



## Course Description

### Scope Statement

This course and manual were developed for people who will be involved in the logistical and operational stages of an animal emergency shelter in the event of a disaster. The manual is designed to be a resource guide, so it is divided into sections with the necessary steps — from choosing the location for the shelter to daily care procedures.

At the completion of this course, participants will be able to develop the skills to plan for and implement emergency sheltering for companion animals during or after a disaster, whether at the local or national level.

### Course Enabling Objectives

Participants will be able to:

- Develop a thorough understanding of the different types of emergency shelters.
- Develop an understanding of the advantages and disadvantages of shelter types.
- Describe the shelter leadership team and key positions for animal emergency shelters as part of the Incident Command System (ICS).
- Identify considerations for emergency shelter site selection.
- Explain the key components of emergency sheltering.
- Broaden the understanding of the roles of volunteers and animal owners in emergency sheltering.
- Create a guideline for animal emergency sheltering in a temporary shelter and a co-location shelter, including setup, safety, communication and daily routines.
- Elaborate on special considerations that are recommended during an animal seizure.
- Establish a better understanding of animal behavior and handling during sheltering situations.
- Design an emergency shelter using the concepts learned in this class.

### Prerequisites

There are no prerequisites, however, it is recommended that learners have a basic understanding of emergency response, have some knowledge and experience with companion animals, and have taken IS 100.a.

### Course Length

The course is 16 hours over two days.

### Testing/Certification

- Students are assessed on two tabletop exercises designing the layout for an emergency shelter.
  - The first is for students to demonstrate prior knowledge.
  - The second follows teaching of the necessary components of an emergency shelter. Students redesign their shelter based on the new knowledge
- A comparison exercise at the end of the instruction allows students to demonstrate their understanding of the similarities and differences between Temporary and Co-location sheltering and Temporary Sheltering for human-made and natural disasters.
- A certificate of completion is awarded at the end.
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## **Unit 1: Introduction to Emergency Sheltering**

### **Scope Statement**

This unit discusses the factors to consider in emergency sheltering of companion animals (type of disaster, communication, safety, etc.), the types of emergency shelters and the advantages and disadvantages of each.

### **Terminal Learning Objective**

At the completion of this unit, participants will be able to identify the two types of emergency shelters and some factors to consider in planning and operating an emergency animal shelter.

### **Enabling Learning Objectives**

Participants will be able to:

- Identify factors to be considered when choosing a site for an emergency animal shelter
- Discuss the types of emergency animal shelters and the pros and cons of each
- Recognize liability concerns that will need to be considered when choosing a shelter site
- Discuss communication within the shelter and outside the shelter that affects shelter operation

### **I: Factors to Consider**

### **II: Types of Animal Shelters**

### **III: Shelter Liability Considerations**

### **IV: Safety**

### **V: Communication**

## **Unit 2: Shelter Positions - Incident Command System, Roles & Responsibilities**

### **Scope Statement**

Discussing emergency response for disaster would not be complete without mentioning the Incident Command System (ICS). To work effectively as a member of a disaster response team, you must know, understand and adhere to the ICS. This unit will introduce the learners to ICS for the overall incident and as it relates to the shelter and the roles and responsibilities of the shelter staff and volunteers.

### **Terminal Learning Objective**

At the completion of this unit, participants will be able to discuss the roles and responsibilities of the people working in the animal shelter and how those roles fit in the ICS.

### **Enabling Learning Objectives**

Participants will be able to:

- Explain the basic Incident Command structure
- Identify the shelter leadership team, their roles and how they fit into the ICS
- Explain how the emergency animal shelter works as part of the larger operation
- Explain how the ICS allows for a more structured and efficient shelter operation

## **I: Introduction**

## **II: Benefits of the ICS**

## **III: ICS Structure**

## **IV: Animal Operations Structure**

## **V: Shelter Operations Structure**

## **VI: Shelter Roles and Responsibilities**

## **VII: Volunteer Management**

### **Unit 3: Site Selection**

#### **Scope Statement**

This unit suggests facility options to consider when choosing a site for the emergency animal shelter and the necessary amenities to look for in the facility.

#### **Terminal Learning Objective**

At the completion of this unit, participants will be able to identify suitable facilities to use as emergency animal shelters.

#### **Enabling Learning Objectives**

Participants will be able to:

- Identify types of facilities which can be used as emergency animal shelters
- Discuss the pros and cons of particular facilities
- Discuss the pros and cons of particular floor types
- Identify the necessary amenities for the emergency animal shelter

## **I: Introduction**

## **II: Types of Facilities**

## **III: Amenities**

### Table-Top Exercise I

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### **Unit 4: Components of Emergency Sheltering**

#### **Scope Statement**

This unit will discuss how good planning and having the necessary equipment will aid in the overall efficiency of the shelter operation.

#### **Terminal Learning Objective**

At the completion of this unit, participants will be able to identify the components of the emergency animal shelter that are necessary for the operation of it.

## Disaster Sheltering for Companion Animals

### **Enabling Learning Objectives**

Participants will be able to:

- Discuss the setup for an emergency animal shelter
- Identify the various sections within the shelter
- Discuss cleaning and decontamination procedures

### **I: Shelter Setup**

### **II: Signage**

### **III: Public Information Area**

### **IV: Volunteer Intake**

### **V: Donations and Distribution Area**

### **VI: Food Storage**

### **VI: Animal Care**

### **VIII: Veterinarian Station**

### **IX: Cleaning and Decontaminating**

### **X: Waste Disposal**

### **XI: Hazardous Materials**

### **XII: Animal Housing Setup**

### **XIII: Demobilization**

## Table-Top Exercise II

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### **Unit 5: Sheltering in a Natural Disaster: Temporary Shelter**

#### **Scope Statement**

This unit covers the aspects of temporary sheltering including paperwork, intake of animals, detailed setup for the animal housing areas, and daily routines for the care of the animals.

#### **Terminal Learning Objective**

At the completion of this unit, participants will be able to discuss temporary sheltering in a natural disaster.

#### **Enabling Learning Objectives**

Participants will be able to:

- Identify the components of the temporary shelter
- Discuss setup for the shelter
- Discuss the procedures and daily routine for the shelter operation

# Disaster Sheltering for Companion Animals

## **I: Entrance**

## **II: Animal Intake**

## **III: Animal Lost and Found**

## **IV: Setup — Dogs**

## **V: Daily Routine — Dogs**

## **VI: Setup — Cats**

## **VII: Daily Routine — Cats**

## **Unit 6: Sheltering in a Natural Disaster: Co-location Shelter**

### **Scope Statement**

This unit covers the aspects of the co-location shelter, including paperwork, intake of animals, detailed setup of dog and cat areas, and daily routines for care of the animals.

### **Terminal Learning Objective**

At the completion of this unit, participants will be able to discuss co-location sheltering in a natural disaster.

### **Enabling Learning Objectives**

Participants will be able to:

- Identify the components of the co-location shelter
- Discuss setup for the shelter
- Identify the roles of the volunteers and the roles of the owners
- Discuss the procedures and daily routine for the shelter operation

## **I: Introduction**

## **II: Animal Intake**

## **III: Daily Routine**

## **IV: Setup — Dogs**

## **V: Setup — Cats**

## **Unit 7: Sheltering for an Animal Seizure: Temporary Shelter**

### **Scope Statement**

This unit discusses the types of seizures and the legal aspects of a seizure as well as, the aspects of the temporary shelter, including special considerations when working with these animals, paperwork, intake of animals, detailed setup of dog and cat areas, and daily routines for care of the animals.

### **Terminal Learning Objective**

At the completion of this unit, participants will be able to discuss temporary sheltering in a human-made disaster and how it differs from sheltering in a natural disaster.

### **Enabling Learning Objectives**

Participants will be able to:

- Discuss the difference between a puppy mill, a hoarder and a dog fighting operation
- Discuss dog behavior in a puppy mill, a hoarder situation and a dog fighting operation
- Identify the components of the temporary shelter
- Discuss setup for the shelter
- Discuss the procedures and daily routine for the shelter operation

### **I: Types of Seizures**

### **II: Legal Aspects of a Seizure**

### **III: Special Considerations**

### **IV: Animal Intake**

### **V: Decontamination Routine**

### **VI: Disposition of Animals**

### **VII: Euthanasia**

### **VIII: Setup — Dogs**

### **IX: Daily Cleaning/Feeding Routine**

### **X: Setup — Cats**

### **XI: Daily Routine**

## Course Agenda

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### Day 1

- Unit 1: Introduction – 60 minutes
- Unit 2: Shelter Positions – Incident Command, Roles and Responsibilities – 90 minutes
- Unit 3: Site Selection – 1 hours
- Table-Top Exercise – 30 minutes
- Unit 4: Components of Emergency Sheltering – 90 minutes
- Table-Top Exercise – 60 minutes
- Zoonotic Disease and the Shelter Worker – 30 minutes

### Day 2

- Unit 5: Sheltering in a Natural Disaster Temporary Shelter – 1 hour
- Unit 6: Sheltering in a Natural Disaster Co-location Shelter – 1 hour
- Unit 7: Sheltering for an Animal Seizure Temporary Shelter – 2 hours
- Comparison Exercise – 1 hour
- Appendix overview – 30 minutes
- Budget and Supply List – 30 minutes
- Debrief – 1 hour