

All Disaster or Hurricane Plan – for (company) (year)

Note: This document was typed in Word. Under Tools, Unprotect, type in 2006 for the password. You can then get rid of all the extra remarks (like this one). Protecting the document again (same way, will allow you to “tab” through the document and fill in the spaces. This plan below is extremely modified from the LA SPCA plan, thanks to Laura Maloney. Consider this an all disaster plan—what would you do if there was a train wreck for example and you had to evacuation from one side to the other of your parish or evacuate to another parish? What would you do if you get a tornado or a hurricane?

The following actions and declarations by the (city, parish, etc.) serve as triggers for the evacuation of the shelter animals. (check these out with your Office of Homeland Security Director)

The City will call for a **PRECAUTIONARY** evacuation first. Then a **SPECIAL NEEDS** evacuation and then finally, a **GENERAL** (city wide) evacuation.

The threat of an oncoming hurricane or other impending disaster or emergency shall be the trigger for the Executive Director to call all agencies that have signed Memorandum of Understanding (MOU) with the (your company) to assist with manpower or accept animals and request that they be on “Standby.” (consider MOU’s with a firm that might be available to move your animals, for example. Or simply you don’t have any MOU’s and can delete this paragraph)

The **DECLARATION** of a **PRECAUTIONARY EVACUATION** by the (city, parish, etc.) shall be the trigger to release and physically transport all animals.

The **DECLARATION** of a **SPECIAL NEEDS EVACUATION** by the (city, parish, etc.) shall be the trigger for (your company) to evacuate the animals under your care..

A **REFRIGERATED** truck shall be rented for the months during the most active time of the season to be on standby in the event of an evacuation.

A **MINOR THREAT** shall be defined as a Category 1 or Category 2 hurricane on the critical path or any other hurricane that is not on the critical path.

A **MAJOR THREAT** shall be defined as any hurricane above a Category 3 which is on the critical path that would result in a direct hit to the (city, parish, etc.) leans.

THE EXECUTIVE DIRECTOR OR HIS/HER APPOINTED DESIGNEE SHALL BE THE ONLY PERSON RESPONSIBLE FOR ACTIVATING THIS WRITTEN PLAN.

In the absence of a manager the Executive Director or his/her appointed designee shall reassign the duties of the absent person.

THE (your company) WILL NOT EVACUATE FOR A MINOR THREAT BUT WILL FOR A MAJOR THREAT. (you need to adjust this to your company’s philosophy.

Each Manager or Supervisor is responsible for being able to reach all of his/her employees before, during and immediately after a hurricane.

Tropical Storm - **NO EVACUATION**

The (your company) must prepare for a tropical storm in light of the number of tents in use by the agency. In the director's absence, a team including the Director of Humane/Law Enforcement, Controller, and Sr. Director of Programs, make the decision on evacuation and assumes the director's role as noted below.

Title	Duties & Responsibilities
Executive Director	<ul style="list-style-type: none"> ■ Educate the staff and/or public prior to the storm/emergency on the plan for your business ■ Draft and distribute press release on protecting pets during tropical storm, advice for those in FEMA trailers on where to go with pets (Note: there will be a centralized press group working on any emergency, so consider this part as something in the line of letting your clientele know)
Controller	<ul style="list-style-type: none"> ■ Back-up computer files ■ Ensure we have petty cash ■ Ensure bottled water supply ■ Ensure that transport vehicles have fuel ■ Ensure that we have many flashlights and other methods of light, generators, fuel on-hand
Sr. Director Programs or Ops Director	<ul style="list-style-type: none"> ■ Account for all animals in the shelter (or whatever business you have) ■ Account for any controlled drugs (consider what you are going to do with them)
Facilities Manager	<ul style="list-style-type: none"> ■ Take down/remove outside objects that could be a danger ■ Batten down any thing that is deemed a problem ■ Make sure there is enough animal food, newspaper and other items in case we cannot get delivery for a few days. We need to be self sufficient for 3-5 days.
Program Services Manager	<ul style="list-style-type: none"> ■ Manage & Update a way to get in touch with clients if their animals are still at the facility ■ Direct public requests for information to the parish office of homeland security ■ Prepare hurricane packets if people want info (visit www.avma.org for suggestions) ■ Ensure that website is updated
Webmaster	<ul style="list-style-type: none"> ■ Post info on homepage about preparing for weather related/disaster related problems

Hurricane Threat - Category 2 or below - **NO EVACUATION (or whatever your decision is)**

The (your company) evacuates all animals if the (city, parish, etc.) area is expected to be hit with a Category 3 hurricane or above. The executive director determines implementation of evacuation plans based on information from the Parish Office of Emergency Preparedness (and the Mayor, Sheriff, etc—you need to check on what your parish wants to do.) In the director's absence, a team including the Director of Humane/Law Enforcement, Controller, and Sr. Director of Programs, make the decision on evacuation and assume the director's role as noted below.

72 hours before landfall

Title	Duties & Responsibilities
Executive Director	<ul style="list-style-type: none"> ■ Draft and be able to distribute educational material on handling hurricane threat with pets ■ (note: this might be something totally different, depending on the company, this is just suggestions)
Controller	<ul style="list-style-type: none"> ■ Back-up computer files ■ Ensure we have petty cash ■ Ensure bottled water supply ■ Ensure that transport vehicles have fuel ■ Ensure that we have many flashlights and other methods of light, generators, fuel on-hand
Operations Director or Sr. Program Director	<ul style="list-style-type: none"> ■ Confirm who will stay overnight at the shelter during landfall ■ Ensure there is enough food for animals on hand for two weeks in case delivery truck cannot get to the shelter ■ Ensure that vehicles are fueled and in good condition ■ Order/obtain food for staff ■ Ensure that radio with batteries is on-site ■ Ensure that walkie-talkies are charged and working
Veterinary Medical Director/Kennel Supervisor	<ul style="list-style-type: none"> ■ Walk through to determine animals with potential problems ■ Make any necessary health decisions
Program Services Manager	<ul style="list-style-type: none"> ■ Manage & Update 1-800-XXX-XXXX line ■ Respond to public requests for information ■ Prepare hurricane packets in people want info

Hurricane Threat - Category 2 or below - NO EVACUATION (or whatever your decision is)

48 hours before landfall

Title	Duties & Responsibilities
Executive Director	<ul style="list-style-type: none"> ■ Monitor and control the items below. ■ Put here anything else you think he/she should do.
Controller	<ul style="list-style-type: none"> ■ Back-up computer files ■ Advise (any organization that needs to know) of our plans (this includes your parish OEP)
Sr. Program Director	<ul style="list-style-type: none"> ■ Ensure that kennel staff and processes laid out at 72 hrs are in progress or completed.
Animal Control Director	<ul style="list-style-type: none"> ■ Confirm any rescue plans with necessary people (← you will have to fill this in, it may be nothing, it may be that you need to work on return plans or rescue plans, remember, this is just a draft example!!)
Veterinary Medical Director/Kennel Supervisor	<ul style="list-style-type: none"> ■ Walk through to determine necessary euthanasias ■ Euthanize selected animals ■ Make sure there is enough space for incoming, injured animals
Program Services Manager	<ul style="list-style-type: none"> ■ Manage & Update 1-800 XXXX-XXXX line ■ Respond to public requests for information ■ Prepare hurricane packets in people want info
Facility Manager	<ul style="list-style-type: none"> ■ Make sure all items outside the shelter are secure ■ Make sure tents are secure and battened down ■ Make sure generators work and fuel is available for 3-5 days.

Major Threat - Category 3 or above— **EVACUATION EXPECTED**

96 hours (4 days) until landfall

If (your city) is under a major threat for a Category 3 hurricane, we will begin moving animals to other locations. **All animal control and adoption services are suspended. Intake continues, but the public is informed that the shelter is closing. (This is where preplanning is important—if you can't get the owners to pick up animals for example, where are you going to take them if you have to evacuate. The State Animal Response Team (SART, www.LSART.org) is working to establish shelters for pets with owners near by, but business will have to make their OWN arrangements. You might consider partnering with up-state or down-state companies or businesses)**

96 hours before landfall

Title	SHELTER Duties & Responsibilities	City-Assisted Evacuation (CAE) Duties & Responsibilities
Executive Director	<ul style="list-style-type: none"> ■ Consult with Board of Directors ■ Call to advise of plans – advise of current animal count ■ Prepare report to parish OEP and LDAF ■ Call OEP to advise of shelter's closing ■ Call or Fax Dr. Littlefield, Dept of Agriculture & Forestry (LDAF), to advise of plans (225-925-3980 main line, 225-237-5555 fax) ■ Obtain staff list of phone numbers ■ Make sure that they know to call to (a certain number or person to let us know how they are doing!) ■ Assure plans to move to another facility are in place and other facility is aware you are coming. 	<ul style="list-style-type: none"> ■ Ready team for CAE process ■ Consult with parish OEP ■ Call LDAF and MOU partners; activate volunteers to come to (city or company) ■ Arrange movement of supplies to pre determined, safe locations on or off site
Exec Assistant	<ul style="list-style-type: none"> ■ Make sure all staff phone numbers are accurate 	
Controller	<ul style="list-style-type: none"> ■ Makes housing plans for staff staying in other cities ■ Back-up computer systems, arrange for copies to go in multiple directions ■ Activate 800 number 	
Animal Control Director	<ul style="list-style-type: none"> ■ Consider needs for the recovery phase 	<ul style="list-style-type: none"> ■ Advise essential personnel to implement personal plans for pets and families ■ Ensure that all equipment is on trucks and ready for use ■ Load trucks with equipment that may be needed (control poles, bite case reports, leashes, radios).
Sr. Director of Programs (SDP)	<ul style="list-style-type: none"> ■ Confer with ED and ACD; determine what animals are going to which location; advise Executive Director. ■ Provide volunteer coordinator or other employee with the needs that will assist in shelter preparation and management along with the number of people needed for each task. (You have to consider the fact that you aren't "dumping these animals somewhere—someone has to take care of them!) ■ Ensure that all staff traveling with the animals are clear on where they are heading and their responsibilities. 	

Kennel Supervisor	<ul style="list-style-type: none"> ■ Determine exact count for puppies, kittens, cats, dogs, strays, owned, adoptables, owned bite, owned cruelty, etc. Give figure to SDP. ■ Ensure that every animal has a marked neckband. ■ (Encourage permanent identification!—microchip also!!) Bring reader ■ Ensure that every animal has been dewormed and vaccinated. ■ (Appoint a person to work with Adoption staff member on paperwork issues as ACT staff allows; advise adoptions of the name) ■ Conduct animal inventory and share with adoption manager so she may update computer
Adoption Manager	<ul style="list-style-type: none"> ■ Appoint a paperwork monitor who will be to be responsible for preparing all paperwork. Print out three copies of each animals' cage card so there are actually 4 sets of paperwork with pictures. <i>Note: This should be done after the rabies inoculation date has been put on the original cage card.</i> Work with Animal Services appointed person on paperwork issues. ■ Stamp or write (in large block letters) adoptable or stray on all the paperwork. The status of an animal is extremely important and needs to be very obvious at a quick glance of the paperwork. ■ If animal staff has taken digital photos, upload photos into software. ■ Pack leashes so the transport team may take them during travel ■ Label cages of problem animals (BITER, etc)
Veterinary Director	<ul style="list-style-type: none"> ■ Vaccinate for rabies all animals that could be evacuated except bite cases under observation. Also make sure the date of vaccination is written on the cage card. ■ Pack medications that may be needed by dogs and cats while on the road. ■ Walk through to determine animals that are unfit to travel and mark for euthanasia. ■ Euthanize animals with the assistance of the ACA staff ■ Arrange for pick up of bodies. ■ Obtain and control the controlled drugs and records <p>Key: Document, Document, Document</p>
Volunteer Coordinator	<ul style="list-style-type: none"> ■ Ask all potential volunteers to confirm whether they are evacuating with the (your company) or meeting at a particular location; communicate with animal services director ■ Send email and call volunteers who will be assisting in CAE process
Webmaster	<ul style="list-style-type: none"> ■ Prepare and launch webpage advising residents to evacuate with pets

Major Threat – Category 3 or above - **EVACUATION IN PROGRESS**

72 hours (3 days) until landfall

72 hours before landfall

Title	Shelter Duties & Responsibilities	City-Assisted Evacuation Duties & Responsibilities
Executive Director	<ul style="list-style-type: none"> ■ Consult with Board of Directors ■ Issue media release ■ Update parish OEP and LDAF ■ Oversee and coordinate with (the shelters or other businesses) that will be accepting animals on our behalf. 	<ul style="list-style-type: none"> ■ Upon the advice of the Parish OEP director, you may be needed at the Parish OEP
Executive Assistant	<ul style="list-style-type: none"> ■ Ensure that all cell phones are operable and fully charged ■ Ensure that all have walkie-talkies and/or their cell phones 	
Animal Control Director		<ul style="list-style-type: none"> ■ Go to parish EOC for introduction to Incident Commanders
Sr. Director of Programs	<ul style="list-style-type: none"> ■ Communicate with the manpower and transportation teams. ■ Supervise volunteers assisting with transport and care 	
Volunteer Coordinator		<ul style="list-style-type: none"> ■ Continue to follow up with volunteers for CAE process
Adoption Team	<p>Team Leader: Adoption Manager <i>Team shall consist of Adoption staff and volunteers</i></p> <ul style="list-style-type: none"> ■ Ready all paperwork ■ Stamp or Write “Adoptable” “Stray” or “Owned” on all paperwork ■ Ensure that animal photos are uploaded into computer. ■ Triple check accuracy of paperwork to ensure paperwork matches animal in cage (Proper breed, color, sex, age etc.) ■ Make separate packets for each accepting agency which includes all appropriate items (copy of cage card) ■ Keep accurate count of exact number of animals going to (each agency or pre determined place) ■ Make copies of all owned animal paperwork; note where they are being taken in the computer. 	
Veterinary Team	<p>Team Leader: Medical Director <i>Team shall consist of Animal Care Attendants</i></p> <ul style="list-style-type: none"> ■ Tranquilize animals for travel, if necessary ■ Ensure all animals have neckbands and (hopefully) permanent identification ■ Prepare medication kit for traveling ■ Aid in loading animals onto truck, if needed 	

Kennel Supervisor	<p><i>Team shall consist of Animal Care Attendants and the Facility Manager</i></p> <ul style="list-style-type: none"> ■ Clean & sanitize cages as you can ■ Discard all trash ■ Load animals onto truck ■ Secure objects in and around shelter so they don't fly away ■ Begin loading pre arranged vehicle; ensure that every animal has proper paperwork and neckband when entering transport vehicle. ■ Ensure that you have leashes packed in each truck <p><i>Facility Manager add'l duties</i></p> <ul style="list-style-type: none"> ■ Pack trucks with supplies that were gathered the day before. ■ Ensure that each transport vehicle has batteries, flashlight, bowls and water. 	<ul style="list-style-type: none"> ■ Move to assigned location once shelter is prepared and in-order
Animal Control Team		<p>Team Leader: Animal Control Director <i>Team shall consist of Animal Control Officers</i></p> <ul style="list-style-type: none"> ■ Move to assigned locations
Transport Team	<p>Team Leader: Kennel Supervisor <i>Team shall consist of all qualified & designated drivers of (your company) vehicles, either transporting animals or vehicles to safety and Animal care staff and volunteers to assist at destination</i></p> <ul style="list-style-type: none"> ■ Load animals onto trucks. ■ Safely transport animals to designated agencies 	
Controller	<ul style="list-style-type: none"> ■ Ensure safe keeping of all records vital to of (your company) ■ Back up computer files ■ Ensure enough petty cash on hand and credit cards available ■ Obtain vehicle insurance waivers for mileage, if needed ■ Payroll early, if necessary 	
Facilities Manager		<ul style="list-style-type: none"> ■ Move to assigned location once shelter is packed and ready to go
Outreach Coordinator		<ul style="list-style-type: none"> ■ Move to parish EOC, if requested (you need to check with your local EOC—if your company would not be one specifically)
Webmaster	<ul style="list-style-type: none"> ■ Back-up site; ensure all working 	

Major Threat – Category 3 or above - **EVACUATION IN PROGRESS**
 48 hours (2 days) until landfall

Title	Duties & Responsibilities	City-Assisted Evacuation Duties & Responsibilities
Executive Director	<ul style="list-style-type: none"> ■ Keep in contact with shelter staff and MOU partners 	<ul style="list-style-type: none"> ■ Update parish OEP and LDAF ■ Move to parish EOC (this may not be your job, but there should be an “animal related” person at the EOC)
Sr. Director Programs	<ul style="list-style-type: none"> ■ Secure doors and shelter once all have departed 	<ul style="list-style-type: none"> ■ Move to assigned location in CAE process
Vet Team	<ul style="list-style-type: none"> ■ Update executive director 	
Animal Services Director & CAE Team		<ul style="list-style-type: none"> ■ Supervising CAE Process
Controller	<ul style="list-style-type: none"> ▪ Move to new location 	
Executive Assistant	<ul style="list-style-type: none"> ▪ Move to new location 	
Webmaster	<ul style="list-style-type: none"> ■ Move to new location ■ Update ED 	

Key Issues For Veterinarians And Other Animal Related Businesses To Consider In Preparation For A Disaster*

A Check List

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Assistant State Veterinarian

1. Personal disaster plan to take care of your family.
2. Business disaster plan (please note: while this was originally written for Veterinarians, it is applicable to many different types of animal-related businesses. Therefore, please adjust as needed. We are certain that this is not perfect, but it is a start.)
 - a. Clinic Preparation
 - i. Boarding Records and Data. It is the responsibility of the Office Manager and practice owner to make sure all boarding patients have correct emergency contact numbers identified on the boarding check-in sheets. Data should include owner, emergency contact number, secondary in-town contact person, dietary instructions, medication(s) being administered and length of time boarding. During hurricane season, add an out of town contact.
 - ii. ZIP drive/ external hard drive – The main computer must have back up performed prior to evacuation. Zip Drives and external hard drives offer the quickest and most thorough form of backing up large amounts of data for easy, portable back-up computer files. Have at least two copies for two different people to leave with.
 - iii. Secure transportation for animals – A safe, air conditioned*** transport should be secured 24-72 hours prior to an evacuation event. Rental truck companies should be the first source. Car dealers or truck dealers may also be called for availability.
 1. NOTE: *** Regular Cargo Vans do not have safe climate control for animal transport.***
 - iv. Secure safe location to evacuate animals – Local colleagues and out-of-state colleagues should be called 24-72 hours prior to evacuation to investigate available boarding space for the number of animals you plan to travel with. Classmates, acquaintances met at state and national meetings and old employees make good choices for this option. The State Animal Response Team is an excellent source of information.
 - v. Secure computers and electrical equipment present in the veterinary clinic/hospital. All computers, laboratory equipment, X-ray machines and valuable electrical equipment should be covered or encased in doubled heavy plastic bags, moved to a non floodable location within the clinic/hospital or moved to a safe/secure room in the facility or taken with you.
 - vi. Move all valuable paperwork, charts and retail items to a safe height or secure location within the facility – Use of water-tight, plastic containers is beneficial for placement of valuable paperwork. Retail items should be moved off the ground and if possible, into shelves in a storage room. Fire safes are not water tight.
 - vii. Place copies of insurance papers, employee contracts, leases, payroll information, financial data, checks and bank info, as well as your state licenses, DEA numbers, etc. in water tight containers/bags for safe travel with you in case of evacuation – Same as above.
 - viii. Have a copy of all clinic employee address, phone number and emergency contact information laminated and ready to take with you.
 - ix. Current employee land phone/cell phone number, address and emergency contact numbers should be updated weekly and copies distributed to all employees as needed.

- x. Secure all windows and glass doors. (precut plywood is the best form of protection) – Preventing potential weather damage will reap benefits—always!
 - 1. Remove artwork to a secure location – Insurance coverage is great for valuable artwork, but if you do not have to replace these valuables, the more contents coverage you will have available to replace your damaged inventory or equipment.
 - b. Contacts
 - i. Make a (brief) summary of your plans and contact information and send it to your State Veterinarian. He/She is the regulatory official over *all* animal emergencies, and knowing how to contact people after the storm is very important. Don't expect for them to come looking for you. Communication is always an issue, but ways to get a message out of an area are always there.
 - ii. Contact your local and state veterinary association after the storm to check in.
 - iii. Visit your local Office of Emergency Preparedness—they want veterinary input! They have a mechanism to move information, including needs, up the chain of command. Join the State Animal Response Team.
 - c. Plan a way to transport all narcotics and DEA copies with you.
3. Communication and Fuel will always be a problem. Deal with it.
4. Animal Preparation
- a. Have a clean transport cage ready for each and every animal in the hospital.
 - b. Make copies of the animal records of all the animals in the clinic at the time of the disaster/evacuation. Place the copies in a water tight container or bag to be carried with the animal during evacuation.
 - c. Have a two-week supply of food capable of feeding all the animals you plan to evacuate with placed in water tight containers and placed in a box to make transport and storage easier.
 - d. Carry emergency drugs and supplies with you in case of problems.
 - e. Carry contact numbers of veterinarians in the area you plan to travel to with you. Call ahead to warn them of your potential needs.
5. Insurance Coverage
- a. AVMA or other liability agencies
 - i. Make sure your policy covers travel and multiple locations.
 - b. Business Insurance
 - i. Business Umbrella
 - 1. Contents
 - a. Make sure you have the policy updated every 3-5 years to cover new equipment purchases.
 - b. Business interruption
 - i. Make sure you go over the length of time the policy covers you and your clinic/business until reopening and make sure salaried/ vital employees are covered. Also ask how the amount paid is calculated.
 - 2. Flood
 - a. Buy extra flood coverage if your business resides in a flood plain.
 - 3. Signage
 - a. Can you quickly replace your sign? Is replacement covered?
 - c. Professional Disability

- i. Maintain adequate coverage in case you get injured/disabled during or after the disaster. An annual evaluation of how much coverage you have is recommended.

6. Emergency Phone List

State Veterinarian: _____
Local Veterinary Assn: _____
State Veterinary Assn: _____
Small Business Assn: _____
Insurance Agent/Local number: _____
Insurance Company/out of state phone number: _____
Staff: _____
Personal Physician: _____
Payroll Specialist: _____
Local Office of Emergency Preparedness:
Financial Institutions (with local/out of state numbers): _____
FEMA: _____

Emergency Check List

- Computer Back Up
- Client List
- Employee Phone List
- Insurance Papers
- Critical personal papers
- Contracts
- Lease/Deed to Property
- Payroll information
- Banking Information
- Check/Savings Books
- Emergency Phone List

7. Know what constitutes an emergency. The State Veterinarian from the Office of Animal Health Services, Louisiana Department of Agriculture & Forestry is the lead in any animal related disaster (Emergency Support Function (ESF)-11).
8. **Join the State Animal Response Team! See www.lsart.org**

The LVMA's pre-storm evacuation shelters are a model for other states preparing their disaster plans. The challenge becomes to build on this foundation. To do this the La-SART will need more volunteers. We have asked for a bank of interested veterinarians, veterinary technicians & lay

people to train for and be prepared to respond to the needs of animals & their people in disasters – any type of disaster. Incident Command System 100 and 200 training would be the minimum level for the volunteers credentialed, while the upper level command would need additional ICS training. Louisiana is moving from a state that prepares for animals in hurricanes to a state that has an “all animals–all disasters plan”. Following after action meetings with the LDAF & USDA APHIS Veterinary Services, the LVMA-SART has decided that each LVMA district should have a large & small animal veterinarian responsible for coordinating relief efforts for animals in their district as well as veterinarians & veterinary technicians from across the state who would be willing to respond to disasters in any part of the state. We have emphasized that training can be done on line but we have plans are in the works for state training meetings. The Board of Veterinary Medicine has been made aware that veterinarians need continuing education credits for courses taken in the preparation for emergencies, and we continue to stress the need for CE credits and recognition for this important segment of veterinary medicine. Cross state line cooperation between the licensing boards will be essential to keep the animals within the proper state. Pre-staging storage containers with items that can be used quickly to set up a shelter are being pre-positioned in regions around the state.

It is hoped that veterinarians remember to make plans ahead of time for their family and clinic. Animals can be moved, equipment can be replaced, but during the time of a disaster, having a plan and being calm, self sufficient and willing to help makes the disaster, if it could be, a little better.

Public information on pets will be coordinated at the state level. It is important to send out a steady, consistent message. Before contacting or discussing things with the media, check with your local OEP. They have the contacts to the Public Information Officers that deal with animal issues.

*With thanks to Dr. Greg Rich and Dr. Becky Adcock for parts of this document.