

ESF #11A -- ANIMAL PROTECTION

Last Revision 8/20/07

LEAD AGENCIES:

Boulder County Sheriff's Office – Animal Control (BCSO A/C)
Humane Society of Boulder Valley (HSBV)

PRIMARY CONTACT INFORMATION:

Sara Spensieri
BCSO Animal Control
Cell 303-859-0408
Pager 303-441-3851 x0797

Connie Howard
Humane Society of Boulder Valley
Cell 303-956-7877
Office 303-442-4030 x658

Janee Teague
Humane Society of Boulder Valley
Cell 303-956-7874
Office 303-442-4030 x640

SECONDARY CONTACT INFORMATION:

Terri Snyder
BCSO Animal Control
Cell 303-859-2562
Pager 303-441-3851 x0799

David Bell
BC Parks & Open Space
Cell 303-579-0707
Pager 303-441-3851 x1760

Sgt. Troy Wolf
BCSO/BC Parks & Open Space
Cell 303-859-0098
Pager 303-441-3851 x0526

Pete Taylor
City of Boulder
Open Space & Mountain Parks
Cell 303-818-5221
Pager 303-441-3851 x5061

Linda Tyler
Longmont Humane Society
Cell 303-506-4455
Office 303-772-1232 x225

De Fowler
Longmont Humane Society
Cell 970-412-0903
Office 303-772-1232 x226

SUPPORTING AGENCY(S) AND CONTACT INFORMATION:

Specific contact information, including addresses and staff information is located in Appendix A.

ANIMAL CONTROL AGENCIES:

Broomfield
Boulder County
City of Boulder
Jefferson County
Lafayette
Larimer County
Longmont
Louisville
Weld County

EMERGENCY SERVICES:

Boulder County Sheriff's Office Emergency Services (BCSO ES)

HUMANE SOCIETIES:

Humane Society of Boulder Valley (HSBV)
Longmont Humane Society (LHS)

PARKS & OPEN SPACE:

Boulder County Parks & Open Space (BCPOS)
Boulder County Sheriff's Office Parks & Open Space
Boulder Open Space & Mountain Parks (BOSMP)

COORDINATING AGENCY(S) AND CONTACT INFORMATION:

Specific contact information is located in Appendix B.

Animal Emergency Clinic – small animals
Boulder County Fairgrounds
Boulder County Horse Association (BCHA)
Boulder County Brand Inspector
Boulder County Public Health
Colorado Division of Wildlife (CDOW)
Colorado Horse Rescue (CHR)
CSU Cooperative Extension
Colorado State Veterinary Office
Indian Peaks Veterinary Clinic – small animals
Longs Peak Veterinary Association
Mounted Search and Rescue (MSR) / Evacuation Team
Nelson Road Veterinary Clinic – small & large animals
Old Towne Animal Medical Center

RESOURCE LISTING:

Specific contact information is located in Appendix C.

ANIMAL SHELTERS:

Adams County Animal Shelter
Dumb Friends League
Denver Municipal Shelter
Humane Society of Boulder Valley
Larimer Humane Society
Longmont Humane Society
Table Mountain Animal Center
Weld County Humane Society

EXOTIC ANIMAL ASSISTANCE:

Colorado Reptile Humane Society
Gabriel Foundation

LIVESTOCK ASSISTANCE:

Colorado Cattlemen's Association
Colorado Department of Agriculture
 Division of Animal Industry
 Animal ID
 State Veterinarian's Office
 Division of Livestock Inspection
Colorado Horse Development Authority (CHDA)
Jefferson County Mounted Search and Rescue
Sombbrero Ranches

WILD ANIMAL ASSISTANCE:

Birds of Prey
Greenwood Wildlife Rehabilitation Sanctuary

LOCAL/STATE ASSISTANCE:

Boulder County Fairgrounds
Boulder Emergency Squad (BES)
CODE 3 Associates
Colorado Association of Animal Control Officers (CAACO)
Colorado Department of Agriculture
 Division of Animal Industry - PACFA Program
Colorado Federation of Animal Welfare Agencies (CFAWA)
Colorado SART
Front Range Rescue Dogs (FRRD)
Humane Society of the United States (HSUS)
 Colorado Director
Jefferson County Fairgrounds
Larimer County Fairgrounds and Events Complex - The Ranch

Longmont Emergency Unit (LEU)
Petco – Boulder & Longmont
PetsMart – Boulder & Longmont
Rocky Mountain Rescue Group, Inc. (RMR)

NATIONAL AGENCIES:

American Humane Association (AHA)
Humane Society of the United States (HSUS)
Northern Rockies Regional Office

PURPOSE/SCOPE:

PURPOSE

To define the role and responsibilities of the Boulder County Animal Response Team (ESF 11A) and the supporting agencies during an emergency in providing for the protection of animals from the effects of disasters through the provision of emergency services.

This plan provides a collaborative framework for prevention, protection, preparedness, response and recovery efforts related to management of companion animals, livestock, and other animals during emergency events.

Although the protection of human life is the highest priority in emergency response, recent disasters and follow-up research have shown that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety.

SCOPE

ESF 11A has developed this plan in order to take immediate action in an emergency. This action will be aimed at all animals that may be affected by an emergency, whether such animal is owned, stray, domestic, or wild. This will include animals, which are incapable of being cared for by their owners or are a danger to themselves or the public.

This plan addresses emergency management issues for the Boulder County community. These issues will include multi-agency coordination and planning, resource management, communications and public information, volunteer and donations management, and public outreach. ESF 11A has recognized the following mission essential tasks which pertain to animal response: rapid needs assessment, animal evacuation, animal search and rescue, animal control and stray management, transportation of animals, animal sheltering, animal care, emergency veterinary care, animal disease prevention, and animal/owner reunion and recovery. If necessary other tasks may be included, such as preventative immunization of animals, animal decontamination, animal disease management, zoonotic disease management, animal mortality management and wildlife management.

BOULDER COUNTY ANIMALS

Boulder County has a wide variety of animal species in diverse housing situations. It is estimated that 60% of households have 2 to 2.5 companion animals. ESF 11A coordinators will be prepared to send the appropriate agencies and personnel to emergencies involving (but not limited to) the following animal species:

Alpacas	Exotic Livestock	Pet Fish
Cats	Ferrets	Ponies
Cattle	Goats	Rabbits
Chickens	Horses	Reptiles
Dogs	Llamas	Rodents
Donkeys	Ostriches	Sheep
Emus	Pet Birds	Turkeys

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are a danger either to themselves or the public will be the responsibility of the Colorado Division of Wildlife and licensed wildlife rehabilitators.

ORGANIZATION

ESF 11A will maintain at least one primary contact for each lead agency. In total there shall be at least two (2) primary contacts and two (2) secondary contacts. The primary contacts will attend regularly scheduled Multiple Agency Coordinating System (MACS) meetings and will be responsible for keeping ESF 11A members informed of changes, exercises and other announcements. The primary contacts will be familiar with the MACS structure and will be available to respond when MACS/Emergency Operations Center (EOC) is activated. The Emergency manager may activate and deactivate ESF 11A at any time.

RESPONSIBILITIES OF LEAD AGENCIES:

Each agency will ensure that only capable, trained personnel will respond to and assist with emergencies.

Boulder County Sheriff's Office Animal Control

- Will maintain a contact person near Incident Command (IC) or at the EOC
- Will perform or assist with the rapid needs assessment along with BCSO ES
- Will coordinate/maintain communication with all involved persons and agencies assisting with animal issues
- Will assist with disseminating information to the Public Information Officers (PIO)
- Will coordinate and assist with evacuations and rescues
- Will manage the capture and control of stray animals
- Will coordinate transportation of all animals
- Will help coordinate transportation of animal support materials
- Will coordinate with Humane Societies for sheltering small animals
- Will coordinate with appropriate agencies for housing large animals and livestock

- Will assist with the care of large animals and livestock when necessary, along with BCPOS and other volunteer agencies
- Will assist with owner/animal reunion and recovery of all animals
- Will assist with animal mortality issues
- Will assist with animal disease management
- Will follow-up on any unresolved issues in the recovery stage

Humane Society of Boulder Valley

- Will maintain a contact person in their animal care and control department
- Will maintain a contact person for the shelter services
- Will provide emergency veterinary services at the shelter for small animals
- Will provide kenneling for small animals
- Will provide qualified staff and volunteers for kenneling at either the existing shelter site or a temporary facility, who will provide care, including cleaning, food and water
- Will coordinate owner/animal reunion and recovery of small animals
- Will assist with animal mortality

RESPONSIBILITIES OF SUPPORT AGENCIES:

Animal Control Agencies:

- Will provide additional animal control officers and equipment for evacuation and rescue if staffing permits
- Will assist with capture and control of stray animals
- Will assist with transportation of animals

Boulder County Sheriff's Office Emergency Services

- Will maintain a contact person at IC
- Will perform or assist with the rapid needs assessment of the situation
- Will assist with coordinating resources
- Will assist with disseminating information to the PIO

Boulder County Parks and Open Space

- Will provide a contact person, a Park Ranger or a Parks Deputy
- Will coordinate support from other Parks personnel/offices as necessary
- Will manage placement and check-in of animals on the fairgrounds
- Will manage care of animals when necessary, along with BCSO A/C
- Will purchase animal care supplies (hay and bedding) when donations are insufficient
- Will manage owner/animal reunion and recovery of large animals and livestock

Boulder Open Space & Mountain Parks

- Will provide a contact person
- Will assist with evacuations and rescues if staffing permits
- Will coordinate support from other Parks personnel/offices as necessary

Longmont Humane Society

- Will maintain a contact person
- Will maintain a contact person for the shelter services
- Will provide kenneling for small animals
- Will provide qualified staff and volunteers for kenneling at either the existing shelter site or a temporary facility, who will provide care, including cleaning, food and water
- Will coordinate owner/animal reunion and recovery of small animals
- Will assist with animal mortality

RESPONSIBILITIES OF COORDINATING AGENCIES:

Animal Emergency Clinic

- Will provide veterinary services for the treatment of injured, domestic stray animals

Boulder County Fairgrounds

- Will provide a contact person, usually the Fairgrounds Supervisor
- Will manage the event at the facility and determine space availability
- Will provide a recorded information line for the public to obtain information on evacuations and impact on scheduled events

Boulder County Horse Association

- Will provide at least 2 contact people who will organize members in case of emergency
- Will maintain a list of qualified responders
- Will maintain a list of vehicles including horse trailers that will be available to respond in an emergency
- Will assist with caring for large animals and livestock at the fairgrounds or other shelter

Boulder County Brand Inspector

- Will provide a contact person
- Will oversee the transporting of large animals and livestock
- Will assist with check-in and animal identification at the fairgrounds
- Will assist with owner/animal reunion and recovery at the fairgrounds, including verification of ownership

Boulder County Public Health

- Will provide a contact person
- Will assist with disease management
- Will oversee zoonotic disease management
- Will oversee animal and personnel decontamination

Colorado Division of Wildlife

- Will oversee wildlife management issues

- Will assist with transporting injured wildlife
- Will assist with zoonotic disease management if applicable
- Will assist with wildlife mortality issues

Colorado Horse Rescue

- Will provide a contact person
- Will provide care for any horses that need to be impounded
- Will assist with transporting horses when staffing and/or volunteer resources are available

Colorado State Veterinary Office

- Will provide a contact person
- Will assist with disease management
- Will assist with handling animals

Colorado State University Cooperative Extension

- Will maintain a point of contact at the BC Fairgrounds
- Will make their offices available at the Fairgrounds for ESF 11A's administrative needs
- Will assist with volunteer recruitment and management for large animal housing at the fairgrounds
- Will assist with donation coordination
- Will assist with any agriculture issues

Longs Peak Veterinary Association

- Will provide a contact person
- Will provide volunteer veterinarians and technicians
- Will provide veterinary services for injured and ill animals, including euthanasia if necessary
- Will assist with disease management
- Will assist with zoonotic disease management

Mounted Search and Rescue

- Will provide 2 contact people who will organize members in case of emergency
- Will maintain a list of qualified responders
- Will maintain a list of qualified evacuation team responders
- Will maintain a list of vehicles including horse trailers that will be available to respond in an emergency
- Will safely load and transport large animals and livestock to the appropriate location

Veterinary Clinics – including, Indian Peaks, Nelson Road and Old Towne Animal Medical Center

- Will provide a contact person
- Will provide veterinary services

POLICIES & PROCEDURES:

BASIS

- ❖ CHAIN OF COMMAND – The Boulder County Sheriff’s Office Animal Control Officers (ACOs) will have primary authority as well as the liability for all major decisions followed by the authority of the Boulder County Parks and Open Space (BCPOS) Rangers and employees. The Humane Society of Boulder Valley (HSBV) and Longmont Humane Society (LHS) will have authority as well as liability for all decisions made by their staff at their facility. All essential personnel and volunteers are to keep notes and maintain logs for all evacuated or affected animals. If possible, briefings will be held at the change of every shift and at the conclusion of the incident. ACOs will be notified of the disposition of all animals. ACOs will also handle any unresolved issues that arise.

The Lead Agencies will work within the established Incident Command System (ICS) of the Sheriff’s Office or the designated Incident Management Team (IMT). ACOs and primary ESF 11A contacts will maintain frequent and open lines of communication with IC, Dispatch, the EOC, and the PIO. In addition supporting agencies and coordinating agencies will be updated on a regular and frequent basis. ACOs or the primary contact or the IC will initiate the call-out of supporting and coordinating agencies, for an event.

- SUPPORTING AGENCIES – These agencies and/or officers will work under the direct supervision of the Boulder County ACOs and the primary contact. They will assist with evacuations, transportation, and arrange for and provide temporary housing and care for the affected animals. They will assist with issues relating to disaster, foreign animal disease, zoonotic disease, or other chemical, biological, radiological, nuclear or explosive incidents that involve animals or an animal response.
- COORDINATING AGENCIES – These agencies and/or individuals will work under the direct supervision of the Boulder County ACOs and the primary contact. They will assist with evacuations, transportation, triage, and animal care. They can also assist with the same animal issues that the supporting agencies might be involved in.
- RESOURCES – These agencies and/or organizations will work under the supervision of the Boulder County ACOs, the primary contact, or the IMT. They will assist with any aspect of the incident that is appropriate to their respective line of work or expertise.
- OTHER ESFs – ESF 4 (Firefighting) or ESF 4A (Wildland Firefighting) can assist the ACOs in evacuations if necessary and available. ESF 5 (Emergency Management and Planning) will most likely be involved with IC and can be utilized for obtaining additional resources as needed. ESF 6 (Mass Care/Housing/Human Services) will need to be notified as to the final destination of evacuated animals so they can relay that information to the affected citizens in their care. ESF 7 (Resource Support and Logistics) can be contacted for additional supplies and for volunteer resources. ESF 8 (Health and Medical) will need to be contacted if the incident involves any type of

animal or zoonotic disease. ESF 9 (Search and Rescue) can assist the ACOs in evacuations and rescues. ESF 13 (Public Safety and Law Enforcement) will most likely be involved with IC and will be assisting with evacuations of people and animals. ESF 15 (External Affairs) will need to be notified as to what areas were evacuated, and the final destination of evacuated animals so the PIO can relay that information to the media.

- ❖ **ORDER OF EVENTS** – IC will issue an evacuation order that may be mandatory or voluntary. IC will then notify either the ESF11A contact or the Boulder County ACOs on scene that the order has been issued. That person will take the following steps:
 - Establish who will be the Lead ACO on scene and send a page to the rest of the Boulder County ACOs with the incident information.
 - Perform or assist with a rapid needs assessment;
 - Locate a staging area near the incident for responding personnel – the area must be big enough for several trucks and horse trailers to park and turn around;
 - Page out the Boulder County Mounted Search and Rescue Evacuation Team (MSR) through fire dispatch to assist with evacuation and transporting;
 - Page out or call additional evacuation, rescue and transporting resources as need from the supporting agencies and coordinating agencies appendixes;
 - If livestock is involved then the Boulder County Fairgrounds (Fairgrounds Manager) will be contacted as a sheltering facility;
 - If small animals are involved then HSBV and/or LHS will be contacted as a sheltering facility;
 - If animals require medical attention the Longs Peak Veterinary Association, local coordinating veterinarians, and/or the State Veterinary Office will be contacted;
 - Ensure all evacuated animals are safely transported to the appropriate sheltering facility;
 - Contact the PIO to disseminate information about the animal evacuations and locations of sheltering facilities.

During and after the incident, ACOs and BCPOS will take the following steps:

- Ensure all animals in the sheltering facilities are checked-in and the coordinating paperwork is completed;
- Ensure all animals receive proper care while the incident is active;
- Coordinate owner/animal reunions;
- Impound any animals that are not reclaimed within 48 hours of the conclusion of the incident;
- Handle any unresolved issues that arise.

LOGISTICS

- ❖ **STAGING AREA** – The Lead ACO will locate a staging area near the incident for responding personnel; the area must be big enough for several trucks and horse trailers to park and turn around. This is only a temporary location and animals will not be released or housed at this location. The area may have to be relocated due to progression of the incident or disaster. When agencies are dispatched to respond, this will be the main contact point between ACOs

and responding personnel. All responders must check-in with the Lead ACO prior to assisting with the incident. After check-in they will receive their orders for evacuation, rescue, transportation or other necessary tasks. Once their assignment is completed they will contact the Lead ACO for checkout and directions to the sheltering facility, or further instructions.

- ❖ **EVACUATION** – When animal evacuation is imminent the Lead ACO will contact local sheltering facilities. If small animals are involved then HSBV and/or LHS will be contacted depending on location of incident and space availability. Other options for small animals include utilizing the BC Fairgrounds barns, other animal shelters or contacting resources with portable pens/cages such as Colorado SART or Code 3. If livestock is involved then the BC Fairgrounds (Fairgrounds Manager, Resource Manager, or BCPOS Director) and BCPOS will be contacted. Should that facility be involved in the evacuation or filled to capacity other fairgrounds will be contacted from the resource appendix. Facilities will accept only animals located within areas that have received either a mandatory or voluntary evacuation order. Once evacuations have commenced the Lead ACO will need to contact the PIO to disseminate information about the animal evacuations and locations of sheltering facilities.

Animal owners are strongly encouraged to evacuate and transport their own animals. If owners can provide shelter for themselves and their animals with family, friends or other associates, it will help to alleviate the impact on the public shelters. Should owners not be able to self evacuate, then Boulder County ACOs will be the first responders for evacuating and impounding pets (dogs, cats, birds, etc...) and livestock during an emergency. If ACOs need help with evacuating small animals they can utilize available personnel on scene. When ACOs need to evacuate livestock they will page out MSR through fire dispatch to respond to the staging area. ACOs can page out or call additional evacuation, rescue and transporting resources as need from the supporting agencies and coordinating agencies appendixes. ACOs or other evacuation personnel will not go into personal residences to evacuate animals, unless the owner is present and requesting assistance. Animals found in an enclosure outside will be evacuated if the animal is cooperative. If the animal cannot be caught, then it will be at the discretion of the ACO whether to leave a gate/door open for the animal to escape. This is entirely dependant on the individual circumstances and the safety of the surrounding responders.

Personnel responding to an incident for evacuations or rescues should wear identification. ACOs and MSR are issued identification badges by the BCSO. Other county responders that may be associated with fire or rescue should have an identification badge issued by their agency. If additional resources are called to assist, then IC or the Communications Van should have the capability to make temporary identification. In addition to an id, personnel should have access to a radio with our basic frequencies. Frequencies or channels commonly used in an incident include yellow, yellow 2, copper, bronze, red 2, red 3 and/or red 5. A brief summary can be given on radio communication and protocols if needed.

Responders or ACOs that are evacuating animals will fill out an Evacuation Log. This will help to track which addresses have been contacted and numbers and species of animals that have been evacuated. Once an address has been evacuated, an orange door hanger will be

completed and placed in a prominent location on the residence. The hanger will need to include on it the number and type of animals they have evacuated. When leaving the property a piece of yellow Sheriff's tape will be left at the entrance or beginning of the driveway affixed to a post or tree. This is to indicate to other responders that the residence has been contacted.

- **SMALL ANIMAL TRANSPORT** –Dogs will be transported loose in the back of an enclosed vehicle or in crates. Cats and other small animals will be transported individually in crates, cages, aquariums, or whatever secure enclosure they were living in, appropriate for the species. Once an animal has been contained in a vehicle or crate they will be fitted with a paper collar to wear around their neck. That collar will have basic information limited to address and name of owner and animal if available. If the animal cannot wear a collar, the basic information will be written on a piece of paper or masking tape and affixed to its enclosure. If the owner is present, an Emergency Companion Animal Impound Form will be started so as to collect as much personal and animal information as possible.
 - **LARGE ANIMAL TRANSPORT** – MSR will use their phone tree to organize teams with trucks and trailers. In the event that more manpower or trailers are needed then other coordinating agencies can be contacted and mobilized. ACOs and MSR will be the primary loaders for large animals and small livestock. Most animals will be transported in horse trailers. If needed stock trailers can be acquired through the resource appendix. All large animals will be fitted with plastic collars. Small livestock can be fitted with paper collars, dependant on species. Collars will have basic information limited to address and name of owner and animal if available. If the owner is present, an Emergency Livestock Impound Form will be started so as to collect as much personal and animal information as possible.
- ❖ **SHELTERING FACILITIES** – The BC Fairgrounds will set up to receive evacuated animals in the event of an emergency. Fairgrounds staff, BCPOS Staff, and ACOs will respond to manage the facility. HSBV and/or LHS can also set up to receive evacuated small animals in the event of an emergency. They will provide temporary, short-term housing and care at no charge to animal owners who have been evacuated. They will utilize their staff and volunteers as necessary for care and feeding.

Should a temporary animal sheltering facility need to be constructed, it would be best to locate it near the Red Cross Shelter. This will make it easier for the animal owners to assist in their animals care. When local resources become taxed beyond their ability to assist, state or national organizations such as Colorado SART, American Humane Association (AHA), Humane Society of the United States (HSUS), and Code 3 may be requested.

Every animal at a sheltering facility will have an Emergency Impound Form completed and attached to the cage. Care and Feeding Logs (located on the back of the impound form) will be filled out for each animal. In addition the BC Fairgrounds may require a signed waiver of liability form by any animal owner using the facility. Also, the Humane Society may require their specific impound form to be filled out, and one copy will be kept at the Humane Society

and one copy will be given to the Lead ACO for tracking purposes. As the incident progresses and once terminated, the shelters will be responsible for facilitating owner/animal reunions. Animal Control will be informed of the disposition of all animals.

❖ TRACKING THE ANIMALS

- EVACUATION LOG – This will be filled-out on scene. The purpose of the log is to document which addresses have been contacted. Each address will be added to the form, including addresses that did not have anybody home. Other documentation includes who the owner is, if they are staying at home during the incident (only for voluntary evacuations), number of people at home, and number and type of animals at home. Once an address has been contacted a completed orange evacuation door hanger should be placed in a prominent location. Once the officer has completed their evacuation assignment, the form will be submitted to IC. If the officer encounters a resident who needs assistance in evacuating or rescuing their animals, they will contact the Lead ACO or other evacuation personnel.
- EMERGENCY IMPOUND FORMS – All animals involved in an incident will need either a Companion Animal or Livestock Emergency Impound Form. While in the field, as much information as possible will be filled out in the intake and animal identification sections. Once the animal reaches a shelter the remaining animal id, drop off and check-in sections will be completed. The top copy will go to the Lead ACO and the other two copies will stay together and be hung on the animal's cage for identification. When the animal is reunited with its owner, the owner will sign the form and receive the yellow copy. The final copy, which has the Care and Feeding Log on the reverse side, will be given to the Lead ACO for the case file.
- CARE AND FEEDING LOG – This is located on the reverse side of the Emergency Impound Forms. Animal care will be documented every day that the animal is in our custody. Care is defined as cleaning of stall/pen/cage, feeding of the animal (documenting type and amount), watering the animal, exercise and any veterinary care performed. All entries will begin with the date and time of care, followed by notes of what care was administered and concluded with the initials of the staff member/volunteer who performed those actions. The Animal Care Coordinator, Barn Manager or Shelter Manager will ensure that all logs are filled out daily.
- INCOMING ANIMAL LOG – The Lead ACO or the BCPOS staff member who is checking in animals from an incident will complete this log. All animals will be documented on this log so that a comprehensive list can be kept for tracking purposes. Each sheltering agency will maintain a log of the animals at that facility, including veterinary clinics. Documentation includes the date of arrival, identification number, cage/stall number, breed, name, sex, color, owner and/or address, and when the animal was released from that facility. Identification numbers will be assigned to animals as they arrive and check-in at the sheltering facility. Check-in can be from either field evacuations or private/owner transports. Once they receive their number it will be marked on their paper/plastic collar and/or enclosure.

All animals will have a paper or plastic collar with id number, and either owner name or owner address written on it before they are placed in a shelter's cage or stall.

- ❖ VETERINARY SUPPORT – The Longs Peak Veterinary Association and the State Veterinary Office will primarily be responsible for triage and emergency care. Other veterinarians from the coordinating agencies appendix can also be called to volunteer. They will notify and schedule volunteer veterinarians and veterinary technicians to work at the staging area, small animal shelters, fairgrounds, or as needed. Animals that require advanced or critical care will be moved from the shelter to an animal hospital. Veterinarians can recommend the preventative immunization of animals. They can also make euthanasia decisions at the temporary shelters if needed. Animal owners will ultimately be responsible for any medical expenses incurred by their animals.

- ❖ ANIMAL CARE – Sheltering facilities will provide only basic necessities for animals in their care. This includes dry food or pellets for small animals, hay for livestock, water, and daily cage/stall cleanings. Cages or stalls may also be spot cleaned if time and personnel are available. Exercising of animals will be kept to a minimum and typically only permitted for dogs to relieve themselves. This will avoid the risk of animals getting loose or injured and/or volunteers becoming hurt. All actions will be recorded on the Care and Feeding Log.

Owners are encouraged to care for their own animals to reduce stress to the animals and work load on the animal care staff. Owners must check-in at the sheltering facility prior to handling their animals. Check-in will occur every time the owner comes to the facility. Owners may provide their own food and/or medications on a daily basis. Owners will only be allowed on the property during public hours, which will be set by the Barn Manager or Shelter Manager.

Depending on the situation ACOs can provide or arrange for on-site care or shelter-in-place support for animals that cannot be evacuated.

- STAFFING – Humane Societies will manage their own staff and volunteers. The BC Fairgrounds and/or any temporary shelter will have a BCSO employee or a BCPOS employee on scene at all times, 24 hours a day. A Sheriff's Deputy or Police Officer may also be on scene for security reasons. Managing the BC Fairgrounds will be Fairgrounds staff, BCPOS Staff, and ACOs. One person will be designated as the Division Commander (DC) who will coordinate between staff, resources and IC. The DC can make other assignments including: Volunteer Coordinator, Check-in Coordinator, Staging Coordinator, Information Coordinator, Animal Care Coordinator/Barn Manager, Facility Coordinator (responsible for Fairgrounds scheduling, supplies, donations, and security), and Administrative Coordinator. Depending on the extent of the disaster, this command structure may or may not be used. Employees from the CSU Cooperative Extension and the BCSO may also be utilized. Staff and volunteer shifts will be assigned by the DC, but most likely these will be 12 hours shifts, or as needed.

If needed volunteers from BCHA and MSR can assist with livestock care. More volunteers for animal care can be obtained and coordinated through the EOC by ESF 7 or through Colorado SART, AHA, HSUS, or FEMA.

- SUPPLIES – Humane Societies will provide as much of their own supplies as possible. BCPOS and/or the Facilities Manager can purchase supplies for the BC Fairgrounds as needed. Owners are encouraged to provide supplies such as food and bedding for their own animals. Donations will always be accepted and can be solicited through the EOC and the PIO. Donations can also be solicited through locate pet stores or warehouses. All expenses incurred for the care of evacuated and effected animals will be tracked by the Administrative Coordinator and the EOC. These expenses may be eligible for reimbursement from grants or the government.

- ❖ RELEASING ANIMALS – Owners may reclaim their animals at any time during an incident. Owners will not be charged for costs incurred during their animals stay with the exception of emergency or veterinary fees. The owner or guardian must check-in at the office or front desk and provide their current driver's license and proof of ownership. Proof of ownership can include a brand inspection, printed pictures of the animal (preferably with the owner or family member), or veterinary paperwork with the animals description and the owners name. Owners will be responsible for transportation of their animals. The Barn Manager or an ACO must complete all paperwork before releasing any animal. The owner or guardian must sign the Emergency Impound form and will receive a copy.

- UNCLAIMED ANIMALS - If possible, all animals will be reunited with their owners. Animal Control will impound any animals that are not reclaimed within 48 hours of the conclusion of the incident. At that time they will be handled in accordance with established animal control procedures.