergency Management Response Team (Fire/Police)				
New Ipswich Animal Response Team				
<i>Animal Response Team Leader</i>				
<i>Communications coordinator</i>	<i>Administrator</i>	<i>Shelter Manager</i>	<i>DMV</i>	<i>Transportation coordinator</i>
Ham radio operators	Shelter and volunteer manager	Pet/Farm /Exotic	Support veterinarians	Transportation volunteers
Large animal ambulance	Recordkeeping/ forms/supplies	Dedicated barn & other facilities		

1.7) RESPONSE TEAM ROLES AND RESPONSIBILITIES

Animal Response Team Leader

Planning Phase

- Appoints core team members
- Appoints core team backups
- Approves support team(s)
- Contributes to Shelter Manager’s roles and responsibilities with the Management Director. The Animal Response Team Leader will be the primary interface to outside agencies, unless s/he designates another.
- Coordinates drills directed by Fire Chief

Response Phase

- Performs on-site evaluation
- Defines incident level and activates appropriate Team members
- Responsible to the Primary Incident Commander
- Directs on-site ART activities
- Recommends to Incident Command whether Mutual Aid or State assistance is needed

Recovery Phase

- Reviews incident with team
- Submits incident report
- Utilizing the team, ensures that all animals processed by the team are accounted for and returned to owner or the proper authorities, if unclaimed
- Approve all changes to the Plan
- Serves as team spokesperson
- Communicates input from the primary response team
- Ensures problems arising from the incident are addressed, resolved and properly recorded

Communications Coordinator

Planning Phase

- Responsible for communications equipment
- Identifies what type of communications will be used: radio, cell phone, etc.
- Complies with all short wave radio regulations
- In charge of maps and evacuation routes
- Arranges contingency evacuation plans
- Organizes ham radio volunteer coordination and training
- Assigns roles and responsibilities to ham radio volunteers
- Serves as contact person for Animal Ambulance
- Maintains equipment
- Inspects transportation vehicles

Response Phase

- Communicates activities to other team members based on the Team Leader's directives
- Coordinates central communications
- Serves as coordinator of New Ipswich ART command post
- Ensures all team members can communicate with one another

Recovery Phase

- Submits summary report
- Maintains equipment

Administrator

Planning phase

- Ensures all procedures are updated in the Plan
- Distributes the Plan and pertinent information to team and maintain in a central area
- Responsible for all record keeping
- Ensures all emergency team supply kits are stocked properly
- Responsible for shelter management plan
- Responsible for acquisition and distribution of supplies
- Liaison between the Primary team and the shelter

Response Phase

- Directs team players to respond to the incident
- Oversees the Shelters and ensure procedures are followed
- Alerts off site team in case of shelter emergency such as medical care or animal control issues
- Ensures adequate level of supplies to shelters, e.g., water, medical supplies, maintenance, etc.
- Serves as central focus for administrative or processing questions
- Maintains log of active Team members/volunteers and their assignments
- Makes assignments based on the direction of the Team Leader or his/her designee
- Serves as shelter backup manager

- Assigns support personnel to Shelter Manager
 - Field/On Site Teams
 - Water Rescue Team, under Command Supervision
 - Communications
 - Directs support personnel First Aid/Medical Assistance

Recovery Phase

- Assists in return of animals to their owners, or arrange for proper disposition of unclaimed animals to appropriate foster and permanent placement agencies
- Ensures proper procedure is followed in the disposition of animals from the shelter(s)
- Collects, maintains and ensures all required forms are completed and filed
- Ensures that all shelters, carriers, cages, etc. are cleaned and put in proper order according to Plan
- Meets with all shelter people to review response and prepare a report
- Inventories all supplies (administrative, shelter, team response kits, etc.) and restock as necessary. Maintains proper records.

Veterinarian

Planning phase

- Coordinates medical backpacks
- Approves medical support team
- Provides training and materials regarding shelter layout and the prevention or spreading of disease to humans and animals
- Educates and consults on water and food contamination, vaccinations, and infectious disease isolation procedures.
- Identifies supplies for volunteers' animal first aid kits as needed
- Training as needed
- Identify medical (vaccines, etc.) requirements for team and volunteers
- Develops training requirements
- Defines first aid supplies to be carried by team and volunteers

Response Phase

- Performs triage
- Advises team leader on medical and nonmedical evacuation requirement
- Assumes authority for all decisions regarding additional medical assistance
- Makes site recommendation to change Response Level
- Makes shelter inspections to ensure health, safety and well being of animals
- Administers, directs and maintains animal medical care on-site and at the shelter
- Decides if animals should be transported to medical facilities rather than Shelter

Recovery Phase

- Provides medical documentation
- Provides care and medical instructions on released animals as required
- Provides incident summary to team with recommendations for improvement
- Reviews medical supplies and equipment for restocking
- Provides recommendations and corrective action to incident review report

Transportation Coordinator

Planning Phase

- Coordinates shortwave operators with EMS Director and Communications Coordinator
- Ensures communication mechanisms in place for Team members
- Writes procedures
- Maintains list of volunteers, their skills, vehicles, equipment and special needs

Response Phase

- Ensures proper animal transportation is provided from the incident site
- Works closely with Communications Coordinator when alternate routes are required or unforeseen incidents involving traffic, equipment or animal emergencies en route

Recovery Phase

- Provides input to incident review report
- Reviews volunteer requirements and ensure call list is up-to-date

Shelter Coordinator

The Managers are the people in charge of all on-site operations, and are ultimately responsible for all activities conducted by the volunteers. This includes the care of all cats, dogs, and small animals suitable for care in crates or small cages, such as rabbits, ducks or pocket pets, as well as farm animals.

Planning Phase

- Reports to Administrator
- Catalogue supplies
- Trains Volunteers
- Defines responsibilities of volunteers and kennel structure. Work up a check list for jobs
- Updates Procedures
- In charge of shelter maintenance, cleanup and any follow-up clean up
- Works with Administrator to develop long term plan for foster care
- Ensures recordkeeping is up to date and accurate
- Procures signs for shelter area.

Response Phase

- Organizes the shelter.
- Sets up area- Signs will be displayed over or near each area. (Responsible for all Incoming Areas)
- Implements Animal Intake Procedure:
 - √ Introduce yourself to the animal's owner
 - √ Explain how the ART can help, but be brief
 - √ If the client accepts help, a Green New Ipswich ART Release Form must be filled out.
 - √ The general rule is to use one form for each animal.
 - √ Each animal must have an ID tag

- √ Every effort must be made to have all forms filled out and signed by both the owner and the ART volunteer before the ART takes custody of the animal.
- √ The last four digits of the responsible person's SS# or telephone number shall be used as identification for pickup. **Very important You must make this clear to the pet owner. If they designate someone else to pick up the pet, they must notify the ART, and that person must provide the owners ID# number as well as personal identification at the time of pick up.**
- √ Tag the pet(s), cage, etc.
- √ All paperwork is put into a plastic pouch and stays with the animal until it is returned to the owner.
- √ While in the ART shelter, the animal(s) receive
 - i. Safe shelter
 - ii. Food and water
 - iii. Medical care as needed
 - iv. 24 hour observation
 - v. Exercise as directed by veterinarian
 - vi. Grooming as needed
- √ Cages with animals not usually collared can receive only one ID tag, which will be attached to the outside of the container
- Identifies a **Small Animal Area**. Males and Females must be separated. Animals from the same family may be housed together, if the owner approves, and if there is adequate space for each animal.
- Identifies a **Very Small Animal Area** for Rabbits, gerbils, hamsters and "pocket pets"
- Identifies an **Infirmiry Area/Quarantine Area** for injured, sick or pregnant animals
- Identifies a **Morgue**, which needs to be separated from all other areas, and should have chairs and privacy. The sign over this area **will not say "MORGUE"**. It will be designated "**AREA TWO**."
- Identifies Medical and Nonmedical Supply Areas
- Delegates work assignments
- Ensures each animal has proper paperwork and ID tag
- Checks in and assigns each incoming cage or designated holding area
 - √ Assigns responsibilities for exercise schedule, feeding, care, grooming, observation and tracking progress of animals
 - √ Supervises all workers
 - √ Ensures all supplies are on hand
 - √ Schedules work hours for remainder of event
 - √ Checks the credentials of all people coming into the shelter
 - √ Reports to the Vet and coordinates all medical care in shelter
 - √ Ensures proper filing of all forms at shelter.

All animals must be processed through this area, unless there is a medical emergency situation, in which case the animal must go directly to the Infirmiry/Quarantine area.

Recovery Phase

- Supervises tear down of Shelter
- Cleans all cages, crates, stalls and facilities
- Catalogues supplies and equipment

- Returns all equipment, medical supplies and general supplies to Administrator for proper disposition
- Inspects shelter with Administrator or designee before formally closing shelter
- Delivers all forms to the Administrative Team member for filing.
- Evaluates shelter responsibilities with Team Members
- Attend any reviews after the incident and submit a written report to Primary Team member.

1.8 ORGANIZATION AND OPERATION PROCEDURES

Setting up the ART Command Post

The ART Command post will be set up in the Emergency Management Offices of the Town Office Building. Responsibilities are assigned as follows:

- Close off command post and shelter areas to public.
- Set up communications.
- Maintain check-in point for Response Team members. Team members must sign in and have their vest and identification cards to receive an assignment.
- Maintain off-site check-in and response log for those reporting directly to the incident site. Check-in is mandatory for all members of the response team.
- Incoming Area is where victims may bring their animals and register for first aid or shelter
- Check that Kennel Area is set up and staffed according to procedure.
- Barn area set up and staffed according to procedure.
- Ensure supply area for carriers/cages open and available.
- Ensure General Supply area stocked and available under strict supervision
- Secure all areas.
- Immediately communicate medial emergencies which may arise after transportation to the shelters.

Shelter Operations - General Rules - Barn/Kennel

*This area is to be pet friendly and safe, however the ART shelter area is a **RESTRICTED AREA**. Only authorized personnel will be allowed in. Authorized personnel include any team member, owner of the animals being held and Medical Staff. There will be a Registration Book at the entrance to the shelter, and anyone entering the shelter, other than Team Members, must sign in, and will be issued a "VISITOR" badge. This badge must be worn the entire time the person is in the Kennel.*

Shelters are off limits to the general public and must be secure at all times. This is a priority.

- All visitors must sign in and get a "Visitor" badge before entering. Anyone who is not authorized to be there will be escorted out.
- Animals are to be housed in separated cages/stalls according to area breakdown Types of animals, small animals, and Area 2 (Morgue). Dogs and cats are further broken down by sex.
- All animals must have an **ART ID tag** and proper paperwork.

All animals must be monitored every 15 minutes for the first hour in the shelter.

- Look for signs of stress, illness or injuries. These things need to be reported to the medical staff immediately.
- Animals will not be fed the first hour they are in the kennel. Water should be available at all times, unless the medical staff decides otherwise. All “Animal Care Sheets” must be filled out accordingly.
- Accurate records must be kept for each animal. After the first hour, animals are checked hourly.
- Any animal taken out for a walk must be leashed. There are no exceptions.
- An “**All Hands Alert**” means that everyone needs to assist immediately.
- If an animal should escape from the cage or designated area, it must be captured immediately. If this happens, any member may call an “**All Hands Alert**” by announcing very loudly “**Dog out...**” or “**Cat Out...**” or “**Horse Out...**” etc. **Everyone is to respond immediately** when this announcement is made.
- An “**All Hands Alert**” may also be issued if someone is being attacked or bitten. The announcement for that is “**Help.**”
- The Communications Coordinator is to be notified immediately if a volunteer is bitten, attacked or seriously injured in order to notify the Team Leader and appropriate Team members. The Team Leader will determine if outside assistance will be deployed to the shelter.
- Male and female animals must be separated and there must be adequate space between them, even if they are caged.

Housing Animals off site

No matter where the animals are housed, they remain in the care of the ART until their owners claim them.

Important things to remember for volunteers taking an animal, or when animals must be moved to another location for any reason

- ART volunteers will be given first opportunity to house these animals
- Distribution of animals will be based on how much a volunteer knows about caring for the particular animal.
- All efforts should be made to keep pets from the same households together.
- The Staff will make travel arrangements for all animals being moved to another location
- No animal is to be moved without proper handling apparel/equipment
- ART paperwork will move with the animal, as well as the ART ID Tag
- While in the care of the ART volunteer, all animals will be monitored on a daily basis, and records will be kept, just as they would be at the kennel. Volunteers are to have regular contact with the animal’s owner, and allow visits if requested. Animals can be claimed by the owner directly from the volunteer, using the same procedure as stated in the section “Returning Animals to Owner” When it is time for the owner to claim the animal(s) the owner will be notified and they must make arrangements with the ART Team Member responsible for that animal. It is the responsibility of the owner to pick up the animal.

Important things to remember when outside facilities are taking animals

- Only outside facilities approved by the ART will be used.
- An ART Team Member will be assigned to monitor any outside facility used.
- Outside facilities must follow ART rules and regulations regarding handling and housing of animals
- Outside facilities must allow the ART Team Member assigned to them easy access to the premises.
- Outside facilities must allow the owner to visit their pets.
- Outside facilities must instruct their personnel to keep accurate records.
- Every effort will be made to abide by the requirements of the outside facility.
- Owners may claim their pets directly from the outside facility, using the same procedures as stated in the section “Returning Animals to Owner.”
- Payment for charges incurred at the outside facility will have been prearranged between the ART and the pet owner, before the pet is transferred to that facility
- As the ART policy states unclaimed animals will be declared homeless and will be turned over to the local Animal Control Department, or an appropriate facility that accepts and adopts homeless animals

Rules of Conduct while Involved with an Incident

- No team member is ever to work alone
- No team member is to go off on their own
- Field crews must work in groups of no less than two (2). Larger groups may spilt up into smaller groups
- Field crews going out more than ½ mile from the ART Command Post must use at least one motor vehicle
- Field crews must have appropriate attire for the type of incident
- If crews encounter an injured animal, they need to make an assessment of the animal’s condition, and call in for instructions immediately
- **No members are to talk to the media while on assignment, unless authorized in advance.**
- **No team member is to respond to a water rescue without coordination with Command.**

When an Animal is Dead (DOA)

Unfortunately, animals that have died may be brought to us from the incident. In addition, animals may be brought to us in critical condition, and may die while in our kennel.

These situations are very delicate and must be handled with the utmost care and concern for both the animal and the owner.

A dead animal will be described as a CODE 2. At no time is any member to use the terms “Dead on arrival” or “Morgue” when speaking to, or in the vicinity of, the general public. The morgue is to be described as “AREA 2.”

Until another system can be established, dead animals will be processed on the green New Ipswich ART Release Form, marked with a red dot. It will be filled out for each animal and stays with that animal until an owner claims it.

1. A dead animal will be taken to “Area 2” (morgue) for processing. No dead animal is to be left outside, or anywhere near the public areas around the Command Post.
2. A Medical Staff person on duty must examine a dead animal. If there is no Medical Staff person on duty, the volunteer in charge of First Aid and one helper must examine the animal and declare it dead.
3. If the animal has not been covered or put in a plastic bag, it needs to be. If clear plastic bags, or tarps/blankets to cover the body are available, they should be used, until the animal can be identified. The clear bags make it easier to see the coloring of the animal’s fur. For small animal boxes, cardboard carriers and coolers will be made available as well.
4. After the DOA has been processed, and placed in the Morgue, a Team Member needs to check the “New Ipswich ART Release Form” (green) and a sticker showing the number 2 should be placed in the upper right hand corner to signify the death of the animal. If a Team Member believes that a certain DOA is a match, the Kennel Manager should be notified for further verification. If the DOA is a probable match, then, alerting all members in the registration area in case the owner shows up unexpectedly, proper precautions can be taken to assist the owner. All matches are “probable” until the owner confirms that the animal is their pet.

Notifying the Owner

If there is a possible match, and we have the red dots on the New Ipswich ART Animal Release Form, (green) sheet, then the owner will need to be contacted. **Again, this is a very delicate matter and must be handled carefully.** (The same type of message can be given to someone who is standing right there at the Registration table)

A sample message is “(Mrs. Jones), this is (your name), with the Animal Response Team. We have a listing for your missing (dog, cat, etc.) We have received more animals since you were here, however, I need you to know that some of them are deceased.”

Pause here, in case there is a response. Continue with “We have a (dog, cat, etc.) that is similar to your pet’s description. Are you able to come over for identification purposes, or are you able to designate someone to help you with this?”

Depending on the answer, make notes on the back of the form, as to what the client’s intentions are. It is hard to predict what will happen.

Give people every opportunity to talk, cry, ask questions, or say nothing at all. Ask if there is anyone there with them. If not, ask if you can call someone for them. The person may come right over, or they may not. They may send someone else. (If they do, make sure that the person coming can positively identify the pet.)

Express our/your condolences. A simple *I'm sorry for your loss* is often enough.

Clients arriving to identify DOAs, or clients who are about to learn that their pet did not survive, are to be taken to a special “private” section, in or near “Area 2,” for the purpose of identifying the animal. **Two ART Team members should be present to assist the owner.** Anything can happen. The client may not be able to actually view the remains. While the client should never be forced to do this, someone has to make the identification. Use your own judgment. Some clients may want to spend some time with the pet. Some clients may want to touch or hold the pet. This is allowed. They may have as much time with the pet as they need. You should only leave if they request to be left alone.

A Pet Bereavement Packet will be made available to all clients who have lost a pet due to death. Owners may not want to take it with them at the time, but let them know it will be available should they want it at a later time.

Disposal of the Deceased Animal

Some people will want to take the animal’s body, while others will not. Some people will not have any idea what to do with the body. The animal’s body may remain at our kennel for a brief time, while the owner makes arrangements. The ART can arrange for the town where the event happened to dispose of the body. However, this disposal option may be a group burial, and the owner should be made aware of this. The ART can suggest local pet cemeteries and crematories, but the cost would be the responsibility of the owner.

No matter what the owner decides, a “Release of Deceased Animal” form (gray Sheet) must be filled out and signed by the client or their designee.

The ART will arrange for disposal of all unclaimed animals

Thoughts for Team Members

- This assignment will be the hardest, but most necessary, part of this entire program.
- The death of an animal is always difficult. It can be as hard on the Team Member as it is on the client.
- Do what you can to help.
- If at any time during this assignment, you should feel the need to remove yourself from the situation, tell someone immediately. Do not wait until you are overwhelmed. All of us understand, and we will be there to help each other, as well as the clients and their pets.

Disposition of Animals During Recovery

Supervise the returning of animals to owner. When an owner comes to claim their animal(s), there is a strict procedure that needs to be followed. We must safeguard against the wrong person taking a pet out of the ART shelter, and must never give an owner the wrong animal. This procedure applies to not only the ART Kennel, but also to any holding facility we use.

The procedure is as follows:

- The owner is referred to the Shelter Manager
- The Kennel Manager examines the owner's copy of the NIART Release Form (Green) and asks for personal identification
- The Shelter Manager assigns a Team Member to find the animal and match up the two copies
- The owner is asked to identify the animal as their own
- The Team Member reviews the care given to the animal while in the ART shelter, and also informs the owner of anything they may need to know for follow-up care
- If the animal is any type other than a dog or farm animal, it may only leave in some type of carrier or covered box (the ART will provide this if necessary)
- The owner signs the Pet Return to Owner Form.
- The animal is returned to the owner
- **All paperwork for the animal is stapled together and put in the special file for returned animals.**

Special Notes

- If the holding facility is one other than the ART kennel at the scene, the only difference is that there will not be a Shelter Manager available. The Team Member responsible for the animal will follow the same instructions as listed above.
- If someone other than the owner is there to claim the animal, check for a documented record from the owner regarding whom he or she has designated to claim the animal. If we do not have that record, every effort must be made to contact the owner before the animal can be released. In addition, the person claiming the animal must have personal identification, and must leave a phone number. If the Team Member has serious doubts about someone claiming an animal, a Staff Member is to be notified immediately, and a joint decision will be made.
- Initiate foster pet care personnel if necessary.
- Ensure all medical records and medication go with animal.
- Ensure medical review and sign off by vet.

When The Incident Is Declared Over

When the incident is declared over and all the animals have been claimed or transferred, all members at the scene will be expected to help with the tear down and clean up of the area used, cleaning of the equipment and transportation of equipment back to the storage unit. These must be done in an orderly manner, and everyone will be asked to help where they can. The Administrator or their designee is responsible for assigning responsibilities.

All paperwork is to be turned in to the Administrator.

Paperwork Reports are to be filled out by the Staff, after an incident is over. All information about the event should include, but is not limited to:

- Where did incident take place?
- What kind of incident was it?
- Who was involved?

- How many animals did the team handle?
- How long did incident last?
- Follow up forms going to any officials we worked with
- Other documents
- Develop any photos taken
- Summarize medical problems, deaths and disposition of animals

A debriefing meeting will be held within ten (10) days after the event is declared over, to finalize the following business:

- Do any of the team members need stress debriefing? If so, arrangements need to be made as soon as possible
- How did the program work?
- How was the volunteers' response time?
- What were the problem areas?
- What would or should change?
- What were our strengths?
- What supplies and equipment need restocking?

All Team Members involved in the incident will fill out a survey asking about how the incident went for them.

The ART will request a 'report card' from all services we worked with. If necessary, we will convene a meeting to discuss the report.

1.9. RESPONSE TEAM CHECKLIST *(available through New Ipswich ART)*

2.0. APPENDICES

A. General Equipment, Supplies, Vehicles

- Area map
- Mobile radios
- Portable radios (hand sets)
- Cell phones
- Base station equipment
- Ham radios
- Fax machines
- Pagers
- Fresh batteries
- Team identification shirts and badges
- Animal medical emergency bag
- Generators

Vehicles

- Animal control trucks
- Four-wheel-drive trucks
- Horse trailers
- Recreational vehicles
- Boats

B. Evacuation Equipment and Supplies

- Leashes
- Muzzles
- First Aid supplies
- Leads and halters (all types)
- Tags for small, medium and large animals; leg tags for birds and reptiles
- Cage or stall identification tags
- Portable cages and fencing

- Tarps and supplementary equipment to raise temporary shelter
- Water
- Food
- Containers for medication requirements and correspondence tracking form(s)
- Plastic bags for records, feeding, care and medical instructions
- Record sheets, pencils and supplies for recording info vaccination, history, etc.
- Color-coding devices for records to flag
Disposal bags

C. Medical Requirements for Volunteers

Vaccinations and boosters

- Tetanus: Required
- Rabies and Hepatitis-Viral-A It is the responsibility of the Animal Response Team Leader and the Veterinarian to determine pre-exposure vaccination procedure.

D. Animal First Aid & Tips for Pets, Livestock and Wildlife

(available through New Ipswich Animal Response Team)

E. New Ipswich Animal Response Forms

(available through New Ipswich Animal Response Team)

All forms maintained with the animal shall be enclosed in a large pink plastic zip lock bag with the animal's name, owner's information and responsible team member's name on the label.

- **New Ipswich Animal Release Form** This green sheet is used when we are taking in an animal.
- **Pet Returned to Owner Form** In addition, a central log is maintained with animal's name, owner, release date and responsible team member's initials
- **Missing Animal from Incident site** Use Yellow Missing Animal Release Form.
- **Missing Animal** When an animal comes in without an owner. Check Animal Missing box, on the NIART Form (green) sheet . If the animal remains unidentified, then a

'NIART Release Form' shall be used and a white label marked 'Owner Unknown' shall be placed in Owner Information section.

- **Animal Care Form** - This white sheet is used to document the care given to the animal while it stays in the shelter.
- **Owner Release of Deceased Animal Form** This gray sheet is used when an animal is deceased. There is a section for the owner to sign if they are claiming the animal's remains, and there is a section for the owner to sign if they are not claiming the animal's remains. The latter section allows for the New Ipswich ART to arrange disposal of the animal.

At the completion of the incident, all paperwork is to be maintained at the Command Center by the Administrator or his/her designee.