



**Public Health**  
**Animal Care and Control**

# **Emergency Animal Evacuation, Sheltering & Disaster Plan**

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# PREFACE

## A. ANIMAL CARE AND CONTROLS EMERGENCY RESPONSE OVERVIEW

### Role

In support of human evacuations, Animal Care and Control (ACC) is responsible to facilitate the evacuation of domestic animals utilizing ACC staff, allied agencies and volunteer organizations and provide sheltering for any animals that are removed from an evacuation zone by their owners, volunteers or ACC. The animals will be maintained at the shelters at no cost to the evacuees until the evacuees are able to safely return to their homes or at such time as determined appropriate by ACC management.

### Plan of Action

Coordinate and control animal evacuations and provide boarding services for animals displaced by a disaster situation.

Notification of any emergency incident can be received through our toll free number, 1-800-472-5609. ACC dispatch, if operational, or the Professional Answering Services, during after hours, will contact the ACC Program Manager and/or field services supervisor or designee on duty or the duty supervisor, that an emergency incident is expected to require staff to be available to respond.

The following actions are taken in this phase:

- Staff (field and shelter services) contacted to remain on duty, be placed on call and/or on standby
- Maintain open communications with County Fire and Sheriff
- Establish communications with American Red Cross
- Prepare staging livestock trailers and the ACC Mobile Command Post
- Establish communications with volunteers and outside resources

### Response

Requests for service response will result in the initial responders to check in with the Incident Command Post (ICP) and establish contact. ACC staff will be directed to respond to the ICP and the ACC Mobile Command Post and follow check-in procedures. ACC Dispatch will remain operational to support field staff. County operated animal shelters will be notified of a response to an emergency incident and potential impact of animals sheltered.

The following actions are taken in this phase:

- Staging areas to be identified
- Communications established and maintained
- ACC representative to the Red Cross evacuation site
- ACC representative to the Emergency Operations Center (EOC) as required
- Notification to Public Health Administrators of ACC's response to incident
- ACC Animal Shelters on alert to accept the sheltering of animals

### **Expected Response Activities**

On duty, standby and on call Animal Care and Control staff are prepared to respond to the request of local law enforcement and fire officials through the Incident Command System (ICS) in the evacuation efforts of domestic animals from areas designated as (a) voluntary evacuation areas and/or (b) mandatory evacuation areas.

All available resources will be made available while ensuring a reasonable delivery of services to other communities throughout the county based on the priorities and needs of the incident.

This evacuation effort will be coordinated with other agencies and under the ICS.

These efforts will include but are not limited to the following:

- Evacuation of animals from danger areas
- Sheltering evacuated animals
- Reuniting sheltered animals with their owners
- Removal of deceased animals, wild and domestic, from the affected area
- Transporting supplies and/or personnel in support of the Department of Public Health Department's Disaster Plan

### **Triggers for Activation**

The Animal Care and Control Program will become activated and respond to an incident as follows:

- Any emergency incident where either voluntary and/or mandatory evacuation of residents is anticipated by the Incident Command (IC).
- Notification and request by the IC
- Notification and Request By the Public Health Department Operation Center (DOC)
- Notification and request by County Fire - OES
- Notification and request by the Sheriff

- Notification by ACC staff in affected area

## **B. EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS**

### **Overview**

The Office of Emergency Services (OES) has adopted a three-level activation process for the Emergency Operations Center (EOC). This is done to provide a standardized method for activating the EOC and to eliminate the need for always having a full activation. The levels provide for a minimum staffing, a mid-size activation and a full activation. The three levels of EOC organization are shown in the figures that follow.

Activation Criteria for the EOC will be based on one or more of the below factors:

- The nature and scope of an incipient threat consistent with pre-determined response levels.
- Requirements per SEMS Regulations
- Support for Sheltering

### **Level III**

Level III is often referred to as a “low level activation. The EOC is staffed with the current day-to-day employees who are assigned to the EOC who will carry out additional duties in Level III. Staffing may also include more than OES staff. The EOC staff may also include a minimum number of support staff, such as a Public Information Officer (PIO), Emergency Communications Services (ECS) Officer, etc. These additional duties often include communication, coordination, and monitoring, receiving, and distributing information pertaining to the emergency or disaster. After hours, Level III activations are usually covered by an on call duty officer.

Notifications to the Southern Region Office of State OES are also done at Level III activations. This notification is normally to the State OES Duty Officer for Southern Region.

Situation Summaries or Quick Reports are then sent out to the members of the San Bernardino County Operational Area (SBCOA). These notifications are intended to keep the members aware of disaster incidents that are occurring in the County.

Example: to support the activation of a city/town EOC within the Operational Area during events such as flooding, imminent threat condition such as fires, floods etc.

## **Level II**

Level II is often referred to as a “medium level activation”. The EOC is staffed with the current day-to-day employees who are assigned to the EOC who will carry out additional duties in support of activation. Additional trained EOC responders are also called in to staff specific functions within the Management, Operations, Planning/Intelligence, Logistics and Finance/Administration Standardized Emergency Management System (SEMS) Sections. The decision to call in additional trained EOC responders is based upon the magnitude of the emergency or disaster as determined by the EOC Director. After hours, personnel either in the EOC or by an on call Duty Officer at the discretion of the EOC director as guided by incident activities may cover Level II. Department Operations Centers (DOC’s) may also be activated.

Example: Earthquake with damage, flooding, etc. isolated to one or two cities/towns or in a remote area.

## **Level I**

Level I is often referred to as a “full or high-level activation”. This encompasses the staffing of Levels III and II and where additional trained EOC responders fill most if not all of the positions within the Management, Operations, Planning/Intelligence, Logistics and Finance/Administration SEMS Sections. This can number upwards of 60 to 75 personnel. During Level I activation the EOC operates on a 24-hour basis rotating personnel in on 12-hour operational periods. Department Operations Centers (DOC’s) will be activated.

Example: Large-scale events such as an earthquake or terrorist event that effects multiple jurisdictions and agencies where wide spread damage, injuries and fatalities have occurred.

## **I. INTRODUCTION**

The Animal Care and Control (ACC) Animal Emergency Evacuation & Shelter Plan establishes a coordinated and effective response to the needs of animals impacted by an emergency or disaster within the jurisdictions covered by ACC. It is classified as an annex of the Public Health “Department Emergency Operations Plan” (DEOP).

This plan establishes general procedures and organizational structures for coordinating an effective response to the needs of animals impacted by an emergency or disaster. This is a supporting plan of the San Bernardino Operational Area Emergency Operations Plan.

The general concept of animal disaster operations is to establish field animal shelters in all impacted areas. The San Bernardino County Department of Animal Care and Control will direct all animal operations during disasters, and coordinate the evacuation of animals.

San Bernardino County Animal Care and Control encourages people to bring their pets to local animal shelters operated by San Bernardino County during emergencies, if necessary. The purpose is to provide temporary care and housing of their pets and to reunite pets and their owners. San Bernardino County Animal Care and Control will adhere to SOP III-8-0, “Return to Owners” no fault action regarding fees for service waived for disaster victims.

It is the intent of the San Bernardino County Animal Care and Control to operate as a resource to the IC or UC within the Standardized Emergency Management System (SEMS) and Incident Command System (ICS) structures. All state agencies are required to use SEMS for coordination during either multiple jurisdictions or multiple agency emergency and disaster operations. The use of SEMS is not mandatory for local agencies, however, the use of SEMS is required to be eligible for reimbursement of disaster related personnel response expenses, *Cal. Govt. Code 8607 (e)*. The State of California has developed SEMS for responding to and managing multi-agency and or multi-jurisdictional emergencies and disasters within California’s Territorial area. The (ICS), which is part of SEMS, provides standardized procedures and terminology, a unified command structure, a manageable span of control, and an action planning process that identifies overall incident response strategies. Within SEMS, the general concepts of the ICS are translated to each level of the state response system from a local field incident to statewide coordination. This allows communication among all responding agencies and levels of government.

### **A. Purpose**

The Animal Care and Control Animal Emergency Evacuation & Shelter Plan was designed to assist ACC personnel and emergency personnel in their understanding and implementation of field and shelter operations when animal evacuations are required.



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. It is much more efficient, effective, and inexpensive to develop plans to address animal issues prior to an incident than during one.

## **B. Animals In Emergencies - General Principles**

The first priority is to move the animals from danger to an area that is safe and meets the animal's immediate needs, (food, water, shelter, and medical treatment).

Secondly, set up a method for identifying lost and found animals. Establish methods for sheltering lost animals. Develop action plan for disaster recovery (foster care, reuniting animals with owners, long term sheltering, and disposal).

## **II. ADMINISTRATIVE RESPONSIBILITIES**

### **A. Activation/Demobilization of the Plan**

#### **1. With EOC/DOC Activation**

This Plan may be activated upon the request of the Emergency Operations Center (EOC) or Public Health Department Operation Center (DOC) either because of a local hazard or to support another jurisdiction. At such time, the ACC Program Manager/Designee will be advised and requested to respond to the EOC/DOC as the Animal Operations Coordinator. The EOC/DOC shall provide the Animal Operations Coordinator with the following information:

- Type of incident and current/potential conditions
- Location of incident
- Level of operation needed depending on the size and scope of the incident, i.e., evacuations only, shelter operations only, or both evacuation and shelter operations
- Expected duration of incident
- Likelihood for reimbursement of costs (based on the size and scope of the incident)

Once a decision is made to activate this Plan, all animal operations will be coordinated by the Animal Operations Coordinator who reports directly to the ACC Division Chief.

## 2. Without EOC/DOC Activation

There are two situations whereupon the ACC Division Chief may self-activate this plan.

- A minor incident occurs within ACC Jurisdictions that does not require activation of the local EOC/DOC but still necessitates animal operations, such as a single incident fire. In this situation, the request for assistance will be made by either County Fire or Sheriff's Department.
- A neighboring jurisdiction may also request assistance for an incident within their jurisdiction. The request shall be made by the Fire Chief, Police Chief, or Animal Control Manager of the requesting jurisdiction.

In either situation, the ACC Division Chief shall advise the Director of Public Health that the Plan was activated.

## 3. Demobilization of the Plan

Demobilization of the Plan will occur upon order of the EOC/DOC Director (during activation of the EOC/DOC) or the ACC Division Chief (during non-activation of the EOC/DOC).

## 4. Tracking Staff Time, Mileage and Assignments

When Animal Care and Control Staff are assigned to an emergency situation (i.e. fire), all of your time and any mileage associated with your assignment needs to be documented. You will utilize the forms found on pages 11-14 to track your time and mileage, in certain situations the ICS forms found on pages 65 - 68 may be utilized at the direction of the Program Manager. Copies of all these forms for your use can be found on the ACC common drive (N:): in the Field Forms file, sub-file Emergency Forms. These forms are to be completed each day you are assigned to the incident. Once you have completed your assignment you are to total out your forms (*i.e. you are assigned to the incident every day for 3 days, complete the required information each day and total your time and mileage (if any) at the end of your 3 days*). All forms are to be turned into your immediate supervisor at the end of your deployment.

Animal Care and Control is not reimbursed from the Federal Government for any disaster related expenses related to activities dealing with Livestock (Farm Animals), Reptiles, Amphibians, Fish, etc. generally any animal that isn't a "Household Pet" that most people would have in their home,(i.e. Dog ,Cat, Bird, Rabbit, Rodent and Turtle). ***In order to track any activities related to any dealings with these types of animals you will need to complete a separate "Supplemental Emergency Operations Tracking Form" (see page 12) for these types of activities.***



## Emergency Operations Tracking Log

INCIDENT NAME: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE NO: \_\_\_\_\_

**INSTRUCTIONS:** When Animal Care and Control Staff are assigned to an emergency situation (i.e. a fire), Record the Incident Name, your name and employee #, log vehicle # and mileage (if applicable), start and end time, and assignment location, **at end of each shift complete the attached Supplemental Emergency Operations Tracking Log. The Employee Cost Tracking and Vehicle Mileage Logs. (as applicable) will be completed by your Supervisor at the end of the incident.**

<u>Date</u>	<u>Vehicle #</u>	<u>Mileage</u>		<u>Time</u>		<u>Assignment Location</u>
		<u>Start</u>	<u>End</u>	<u>Start</u>	<u>End</u>	
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## **B. Coordination of Media & Public Information**

### **1. Media Contacts**

During activation of the EOC/DOC, media contacts and public information is managed and operated by either the Incident Command Post, Emergency Operations Center, Department Operations Center or the Joint Information Center Public Information Officer(s). Any media arriving at a staging location or shelter site shall be escorted by the PIO or designee, if he/she is not available, then the PIO Team shall be contacted by the site manager to report and meet with the media regardless of whether it means the media may have to wait for arrival of the PIO or designee. At no time should supervisory or non-supervisory positions request or seek media attention on behalf of the County.

During non-activation of the EOC/DOC, Animal Care & Control management staff will work with the media in accordance with established procedures.

### **2. Public Information**

One of the primary functions of the EOC/DOC is to provide accurate and timely information to the public about the status of the incident and the activities provided in support of the incident. The PIO is responsible for notifying the general public what needs to be done with their animals and the services that are being provided through this Plan, i.e., locations, accessibility, assistance, etc. Therefore, it is imperative that the PIO be made aware of the decisions and activities in response to this Plan immediately. This is done via communication with the EOC/DOC and/or directly from the Animal Operations Coordinator.

Because it is recognized that staff and volunteers must be continually updated throughout the course of the incident, the Animal Operations Coordinator shall insure information is disseminated through subordinate staff as necessary and appropriate. Only information provided through the Animal Operations Coordinator, EOC, DOC or PIO shall be deemed credible and accurate.

## **C. Volunteer Considerations and Guidelines**

During emergencies you will experience convergent volunteers; these are well-meaning residents who step forward to volunteer assistance during a disaster. These volunteers have not had any formal training and are not part of any organized disaster volunteer program. Therefore, it is required that prior to helping in any capacity, all volunteers must first be pre-registered as a volunteer with the ACC program. Registration shall be coordinated with the Volunteer Coordinator prior to allowing them to work on site.

Once volunteers are designated;

- Identify a team leader for liaison with Animal Care and Control for coordination

- and control of volunteer activities.
- Establish communications with the Volunteer Coordinator.
- Animal Care and Control is responsible for managing all volunteer operations that are directly related to ACC operations. All direction shall be taken from Animal Care and Control personnel.

**D. Staffing Requirements**

In general, the organizational chart for activation of this Plan is as follows:



**1. Job Descriptions**

The following positions may be required depending on the level of operations activated during the emergency:

**a. Division Chief**

The Division Chief has full managerial authority over this plan and is the point of contact for the EOC/DOC, if activated, providing any information, updates and/or other data to EOC/DOC staff as required/necessary.

**b. Animal Operations Coordinator**

This position shall be filled by the Program Manager or his/her designee. This person will be the main point of contact for management decisions related to



responding to the needs of animals during a disaster. Responsibilities include, but are not limited to:

- Establish continuous communication with the EOC (primarily the Operations Section Chief, ACC Division Chief and ACC Supervisory positions).
- Ensure that public information is accurate and timely by constant communication with the EOC PIO Team, provides or directs staff to provide updates/information to the Preparedness and Response Program (PRP) as necessary;
- Assign coordinator to make outside agency contacts, if needed;
- Ensure the establishment of field animal shelters, if needed;
- Respond to requests from the EOC and field units;
- Determine staffing needs and activate volunteers or request assistance from other jurisdictions, if needed;
- Approve purchases for supplies/equipment in coordination with the EOC Finance/Administration Section, if activated;
- Coordinate the call for donations with the EOC, if needed;
- Attend EOC briefings during each operational period (every 12 hours);
- Provide support services for all ACC operational needs, routinely schedule and coordinate briefings with Field and Shelter Operations Coordinators, at least once each operational period (every 12 hours)

**c. Field Services Operation Coordinator**

This position shall be filled by the Supervising Animal Control Officer II in charge of the Field Services section or their designee. Responsibilities include, but are not limited to:

- Ensure the evacuation, staging, and routing procedures outlined in this document are in effect and maintained;
- Determine the Incident Command Coordinator assignment;
- Ensure that the staging area remains safe and risk-free;
- Determine Field related staffing needs, assignments and request the Animal Operations Coordinator to activate volunteers or request assistance from other jurisdictions, if needed;
- Ensure that all workers (staff and volunteers) have checked-in at the beginning of each shift and have checked-out at the end of their shift;

- Conduct periodic briefings with staff/volunteers;
- Ensure that all workers have the proper forms, maps, routes, etc., of the evacuation area;
- Provide periodic status reports and requests for supplies/equipment and staffing to the Animal Operations Coordinator;
- Maintain continuous communication with the Animal Operations Coordinator and the Shelter Services Operations Coordinator;
- Ensure that the Staging Area is clean of any trash and debris upon demobilization.

**d. Shelter Services Operations Coordinator**

This position shall be filled by the Supervising Animal Control Officer II in charge of the Shelter Services section or their designee. Responsibilities include, but are not limited to:

- Ensure the shelter operation procedures outlined in this document are in effect and maintained;
- Determine the Animal Shelter Coordinator assignment;
- Determine shelter related staffing needs and assignments and request the Animal Operations Coordinator to activate volunteers or request assistance from other jurisdictions, if needed;
- Ensure that a registration system is in place and that each animal is identified upon arrival to the shelter using the proper forms;
- Ensure that proper forms are being used and completed appropriately;
- Ensure that an evaluation of each animal's immediate needs is completed upon check-in, i.e., medical attention, food, water, etc.;
- Track and determine proper coordination of animal placement and movement;
- Ensure the shelter is secured on a 24-hour basis;
- Ensure that the shelter is clean and orderly;
- Ensure that all workers (staff and volunteers) have checked-in at the beginning of each shift and have checked-out at the end of their shift;
- Conduct periodic briefings with staff/volunteers;
- Ensure that no owned animal is euthanized without permission from a licensed veterinarian, the Animal Operations Coordinator, and the animal's owner, if possible;

- Provide status reports and requests for supplies/equipment and staffing to the Animal Operations Coordinator;
- Maintain continuous communication with the Animal Operations Coordinator and the Field Services Operations Coordinator;
- Ensure that the entire Shelter area is clean of any trash and debris upon demobilization.

**e. Supervising Animal Control Officer I's**

The number and type of supervisory positions needed would be determined by the size and scope of the disaster, also, some of these positions can be tasked to non-supervisory personnel, as necessary. Indeed, depending on the size and scope of the incident and/or the number of staff and volunteers, one person may be responsible for more than one position. In each case, supervisors need to consider additional staffing needs throughout the duration of the activation. Upon arrival to the site, each volunteer/staff person shall receive a briefing of instructions, procedures, and reporting structure. The following positions, will support and report to either the Field Services Operations Coordinator or the Shelter Services Operations Coordinator depending upon their site location;

- **Incident Command Coordinator:** This position will be stationed at or near the Sherriff's Incident Command Post. Using maps and intelligence information from the EOC and/or Sherriff / Fire Incident Command Post, conduct dispatch tasks at the evacuation staging location, using cell phones, hand held radios, or face-to-face.
- **Animal Shelter Coordinator:** This position will be stationed at either a County Animal Shelter or Remote Field Shelter. This position ensures the coordination among shelter sites, i.e., animal identification, supplies, feed, equipment/tools, staffing, etc.
- **Foster Care Coordinator:** Especially of use when long-term care will be necessary for animals after the shelter is demobilized. This position is responsible for coordinating with the animal owner to locate long-term care for animals, if necessary, using the list of resources included in this document.
- **Intake Coordinator:** Ensures that animal registration at the shelter site is properly handled with sufficient staffing and use and completion of proper forms. Maintains these records in an organized manner throughout the duration of the disaster.
- **Kennel/Livestock Coordinator:** Ensure that the kennel/livestock area at the shelter is clean and sanitized. Ensure that staffing is sufficient to provide for feeding, cleaning, and exercise of animals in the kennel/livestock area. Maintain records for the time of each animal's feeding and exercise.

- **Office/Dispatch Coordinator:** Ensure that coordination is in place with the ACC main office that will be receiving requests for service, assistance or animal inquiries. Will ensure dispatch and clerical functions and activities are adequate and maintained as necessary for the event.
- **Supply Coordinator:** Ensure that supplies required to operate a staging area and/or shelter is available. This may necessitate the need to pick up and deliver supplies upon request. This position does not have the responsibility to make purchases or seek donations.
- **Volunteer Coordinator:** Coordinates volunteers to ensure that positions are filled timely and appropriately at either the staging area or shelter. This position will be responsible for maintaining a volunteer schedule and contact information.

**f. Non-Supervisory Positions**

Many of the non-supervisory positions require multiple people to fill them, such as Kennel Attendant. Upon arrival to the site, each shall receive a briefing of instructions, procedures, and reporting structure. The following non-supervisory positions support and report to a Field or Shelter Operations Coordinator depending upon their site location:

- Animal Evacuation Team member
- Animal Food Attendant
- Animal Intake Registrant
- Animal Search Attendant (to locate animals who escape from the shelter)
- Animal Supply Attendant
- Animal Transporter (from one area of the shelter to another)
- Communications
- Dog Walker
- Errand Runner
- Handy Person (electrician, carpenter, plumber, etc.)
- Information Table Attendants
- Kennel/Livestock Cleaner
- Lost & Found Information Recorder
- Office/File Clerk
- Security Personnel

### **III. EVACUATIONS**

During emergency operations, one of the priorities will be to evacuate animals from the danger zone to a safe zone. To do this efficiently, an orderly, organized system must be in place. The Field Services Operations Coordinator will be responsible to activate the following procedures.

#### **A. Staging Locations**

For large scale evacuations, a Staging Location shall be established whereby staff and volunteers capable of evacuating animals will meet and be dispatched. The Animal Operations Coordinator and/or Field Services Operations Coordinator shall determine the staging location with the following considerations:

- The location should be established as quickly as possible to initiate evacuation procedures – the first step of emergency animal operations;
- The location can either be a large vacant lot or paved parking area large enough to accommodate a variety of trucks/trailers, and free of hazards to these vehicles;
- The staging location shall be within general proximity to the hazard or disaster, but yet safe from its affects (if appropriate, uphill and upwind);
- If known, the property owner of the site shall be contacted for approval to use the property; and
- Suggested sites include: See appropriate zone maps for event.

#### **B. Routing**

The EOC / ICP will determine the evacuation routes as well as prioritize evacuation areas based on the location, size, and scope of the incident. This information will be communicated to the Field Services Operations Coordinator as soon as it is determined.

- Evacuation areas will be prioritized to provide for the evacuation of animals in such a manner that the most threatened area will be evacuated first;
- Routing will be based on the safest course available for the Evacuation Teams;
- Routing will also be based on the course that provides the best route of travel so as not to impede emergency operations of fire and/or law enforcement; and Routes shall be mapped out and given to appropriate staff involved in the evacuation process;
- Advise staff entering any evacuation area to be mindful of various hazards such as other vehicles, animals, debris, etc.

### **C. Dispatching Evacuation Teams**

The Field Services Operations Coordinator will assign the Incident Command Coordinator or Office Dispatch Coordinator to coordinate the following activities.

- Track assigned evacuation staffs location and assignments and ensures all emergency operations tracking logs are completed by all pertinent staff.
- Evacuation Teams must be made aware of their responsibility upon dispatch – using the recommended route, report to the dispatched area, complete paperwork for each rescued animal, take animals to the shelter site, and return to the staging location to be dispatched again;
- Using Impound Cards, the Evacuation Teams will record as much information as possible of the location from where the animal(s) is taken, i.e., street address, identifying marks of the animal, etc. If the animal owner is still on the property while evacuation is occurring, the animal owner may be asked to complete the paperwork.
- Owners who can transport their own animals are encouraged to do so in an attempt to free up the Evacuation Teams for those who cannot self-transport.
- Animals that are difficult to manage or require technical rescue operations will be reported to the Field Services Operations Coordinator, or Incident Command Coordinator who will make a determination on a case-by-case basis of how best to evacuate these type animals.

## **IV. SHELTER OPERATIONS**

### **A. Establishing a Remote Animal Shelter**

Once the need is determined for a remote animal shelter, the first order of business will be to determine the location based on the type of animals the shelter will be accepting:

- Small animals only – dogs, cats, birds, etc.
- Livestock-type animals – horses, cattle, llamas, ostriches, etc.
- All animals

Once this decision is made, the Shelter Services Operations Coordinator in coordination with the Animal Operations Coordinator shall advise the EOC / PIO so that public information is immediately initiated.

#### **1. American Red Cross Policy**

The Red Cross national guidelines prohibit evacuees from bringing pets or animals into shelters (except service animals). Therefore, during period of evacuation, it is necessary to establish animal shelters for the safety of animals – large and small.

## **B. Checklist for Establishing a Remote Animal Shelter**

Space may need to be designated for the following operational areas when assembling a remote Animal shelter. Not all areas will be used in each disaster, but volunteers should be prepared to set up each one. Areas, which may be utilized, include:

- Information Tables**  
First stopping point for everyone entering the Animal Field Shelter. Volunteers at this location direct people to where they can get the service(s) they need.
- Animal Intake Area**  
Where paperwork is completed on all incoming animals, the animals are photographed and identification is placed on them.
- Kennels**  
Where all the animals are housed until they are reclaimed, placed in foster homes, or adopted. Areas must be designated for dogs, cats, and other animals.
- Medical Clinic**  
Where all animals are treated for minor injuries. Seriously injured animals may be treated elsewhere depending on available resources. Vaccinations may also be given at this location. Any animals suspected of being sick are kept in this area. It is especially important to keep animals suspected to have contagious diseases separate from the rest of the population.
- Animal Supply Storage / Distribution**  
Where all supplies are kept for the animals. These include feeding dishes, litter boxes, scoops, cages, treats, toys, leashes, collars, flea spray, shampoo, nail clippers, brushes, combs, newspaper, towels, and blankets. These items are used at the Field Shelter, but may also be given out to the public depending on the quantities available.
- Animal Food Storage / Distribution**  
Where all food is kept, used primarily for the animals at the Field Shelter, but is also given out to the public depending on the quantities available. This must be an area that remains dry. Traps may have to be put out for rodents.
- Animal Food Preparation Area**  
Where food is prepared for the animals at the Field Shelter. This area should be kept clean and free of insects. Water should also be available in this area.
- Animal Cage Cleaning Area**  
Where portable cages and litter boxes are cleaned. This area is to be kept

clean at all times. It should be located away from any food preparation area and close to a water supply, if available.

- Dog Walk Area**  
Where all the dogs are walked. It is important for sanitary reasons to pick up after the dogs; scoops and plastic bags will be made available.

- Dog Bath Area**  
It is sometimes necessary to bathe dogs, and even cats, after they arrive at the shelter. The ability to do this depends on the water supply and availability of washing facilities.

- Water Storage**  
Where water is stored in gallon jugs for animal consumption. This area may not be necessary in all disasters. The water must be kept out of direct sunlight.

- Dead Animal Disposal**  
There must be an area designated to keep those animals that have died. If a freezer is not available, the animals must be securely tied in several thicknesses of plastic bags and kept in fifty-five gallon drums. Obtain drums through the Animal Operations Coordinator. Four drums should be ordered for each animal field shelter. The drums will remain on site until each drum is full, the field shelter is closed or until a rendering company can be obtained for pickup of the drums. The drums are to be stored at a distance as to not pose a health risk or odor problem. Fly spray should be sprayed often in this area.

If a rendering company is unavailable because of the disaster, full drums will need to be stored in a refrigeration unit that should be rented for this purpose.

The following is the contact information for local rendering/disposal services for dead animals: **Styles Rendering Service** – 909-390-9828

**Gulley's Livestock Disposal** – 760-949-7957

In the event of mass numbers of dead animals or the unavailability of refrigeration or rendering services, the County **Public Works Solid Waste Division** 909-386-8701 can be contacted to make arrangements for the carcasses to be disposed of at one of the area Landfill sites.

Owners in the unincorporated areas of the County may be allowed to bury their dead animals on their property. The County **Environmental Health Department** must be contacted first at 909-387-4323 for specific guidance and any relevant County Ordinances that may pertain to burying animals on private property.

- Telephones/Amateur Radio**  
The telephone system is where all incoming and outgoing business calls are placed. In some disasters, phone service may not be operating. The phones may then be cellular, but cellular lines can be extremely busy



during a disaster. Amateur radio will also be used. Place the telephone / amateur radio area as far away from where the animals are as possible. When the dogs, in particular, start barking, it makes it very difficult to hear while on the phone.

- Volunteer Information Boards and Sign In  
Where all volunteers report to when they show up for their shift. After signing in, they read that day's information board. The board will provide them with updated information, any procedural changes, and other announcements. Volunteers sign out in this same area when they complete their shift.
- Volunteer Food and Rest Area  
Where volunteers can eat and rest during their shift. Try to make it as private as possible. It is everyone's job to keep this area clean by picking up after themselves.
- Rescue Equipment Storage  
Where all animal rescue equipment is stored when it is not in use. This should be a secure area, as there is substantial *value* to this equipment and without it, animals can't be safely rescued.
- Parking  
Designate an area where volunteers and visitors to the Animal Field Shelter can park. Spaces closest to the shelter should be saved for visitors coming and going all day. Be careful not to disturb residents and/or adjacent businesses.
- Bathrooms  
If bathroom facilities are not available at the location or if existing facilities are not functional because of any water, then chemical toilets and portable hand washing stations must be ordered through the Animal Operations Coordinator. They should be set up a distance from the shelter. It is everyone's responsibility to see that the bathroom facilities are kept clean.
- Human First Aid Area  
In any disaster, it is important to immediately identify the closest emergency medical facility. A basic first aid kit is kept at the Animal Field Shelter for minor injuries. All volunteers are encouraged to take the American Red Cross Standard First Aid Course. To help out in this area. Emergency Medical Technician (EMT 1-A) support is also available from the San Bernardino County Emergency Medical Services. Request one EMT for each Animal Field Shelter to handle all first aid needs.
- Garbage Area  
Designate an area where garbage is bagged and stored until it can be picked up. Keep it a distance from the shelter as to not cause an odor

problem.

### **C. Volunteer Positions for Remote Animal Shelter Operations**

Listed below are some of the volunteer positions that may be considered for animal disaster response and recovery operations. Many of the positions require multiple people to fill them, such as Kennel Attendant. The number of people needed, and the types of positions needed are determined by the magnitude and nature of the disaster.

#### Supervisory Positions

- Adoption Coordinator
- Facilities Coordinator
- Foster Care Coordinator
- Intake Coordinator
- Kennel Coordinator
- Office Coordinator
- Rescue Coordinator
- Supply Coordinator
- Telephone Coordinator
- Volunteer Coordinator

#### Non-Supervisory Positions

- Animal Food Preparer
- Animal Food Attendant
- Animal Intake Person
- Animal Search and Rescue
- Animal Supply Attendant
- Animal Transporter
- Cage Assembler and Cleaner
- Community Liaison
- Data Entry Clerk
- Dog / Cat Bather
- Dog Walker
- Errand Runner (off premises)
- Handy Person (Carpenter, Electrician, Plumber)
- Scribe
- Humane Trapper
- Information Table Attendant
- Janitor / Grounds Person
- Kennel Attendant
- Lost Information Recorder
- Office / File Clerk

- Photographer
- Sanitation Person
- Security Personnel
- Sign Poster (off premises)
- Telephone Operator (Telephone Installer)
- Amateur Radio Operator (Auxiliary Communications Service)

#### **D. Supplies Needed for Remote Animal Shelter Operations**

The following supplies are needed to set up an Animal Field Shelter during a disaster to process stray, surrendered, and requests for foster animals. (This area also serves as the information area for the facility.)

- |   |   |
|---|---|
| <input type="checkbox"/> Polaroid cameras (or equivalent photo devices) | <input type="checkbox"/> Knock down dog cages                                       |
| <input type="checkbox"/> Polaroid film (or compatible for device)       | <input type="checkbox"/> Auction halters  |
| <input type="checkbox"/> Binder to hold pictures                        | <input type="checkbox"/> Labels for pictures  |
| <input type="checkbox"/> 5 gal. Water buckets                           | <input type="checkbox"/> Rope   |
| <input type="checkbox"/> Trailer  | <input type="checkbox"/> Stapler and staples  |
| <input type="checkbox"/> Staple remover                                 | <input type="checkbox"/> Scotch tape  |
| <input type="checkbox"/> Duct tape                                      | <input type="checkbox"/> Paper clips  |
| <input type="checkbox"/> Ball point pens                                | <input type="checkbox"/> Blunt ended scissors                                       |
| <input type="checkbox"/> Post it notes (3"x3")                          | <input type="checkbox"/> 12-2" Binders  |
| <input type="checkbox"/> Binder labels                                  | <input type="checkbox"/> Cage tags  |
| <input type="checkbox"/> Glue for Butt tags                             | <input type="checkbox"/> Identification bands for dog/cat I.D.                      |
| <input type="checkbox"/> Scanners for micro chipped animals             | <input type="checkbox"/> Three hole punch   |
| <input type="checkbox"/> Push pins                                      | <input type="checkbox"/> Permanent markers (Wide point)                             |
| <input type="checkbox"/> Easel for white board or flip chart            | <input type="checkbox"/> White board markers  |
| <input type="checkbox"/> White board erasers                            | <input type="checkbox"/> Large white board or flip chart                            |
| <input type="checkbox"/> 12- large clip boards                          | <input type="checkbox"/> Containers to hold office supplies                         |
| <input type="checkbox"/> File boxes to hold forms                       | <input type="checkbox"/> In and Out boxes   |
| <input type="checkbox"/> At least four-6' folding tables                | <input type="checkbox"/> At least eight chairs                                      |
| <input type="checkbox"/> Shelf to hold binders                          | <input type="checkbox"/> Phone message board  |
| <input type="checkbox"/> Garbage can                                    | <input type="checkbox"/> Garbage bags (for garbage and double bagging dead animals) |
| <input type="checkbox"/> Clock  |   |
| <input type="checkbox"/> Thomas Guide                                   | <input type="checkbox"/> Permanent signs  |

- |   |   |
|---|---|
| <input type="checkbox"/> Calendar                         | <input type="checkbox"/> Cages/Pens                   |
| <input type="checkbox"/> Awning tent (if located outside) | <input type="checkbox"/> Generator and gasoline       |
| <input type="checkbox"/> Flashlights and batteries        | <input type="checkbox"/> Lantern and batteries        |
| <input type="checkbox"/> Outdoor extension cords          | <input type="checkbox"/> Shop lights and light bulbs  |
| <input type="checkbox"/> Feed                             | <input type="checkbox"/> Water bowls                  |
| <input type="checkbox"/> Litter pans                      | <input type="checkbox"/> Pooper scooper               |
| <input type="checkbox"/> Euthanasia supplies              | <input type="checkbox"/> Disinfectants                |
| <input type="checkbox"/> Shovels                          | <input type="checkbox"/> First aid kits               |
| <input type="checkbox"/> Handy wipes                      | <input type="checkbox"/> Paper towels                 |
| <input type="checkbox"/> Telephone (landline or cellular) | <input type="checkbox"/> Answering machine            |
| <input type="checkbox"/> Fax machine and fax paper        | <input type="checkbox"/> Phone message pads           |
| <input type="checkbox"/> Portable copier                  | <input type="checkbox"/> Carbon paper                 |
| <input type="checkbox"/> Cat carriers                     | <input type="checkbox"/> Dog leashes                  |
| <input type="checkbox"/> Breed I.D. Books                 | <input type="checkbox"/> Newspaper (for lining cages) |
| <input type="checkbox"/> Temporary Fencing                |   |

#### Disaster Forms

- |  |  |
|--|--|
| <input type="checkbox"/> Animal impound cards  | <input type="checkbox"/> Animal checklist        |
| <input type="checkbox"/> Horse information     | <input type="checkbox"/> Dog personality profile |
| <input type="checkbox"/> Medication record     | <input type="checkbox"/> Request for rescue      |
| <input type="checkbox"/> Notice form           | <input type="checkbox"/> Incoming animals        |
| <input type="checkbox"/> Foster information    | <input type="checkbox"/> Food/Water distribution |
| <input type="checkbox"/> Volunteer information | <input type="checkbox"/> Donations               |
| <input type="checkbox"/> Volunteer Check In    | <input type="checkbox"/> Media check             |
| <input type="checkbox"/> Injured animals       | <input type="checkbox"/> Lost animal sign/poster |
| <input type="checkbox"/> Volunteer Sign In     | <input type="checkbox"/> Lost animal form        |

## E. Animal Intake Procedures

### Owned Animals

- Complete Animal Impound Card
- Take one picture of owner and animal together
- Label picture with intake number, owner's name, and date
- Staple picture to impound card - lower right corner
- ID Animal:
  - Write intake number on collar tag
  - Put collar & tag on animal
- Place animal in cage/enclosure and attach cage tag
- Give owner soft copy of impound card

### Stray Animals

- Intake form to be completed by person bringing animal to field shelter
- Take two pictures of animal
- Label pictures with intake number, date, and male / female information
- Staple one picture to intake form - lower right corner
- Place second picture in picture book
- ID animal:
  - Write intake number on collar tag
  - Put collar on animal
- Cage tag:
  - Intake number, date, male / female information
- Place animal in cage/enclosure and attach cage tag

### Livestock

- Every animal should be impounded **one at a time**, if possible, to ensure accurate records.
- When impounding, try to back the trailer as close as possible to the impound area to help prevent escape.
- In-Take Personnel shall verify available corrals with Livestock Coordinator.
- Whenever possible separate the animals picked up from different locations to prevent breeding, disease control and fighting.



- CATTLE:
  - Cattle are easy to herd. A large corral can be utilized for cattle. Normally you will not have trouble from males and females mixed, but every so often you will encounter a dominant bull. In this situation you must use care and caution. It is important you work in pairs when handling cattle.
- LLAMAS/GOATS:
  - Llamas and goats are herd animals and should be housed together if they were picked up from the same location.
- OSTRICHES/EMUS
  - Ostriches and emus are herd animals also and should be housed together if they were picked up from the same location.
- PIGS:
  - Separate pigs by gender.

#### **F. Euthanasia During Disaster Operations**

Euthanasia of any animal must only be done within the current established protocols, policies and procedures of ACC. Keep detailed descriptions (tag #'s) and photographs (if possible) of any animal euthanized to ensure proper identification. All animals must be scanned for microchips and examined for any form of identification prior to euthanasia.

Euthanasia may only be performed by a veterinarian, a trained veterinarian technician or a certified euthanasia technician, using standard and accepted euthanasia protocols.

#### **G. Reuniting Animals with Owners**

When owners arrive to reunite with their animals, verify the owners identity and complete the animals impound card and have the owner sign the card in the spot indicated on the impound card.

For animals with unknown owners, all attempts shall be made to determine where the animal came from. The Animal Operations Coordinator and the Shelter Services Operations Coordinator shall make a determination of how best to locate the rightful owner and the continued housing of the animal.

#### **H. Locating Extended Sheltering Needs**

Extended shelter care may be needed for animals whose owners cannot be identified and/or located after demobilization of the temporary animal shelter. In this instance, the Animal Operations Coordinator or Shelter Services Operations Coordinator will attempt to locate extended care facilities or make arrangements at County operated shelters for extended care. Extended shelter care may also be needed for animals whose owners cannot return home immediately after the incident

due to property damage. In this instance it is up to the animal owner to locate and finance long-term sheltering needs.

## **I. Wildlife Considerations**

### FIRE

In wild land fires, wildlife will flee and the fire usually consumes those that don't. In a wild land intermix fire (ex. an Oakland Hills-type fire); most wildlife that cannot outrun the fire will be consumed by it.

Deer fleeing the area can become a traffic hazard if they choose to use the streets, although this has not been reported as a problem in past fires.

### EARTHQUAKE

Wildlife are often unaffected by earthquakes. However, damaged buildings, large-scale evacuations, loss of water and power will impact upon animal care. Additionally, large numbers of domestic pets often run away or become separated from their families.

### FLOOD

If flooding is rapid and doesn't recede quickly, wild animals that cannot flee the water would most likely be forced to share dry areas (rooftops, trees, etc.) with people and domestic animals or drown.

If flooding advanced slowly, we would experience an increase in animals moving away from the flooding. Nocturnal animals may move about during the day.

There may be some rescues if wild animals are stranded in trees, rooftops, islands, etc.

## **J. Wildlife Considerations for Remote Animal Shelters**

Most wildlife that is presented at remote animal shelters will likely be confined and just need to be held until its disposition can be determined. Caging and restraint equipment will be the same as used on dogs and cats. The only **MUST** will be to keep the wild animals as far away from the domestic animals as possible. This will help relieve some stress and the potential for the spread of disease.

- Small to medium sized animals can be placed in plastic or metal cat cages. They must then be covered.
- All birds should be placed in cardboard boxes. Cardboard cat carriers should be adequate for all birds except those larger than a red-tailed hawk.
- Snakes are best placed in a pillowcase with a large knot tied in the top. Treat all snakes as if they were venomous.

Special supplies needed for wildlife care include:

- Plastic and metal cat cages



- Cardboard animal carriers
- Cat gloves
- Come-a-long
- Net
- Towels
- Pillowcases

### **K. Horse Behavior and Horse Handling in an Emergency**

A horse's natural instinct is to flee from danger. When panicked, most horses, regardless of training will be a challenge to handle. Remember that horses can easily hurt would-be rescuers, bystanders, property and themselves.

- Horses sense and react to fear. Try to remain calm when working with a horse in an emergency situation.
- Horses do not cope well with being trapped. Often they will run over people who are attempting to trap them. Use extra caution in this situation.
- Sedating a horse in an emergency is generally not advised because the horse may lose its natural instinct for self-preservation.
- Do not turn a horse loose to fend for itself unless the area has a perimeter fence.
- Horses may be tied in a group. A fence line may be used for this purpose. Horses should be tied to secured objects high enough and at a length so not to become entangled.
- Day sheets and blankets must be removed during a fire because they ignite easily.
- Only move the horse if you are certain that damage or injury will result if it stays where it is.
- If you decide to transport a horse using a horse trailer, remember that winds generated by fire can instantly shift the fire into your path and you may not be able to turn around.
- If you are transporting a horse in a horse trailer, take special care not to block the road; fire-fighting equipment must be able to get through.
- Make sure that you are not transporting the horse to an even more dangerous location. Be sure to move far enough away from the emergency area.
- If a horse must be moved, a location that the horse is familiar with would be less stressful for the animal.
- Remember that horses are herd animals and that what the herd leader does all the other horses will copy.
- Keep penned horses calm. Prevent fighting by placing feed at several different locations around the pen area.

- A horse's regular feed and water are best because a change in feed can cause the horse to become sick - especially in a stressful situation. Horses should be monitored closely for any signs of disease and or colic which can be triggered by stress.
- If the horse's barn or stable is on fire, the horse must be helped to safety - he will probably not escape on his own. In fact, horses have been known to run back into burning barns because that is where they felt safe. Do not just open the door and expect the horse to run to safety.
- Blindfold the horse using a large WET cotton or wool towel or other piece of fabric. Tuck the towel into the horse's halter. Wet bandannas or other cotton fabric make good smoke masks to place over a horse's nostrils. Hook the bandanna into the halter. Smoke inhalation often causes pneumonia, which, if left untreated, can lead to death.
- Wet the horse's mane and tail (and your own hair) or cover with large wet towels.
- If a stud chain is available, consider using it for better control over the horse. Never tie a horse to a fixed object using a stud chain.
- Except for flash floods, horses are usually able to handle water. But keep in mind that deep mud is a serious danger to horses and livestock.

**The moment may come when a person's life is put into jeopardy because a horse is too panicked to cooperate with a rescue attempt. Personnel should be prepared to abandon the horse to its own devices and save themselves. Personnel should be reminded that horses are strong and often survive using their own instincts.**

## **V. RESOURCES**

The following pages contain some contact information for local:

- Animal Control Agencies
- Shelters, Kennels, and Boarding & Holding Facilities
- Regional Parks
- Medical Care/Veterinarians
- Feed, Supplies & Equipment

## SAN BERNARDINO COUNTY ANIMAL CONTROL AGENCIES

### I. CENTRAL VALLEY AREA:

<u>ANIMAL CONTROL AGENCIES</u>	<u>JURISDICTION</u>	<u>PHONE #</u>
Colton	City of Colton	909-370-5000
Inland Valley Humane Society	City of Chino	909-623-9777 ex 602
	City of Chino Hills	
	City of Montclair	
	City of Ontario	
Fontana	City of Fontana	909-350-7700
Grand Terrace	City of Grand Terrace	909-824-6621 ex 217
Rancho Cucamonga	City of Rancho Cucamonga	909-466-7387 ex 2084
Rialto	City of Rialto	909-820-2550
Redlands	City of Redlands	909-798-7644
San Bernardino City	City of San Bernardino	909-384-1304 ex 1520
Loma Linda	City of Loma Linda	909-799-2861
San Bernardino County	City of Highland	800-472-5609
	City of Yucaipa	
	Unincorporated Areas	
Upland	City of Upland	909-931-4185 #2

### II. MOUNTAINS

<u>ANIMAL CONTROL AGENCIES</u>	<u>JURISDICTION</u>	<u>PHONE #</u>
San Bernardino County	City of Big Bear Lake	800-472-5609
	Unincorporated Areas	

### III. DESERTS

<u>ANIMAL CONTROL AGENCIES</u>	<u>JURISDICTION</u>	<u>PHONE #</u>
Apple Valley	Town of Apple Valley	760-240-7000 ex 7510
Adelanto	City of Adelanto	760-246-2301
Barstow Humane Society	City of Barstow	760-252-4800
Hesperia	City of Hesperia	760-947-1700
Needles	City of Needles	760-326-4952
San Bernardino County	Unincorporated Areas	800-472-5609
Twentynine Palms	City of Twentynine Palms	760-367-0157
Victorville	City of Victorville	760-955-5089
Yucca Valley	Town of Yucca Valley	760-365-1807

## ANIMAL SHELTERS

### **Apple Valley**

22131 Powhatan Rd.  
Apple Valley, CA  
760-240-7000 ext.7510

### **Barstow**

2480 East Main St.  
Barstow, CA  
760-252-4800

### **Big Bear**

Northshore Rd. /Stanfield Cutoff  
Big Bear City, CA  
909-866-4943

### **Hesperia**

11011 Santa Fe Ave.  
Hesperia, CA 92345  
760-947-1700

### **Inland Valley Humane**

West of the I-15 FWY  
500 Humane Way  
Pomona, CA  
909-623-9777

### **Morongo Valley (Private)**

*Does not accept stray animals*  
4646 Sunview Rd.  
Joshua Tree, CA  
760-366-3786

### **Rancho Cucamonga**

11780 Arrow Route  
Rancho Cucamonga, CA  
909-466-7387

### **Redlands**

504 North Kansas  
Redlands, CA  
909-798-7644

### **Ridgecrest**

411 San Bernardino Rd.  
Ridgecrest, CA  
760-375-8157

### **Riverside City/County**

5950 Wilderness  
Riverside, CA  
909-358-7387

### **San Bernardino City**

333 Chandler Place  
San Bernardino, CA  
909-384-1304

### **San Bernardino County**

19777 Shelter Way  
Devore, CA  
909-386-9820

### **Twentynine Palms**

7086 Bullion Ave.  
Twentynine Palms, CA  
760-367-0157

### **Upland**

860 East 15th Street  
Upland, CA  
909-931-4185

### **Victor Valley**

21770 Zuni Rd.  
Apple Valley, CA  
760-247-2102

### **West End Shelter (Private)**

*Does not accept stray animals*  
1010 E. Mission Blvd.  
Ontario, CA  
909-947-3517

### **Yucca Valley**

56460 Paseo Las Ninas  
Yucca Valley, CA  
760-365-3111

### **Dead Animal Disposal**

Styles Rendering Service – 909-390-9828  
Gulley's Livestock Disposal – 760-949-7957

**BOARDING KENNELS UNDER PERMIT  
WITH  
PREVENTIVE VETERINARY SERVICES**

**APPLE VALLEY**

Dog Cabins  
Michelle James  
14350 Oden Dr.  
(760) 220-6170

Luv-M Kennels  
14139 Lynn Rd.  
Apple Valley  
(760) 240-4321

**BARSTOW**

Alex's Doggy Day Care  
26199 Old Hwy 58  
(760) 253-4268

**BIG BEAR LAKE**

VCA Lakeside Animal Hospital  
42160 North Shore Dr.  
(909) 866-2021

**CHINO**

Prado Kennels  
17505 Euclid Ave.  
(909) 597-6366

**CRESTLINE**

Double Dog Ranch  
575 N. Dart Canyon Rd  
(909) 338-8383

**FONTANA**

Red Arrow Kennels  
14715 Arrow Blvd  
(909) 822-4727

**JOSHUA TREE**

Joshua Tree Pet Resort  
63381 Quail Road  
(760) 366-3050

**PHELAN**

Bear's Den  
4461 Sierra Rd  
(760) 868-5008

**SAN BERNARDINO**

Arrowhead Pet Center  
24460 6th Street  
(951) 750-0199

**WEST CAJON VALLEY**

Cozy Cabins  
4833 Hwy 138  
(760) 249-9030

**YUCAIPA**

El Camino Kennels  
11363 Walnut Street  
(909) 557-3291

**YUCAIPA**

Holly Woof Woof  
33649 Yucaipa Blvd  
(909) 790-3585

Yucaipa Animal Hospital  
32161 Yucaipa Blvd.  
(909) 794-3118

## **BOARDING KENNELS Cont.**

### **YUCCA VALLEY**

Romatko Country Ranch  
2096 Old Woman Springs Rd.  
(760) 364-4472

Blue Barn Ranch  
3070 Yucca Mesa Rd  
(760) 965-6019

# **San Bernardino County Regional Parks Phone List**

## **Big Morongo Canyon**

760-363-7190

50100 Park Ave. Morongo Valley

**Administration**

**909-387-2757**

**Fax 909-387-2052**

## **Calico Ghost Town**

760-254-2122

36600 Ghost Town Rd. Yermo

## **Glen Helen**

909-887-7540

2555 Glen Helen Pkwy. San Bernardino

## **Guasti**

909-481-4205

800 N. Archibald Ave. Ontario

## **Lake Gregory**

909-338-2233

24171 Lake Dr. Crestline

## **Moabi**

760-326-3831

100 Park Moabi Rd. Needles

## **Mojave Narrows**

760-245-2226

18000 Yates Rd. Victorville

## **Mojave Rivers Forks**

760-389-2322

18395 Highway 173 Hesperia

## **Prado**

909-597-4260

16700 S. Euclid Ave. Chino

## **Yucaipa**

909-790-3127

33900 Oak Glen Rd. Yucaipa

**SAN BERNARDINO COUNTY  
AUTHORIZED REFUELING LOCATIONS (County Operated Facilities)**

**Apple Valley Road Yard**  
11923 Joshua Road  
Apple Valley, CA 92307  
760.247.8208  
24 Hours – 7 Days  
Unleaded & Diesel

**Baldy Mesa Road Yard**  
12397 Sycamore Road  
Victorville, CA 92392  
760.949.0335  
Mon–Thurs 7:30 am–4:00 pm  
Unleaded & Diesel

**Barstow Road Yard**  
29802 Highway 58  
Barstow, CA 92311  
760.256.5895  
24 Hours – 7 Days  
Unleaded & Diesel

**Big Bear Road Yard**  
40290 North Shore Drive  
Big Bear Lake, CA 92315  
909-866-2167  
Mon–Fri 7:30 am–4:00 pm

**Big Bear Sheriff's Station**  
477 Summit Blvd.  
Big Bear, CA 92315  
909.387.7855  
24 Hours – 7 Days  
Unleaded & Diesel

**Calico Ghost Town  
Emergency Use Only**  
Interstate 15/Ghost Town Road  
Yermo, CA 92398  
760.254.2122  
Unleaded Only

**Chino Road Yard**  
7000 Merrill Avenue  
Chino, CA 91710  
909.597.3910  
Mon–Thurs 7:30 am–4:00 pm  
Unleaded & Diesel

**Crestline Road Yard**  
23188 Crest Forest Road  
Crestline, CA 92325  
909.338.2140  
Mon–Thurs 7:30 am–4:00 pm  
Unleaded & Diesel

**Fontana Sheriff's Station**  
17780 Arrow Blvd.  
Fontana, CA 92335  
909.387.7855  
24 Hours – 7 Days  
Unleaded & Diesel

**Glen Helen Rehabilitation Center**  
18958 West Institution Road  
San Bernardino, CA 92407  
909.473.3865  
24 Hours – 7 Days  
Unleaded & Diesel

**Glen Helen Regional Park  
Emergency Use Only**  
2555 Glen Helen Parkway  
San Bernardino, CA 92407  
909.887.7531  
Unleaded & Diesel

**Moabi Regional Park  
Emergency Use Only**  
Interstate 40/Park Moabi Road  
Needles, CA 92363  
760.326.3831  
Unleaded & Diesel

**Morongo Basin Sheriff's Station**  
6527 White Feather Road  
Joshua Tree, CA 92252  
760.366.4175  
24 Hours – 7 Days  
Unleaded & Diesel

**Needles Service Center**  
5 Airport Road  
Needles, CA 92363  
760.326.4117  
24 Hours – 7 Days  
Unleaded & Diesel

**Prado Regional Park  
Emergency Use Only**  
16700 S. Euclid Avenue  
Chino, CA 91710  
909.597.4260  
Unleaded & Diesel

**Running Springs Road Yard  
Emergency Use Only**  
1920 Wilderness Road  
Running Springs, CA 92382  
909.336.7509  
Diesel Only

**San Bernardino Main Yard**  
210 N. Lena Road  
San Bernardino, CA 92415  
909.387.7855  
24 Hours – 7 Days  
Unleaded, Diesel

**Trona Road Yard  
Emergency Use Only**  
80311 Trona Road  
Trona, CA 93562  
760.372.5888  
Diesel Only

**Twin Peaks Sheriff's Station**  
26010 Highway 189  
Twin Peaks, CA 92391  
909.387.7855  
24 Hours – 7 Days  
Unleaded & Diesel

**West Valley Service Center**  
12672 4th Street  
Rancho Cucamonga, CA 91730  
909.463.5127  
24 Hours – 7 Days  
Unleaded & Diesel

**Yucaipa Regional Park  
Emergency Use Only**  
33900 Oak Glen Road  
Yucaipa, CA 92399  
909.790.3127  
Unleaded & Diesel

**IF YOU HAVE ANY QUESTIONS  
PLEASE CONTACT  
FUEL & SECURITY  
909.387.7855**



COUNTY SERVICE AREA (CSA) FUEL SITES  
FOR USE CSA'S & EMERGENCY USE ONLY

**CSA STATION #18**

Cedar Pines Park  
21755 Doyle Road  
Cedar Pines Park, CA 92322  
909-338-1618

**CSA STATION #64**

Spring Valley Lake  
17470 Alder Street  
Hesperia, CA 92345  
760-962-1530

**CSA STATION #70**

D-1 Lake Arrowhead Dam  
29419 South Torrey Road  
Lake Arrowhead, CA 92352  
909-337-0961

**CSA STATION #70**

W-1 Goat Mountain  
820 Landers Lane  
Landers, CA 92285  
760-962-1530 Office

11/16/10

**The following equipment is located in cargo containers stored at The Town of Apple Valley Public Works Yard, 13450 Namwaket, Apple Valley.**

**Container # 1**

Portable Corral Panels - 150

Approximately 400 clamps and associated nuts and bolts for use on corral panels and dog kennel panels.

**Container # 2**

Dog Kennel Panels

Gate Panels - 20

Side panels - 41

Wheel Barrows - 9

**Feed/Water Containers;**

40 gallon - 9

37 gallon - 21

Lids for 37 gallon - 21

15 gallon - 8

5 gallon - 98

Large shallow round tub - 12

Medium shallow round tub - 7

Mixing Tubs - 40

Muck Buckets- 42

**Container # 3**

Dog Kennel Panels

Gate Panels - 75

Side Panels - 225

Shade Tops - 75

*(Note: the following was removed and taken to the Devore Shelter and should be subtracted from the above inventory, it is unclear from which container the equipment was removed at the time of this note (2) Gate Panels and (10) Side Panels.)*

**The following equipment is located in cargo containers issued from CVM Foundation and stored at The Devore Animal Shelter 19777 Shelter Way, San Bernardino and The Town of Yucca Valley Animal Shelter 4755 Malin Way, Yucca Valley.**

1,900 disposable Bowls, (animal food and water)

154 clipboards

58 horse neck ID bands

1,000 dog/cat ID bands

52 36-inch cages

72 42-inch cages

24 48-inch cages

75 pounds of kitty litter

384 leashes

2000 disposable plates (kitty litter pans)

1 20x8x8 foot cargo container

1 25-inch wide supply cart

1,000 zip ties

2 30-gallon storage bins

**The following equipment is located in cargo containers stored at The Devore Animal Shelter 19777 Shelter Way, San Bernardino.**

56 - 5'X6' Chain link Fence Panels

31 - 6'X6' Chain link Fence Panels

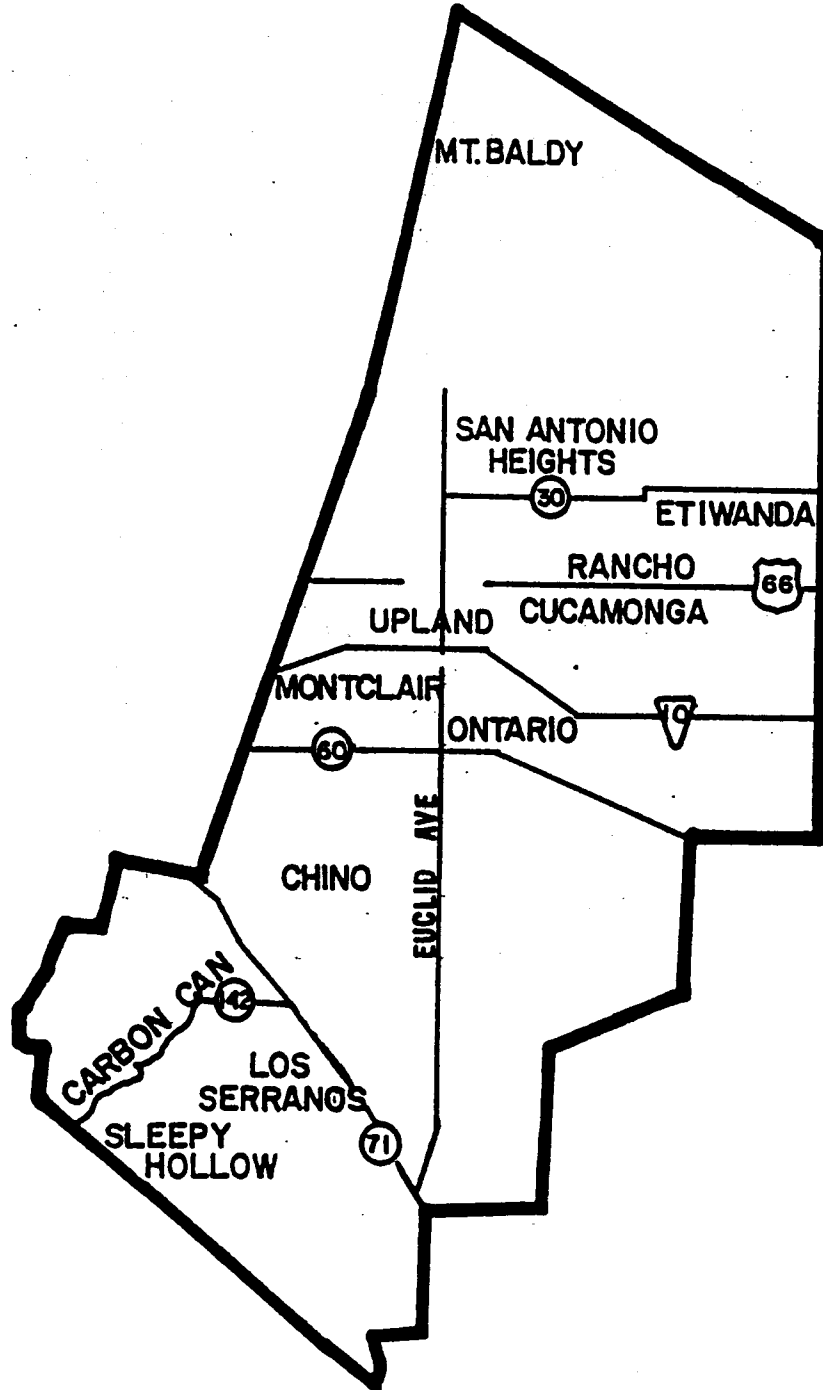
10 - 3'X6' Chain Link Fence Panels

46 - Cat Cages

**The following equipment is stored (one at each location) at The Devore Animal Shelter 19777 Shelter Way, San Bernardino and The San Bernardino County Vehicle Service Center 15000 Tokay St. Victorville.**

Potable Corral Trailer System - Features include 11 standard 5' X 10' panels, one walk-through 4-1/2' X 10' panel, a 10' side-mount loading chute, 2 chute gates and a trailer complete with lights. Corral accommodates 40-50 cows.

# ZONE 1 WEST VALLEY



## **ZONE 1 WEST VALLEY**

### **LIVESTOCK HOLDING FACILITIES**

#### **Chino Fairgrounds**

5410 Edison Avenue, Chino  
Office (909) 628-5282

#### **Guasti Regional Park**

800 N. Archibald Ave.  
Ontario, CA  
(909) 481-4205

#### **Heritage Park Equestrian Center**

5546 Beryl Street, Rancho Cucamonga  
Contact: Carol Douglass, City Liaison,  
(909) 945-3159 Office( 909) 226-3956  
ALERT Director: Ken Douglass (909) 945-3159

#### **McCoy Equestrian Center**

14280 Payton Dr. , Chino Hills  
Contact: Albert Cardenas, (909) 548-0868

#### **Prado Regional Park**

16700 Euclid Ave.  
Chino, CA  
(909) 597-4260

### **VETERINARIANS**

**Dr. Aulath** - (909) 483-3535  
**Dr. Blair** - (909) 980-0686  
**Dr. Hab** - (909) 982-2888  
**Dr. Hoyme** - (909) 627-2816  
**Dr. Machen** - (909) 982-4442  
**Dr. Moser** - (951) 520-7151  
**Dr. Weigand** - (909) 989-3999

### **FOOD & EQUIPMENT SUPPLIERS**

#### **Petco**

9137 Center Ave  
Montclair, Ca  
(909) 621-3618

#### **R & L Feed**

11708 East End Road, Chino  
(909) 628-7016

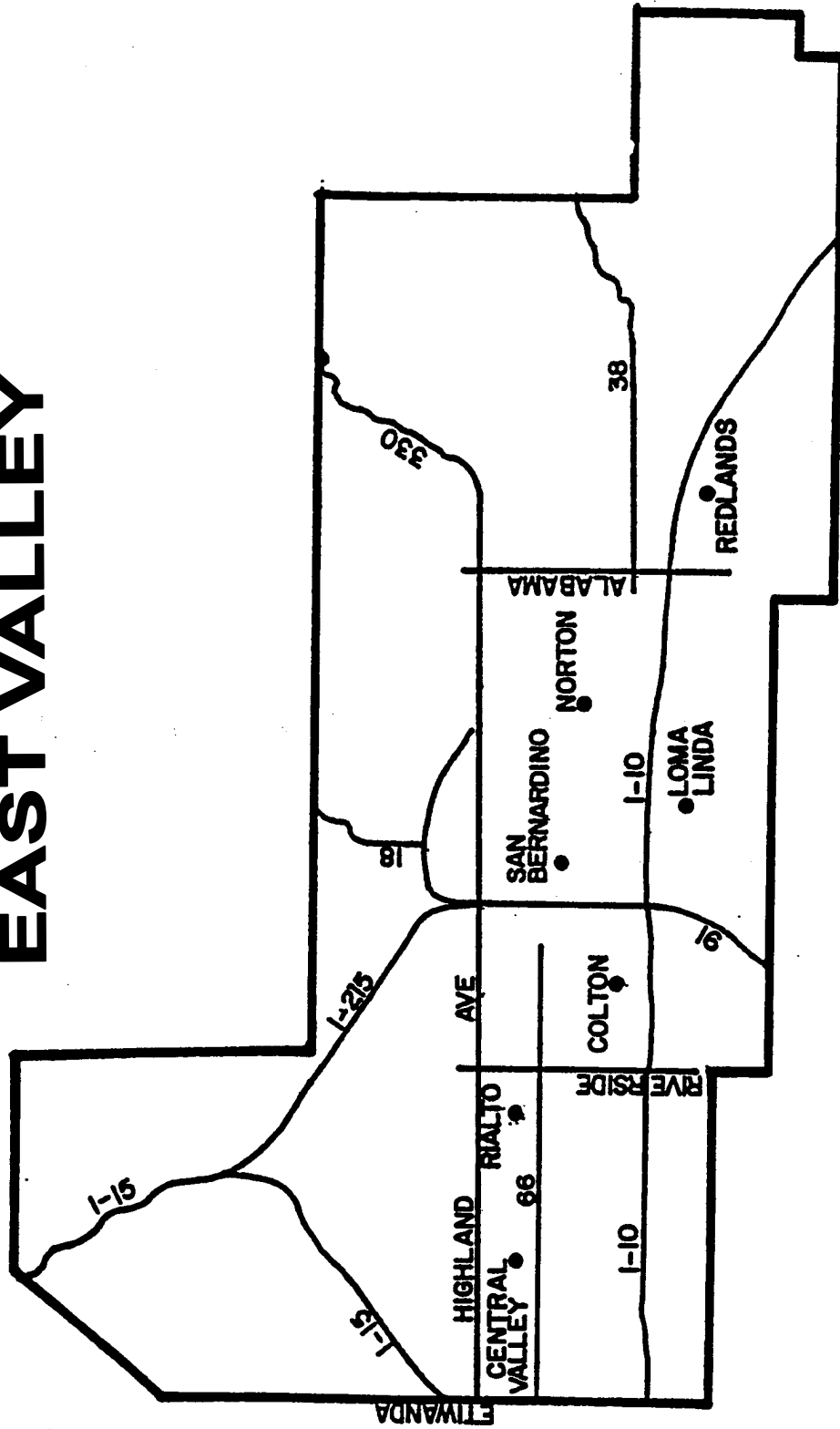
#### **Rancho Pet & Feed**

8603 Baseline Road, Rancho Cucamonga  
(909) 980-4408

#### **Sevilla Feed**

12986 S. Euclid Avenue, Chino  
(909) 391-0228

# ZONE 2 EAST VALLEY



## **ZONE 2 EAST VALLEYS**

### **LIVESTOCK HOLDING FACILITIES**

#### **El Camino Ranch**

Owner: Theresa & Kenneth Houchin  
11363 Walnut Street  
Redlands, Ca 92374  
909-801-0027

#### **Glen Helen Regional Park**

2555 Glen Helen Pkwy.  
San Bernardino, CA ,  
(909) 887-7540

#### **Glen Helen Rodeo Grounds**

2555 Glen Helen Parkway, Devore  
Under Sheriff: Bob Fonzi, cell, (951) 312-9679  
David Jayne (951) 538-2311

#### **Orange Show Fairgrounds**

689 South "E" street  
San Bernardino, CA  
(909) 888-6788

#### **Yucaipa Regional Park**

33900 Oak Glen Rd.  
Yucaipa, CA  
(909) 790-3127

#### **Yucaipa Equestrian Center**

13723 California Street, Yucaipa  
(909) 295-8242

### **VETERINARIANS**

**Dr. Cox** - (909) 877-2384

**Dr. Duprex** - (909) 877-2384

**Dr. Echart** - (951) 929-0888

**Dr. Eckstrom** (909) 632-3322

**Dr. Gibbs** - (951) 347-7261

**Dr. Ott** - (951) 845-5030

**Dr. Thompson** - (909) 794-6773

**Dr. Sigdestad** - (909) 825-3144

**Dr. Bishay** - (909) 888-9188

### **FOOD & EQUIPMENT SUPPLIERS**

#### **All Seasons Feed**

621 W. Avenue L, Calimesa  
(909) 795-2921

#### **All Pet Feed**

25598 Baseline, San Bernardino  
(909) 885-8886

#### **Elliots Pet Emporium**

891 South "E" Street  
San Bernardino, CA  
(909) 383-2343

#### **Kendall Feed**

2340 Kendall Drive, San Bernardino  
(909) 887-5520

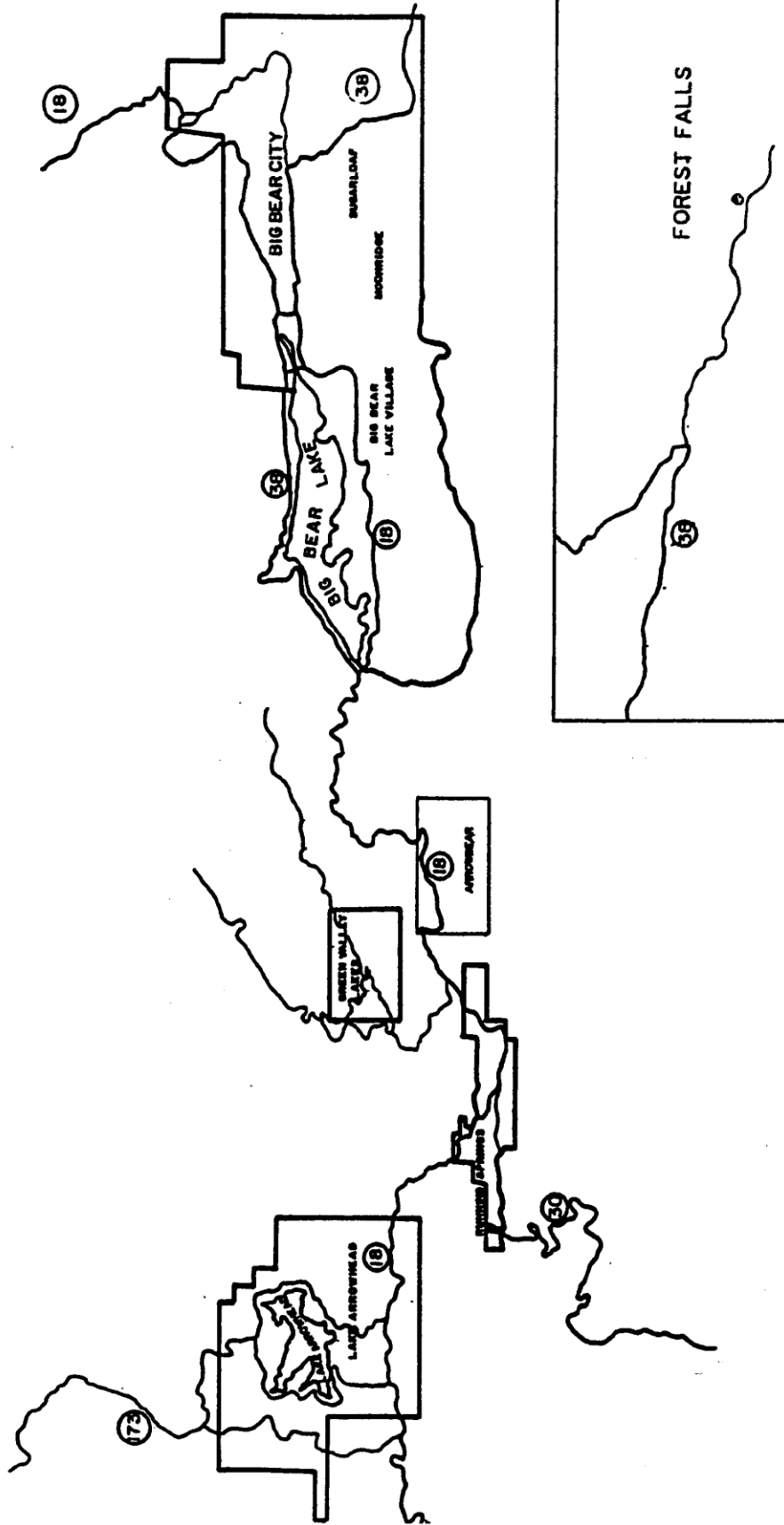
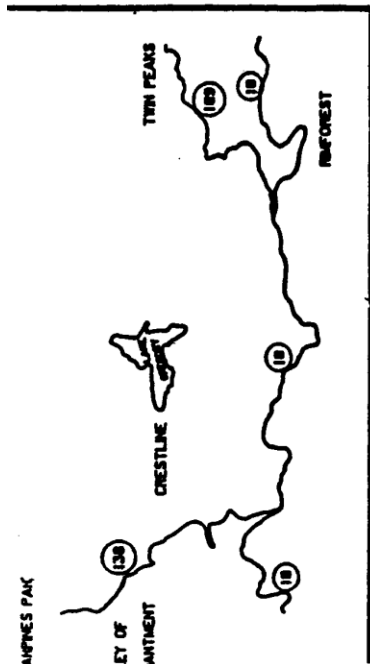
#### **Nutro Pet Products**

(800) 833-5330  
(call to have food delivered to  
Elliot's Pet Emporium)

#### **Tractor Supply Co**

1060 Calimesa Blvd., Calimesa  
(909) 446-0656

# ZONE 3 MOUNTAINS



## **ZONE 3 MOUNTAINS**

### **LIVESTOCK HOLDING FACILITIES**

#### **Big Bear Stables**

1601 E. Big Bear Blvd., Big Bear City  
Hustin (909) 585-9397

#### **Lake Gregory Regional Park**

24171 Lake Drive  
Crestline, CA  
(909) 338-2233

#### **Los Vaqueros Arena**

440 Cascade & Big Bear Blvd.  
Big Bear City, CA  
Sherlly Nye – 909-584-7044

#### **Shay Meadow Ranch**

1635 Shay Road, Big Bear City  
Owners: Ron & Jana, (909) 744-0243

### **VETERINARIANS**

**Dr. Hickman** – (909) 585-7808

**Dr. Rains** - (909) 336-6800

**Dr. Tsheer** – (909) 866-2021

**Dr. Friebois**- (909) 337-8589

**Dr. Becker** (Equine Vet) (909) 337-8589 or (909)  
338-1101

### **FOOD & EQUIPMENT SUPPLIERS**

#### **Bear Valley Feed**

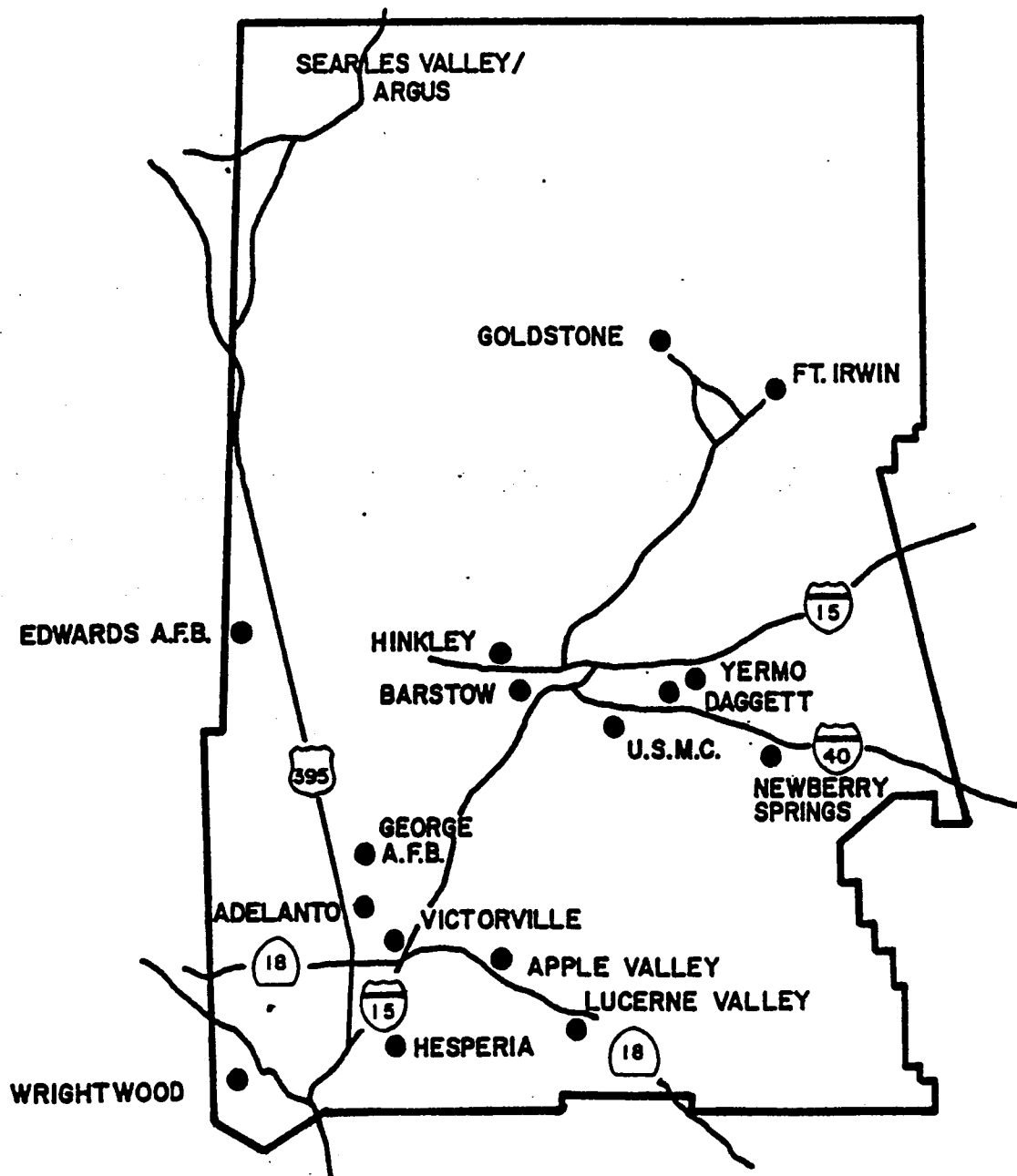
42183 Big Bear Blvd., Big Bear City  
(909) 866-7429

#### **Ma & Paws Feed**

32009 Hilltop Blvd., Running Springs  
(909) 867-7387



# ZONE 4 HIGH DESERT



## **ZONE 4 HIGH DESERTS**

### **LIVESTOCK HOLDING FACILITIES**

#### **Calico Ghost Town Regional Park**

36600 Ghost Town Road  
Yermo, CA  
(760) 254-2122

#### **Double "R" Bar Ranch**

14433 Roy Rogers Ranch Rd,  
Oro Grande, CA  
Contact "Frenchie" (760) 900-7262

#### **Hesperia Lakes Equestrian Camp**

7500 Arrowhead Lake Road, Hesperia  
(760) 244-5951

#### **Horseman's Center**

24320 Highway 18, Apple Valley  
Contact: Laura Whitehead, (760) 247-7618 X 106  
Gina Whiteside, (760) 240-7000 x 7555

#### **Lime Street Park**

16292 Lime Street, Hesperia, CA  
(760) 559-4149

#### **Midway Park, Harold Keesse Arena**

34824 Rabbit Springs Road, Lucerne Valley  
Contact: CSD # 29, Sharon Fritz, (760) 248-7048

#### **Mojave Narrows Regional Park**

18000 Yates Rd.  
Victorville, CA  
(760) 245-2226

#### **Victorville Fair Grounds**

14800 Seventh St.  
Victorville, CA  
(760) 951-2200

### **FOOD & EQUIPMENT SUPPLIERS**

#### **Apple Valley Feed**

21942 Bear Valley Road, Apple Valley  
(760) 247-9595

#### **Cactus Feed and Supply**

14268 Valley Center Dr.  
(844) 922-2887

### **FOOD & EQUIPMENT SUPPLIERS**

#### **Deel's Feed**

44544 National Trails Hwy, Newberry Springs  
(760) 257-3606

#### **Desert Feed**

22166 Highway 18, Apple Valley  
(760) 247-4591

#### **Hesperia Feed Bin**

16770 Yucca Street, Hesperia  
(760) 948-2598

#### **Hesperia Vet Supply**

11960 Hesperia Rd. Hesperia, CA  
(760) 244-4818

#### **Hooves & Paws**

22749 Hwy. 18 Apple Valley, CA  
(760) 247-5523

#### **J & K Feed**

16361 Yucca Street, Hesperia  
(760) 244-6312

#### **Mc Coy's Feed**

25483 Highway 58, Barstow  
(760) 253-7323

#### **Phelan Vet Supply**

3436 Phelan Rd. Phelan, CA  
(760) 868-2550

#### **Phelan Feed Barn**

5727 Phelan Road, Phelan  
(760) 868-4840

#### **Tractor Supply Co**

20340 Bear Valley Road, Apple Valley  
(760) 240-1535

&

12543 Main St., Hesperia  
(760) 949-1133

## **ZONE 4 HIGH DESERT cont.**

### **VETERINARIANS**

**Dr. Lenhart** - (760) 247-4226

**Dr. Loveless** - (760) 868-2418

**Dr. Marteney** - (661) 947-6068

**Dr. Velasco** - (760) 240-5228

**Dr. Mickelson & Dr. Lynde** – (760) 868-2188

### **Stock Hauler**

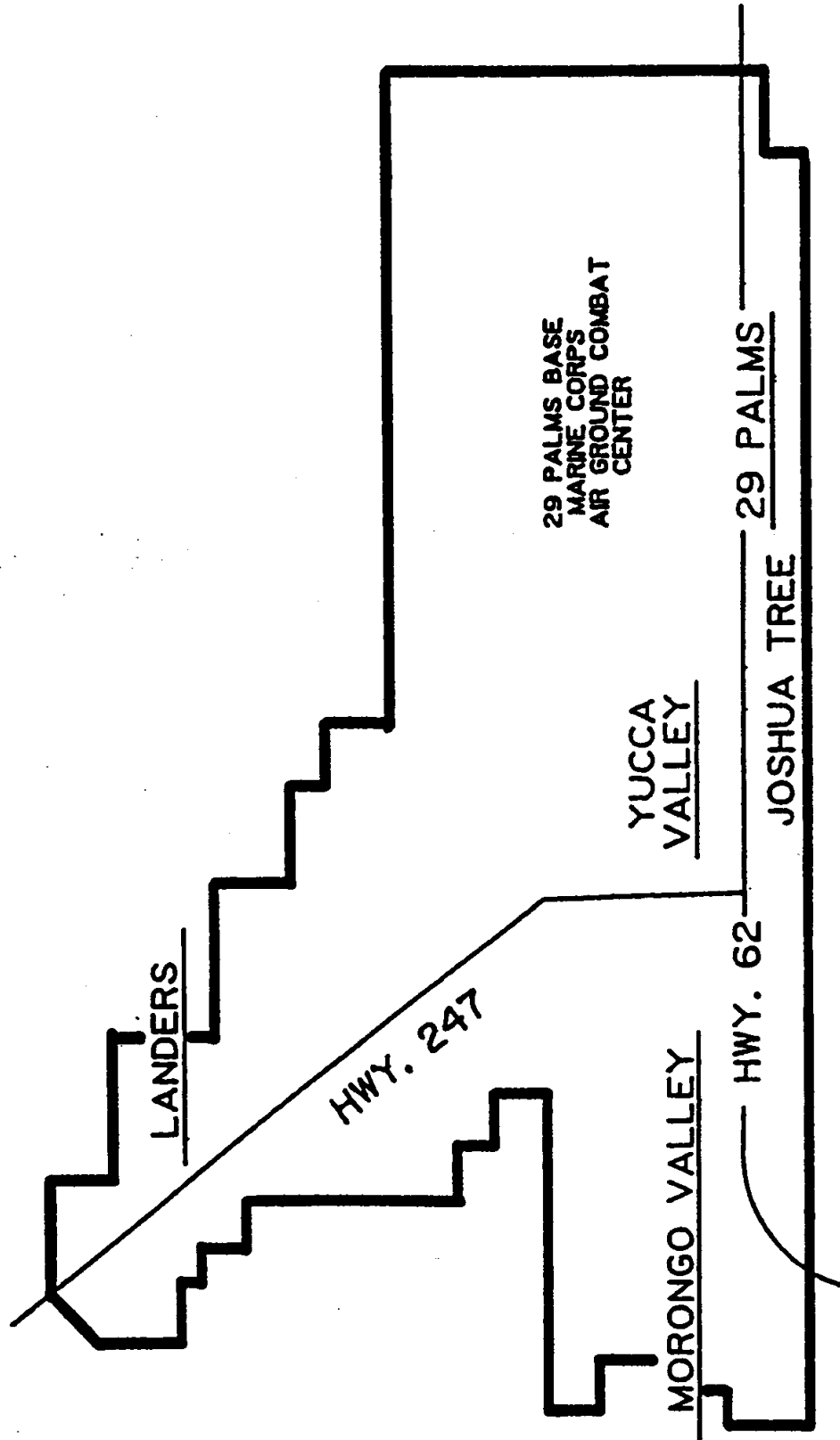
Earl Graham- cell: (760) 559-9668 (call first)

Rhonda Graham-cell:(760) 559-9265 (wife of above)

Euclid Stock Yards (909) 597-4818 or

Jeremy Gorham 909-282-2198

# ZONE 5 MORONGO REGION



## **ZONE 5 MORONGO REGIONS**

### **LIVESTOCK HOLDING FACILITIES**

#### **Palms & Paws**

7086 Bullion Ave.  
Twentynine Palms  
760-367-0157

#### **Yucca Valley Equestrian Center**

7429 Avalon Avenue, Yucca Valley  
Steve & Cindy Lapp, (760) 964-2373  
Ranch Office: (760) 365-4433

### **FOOD & EQUIPMENT SUPPLIERS**

#### **Cowboy Corral**

56560 29 Palms Highway, Yucca Valley  
(760) 365-7582

#### **Pioneer Feed**

4180 Mesquite Springs Road, 29 Palms  
(760) 361-0330

#### **Tractor Supply Co**

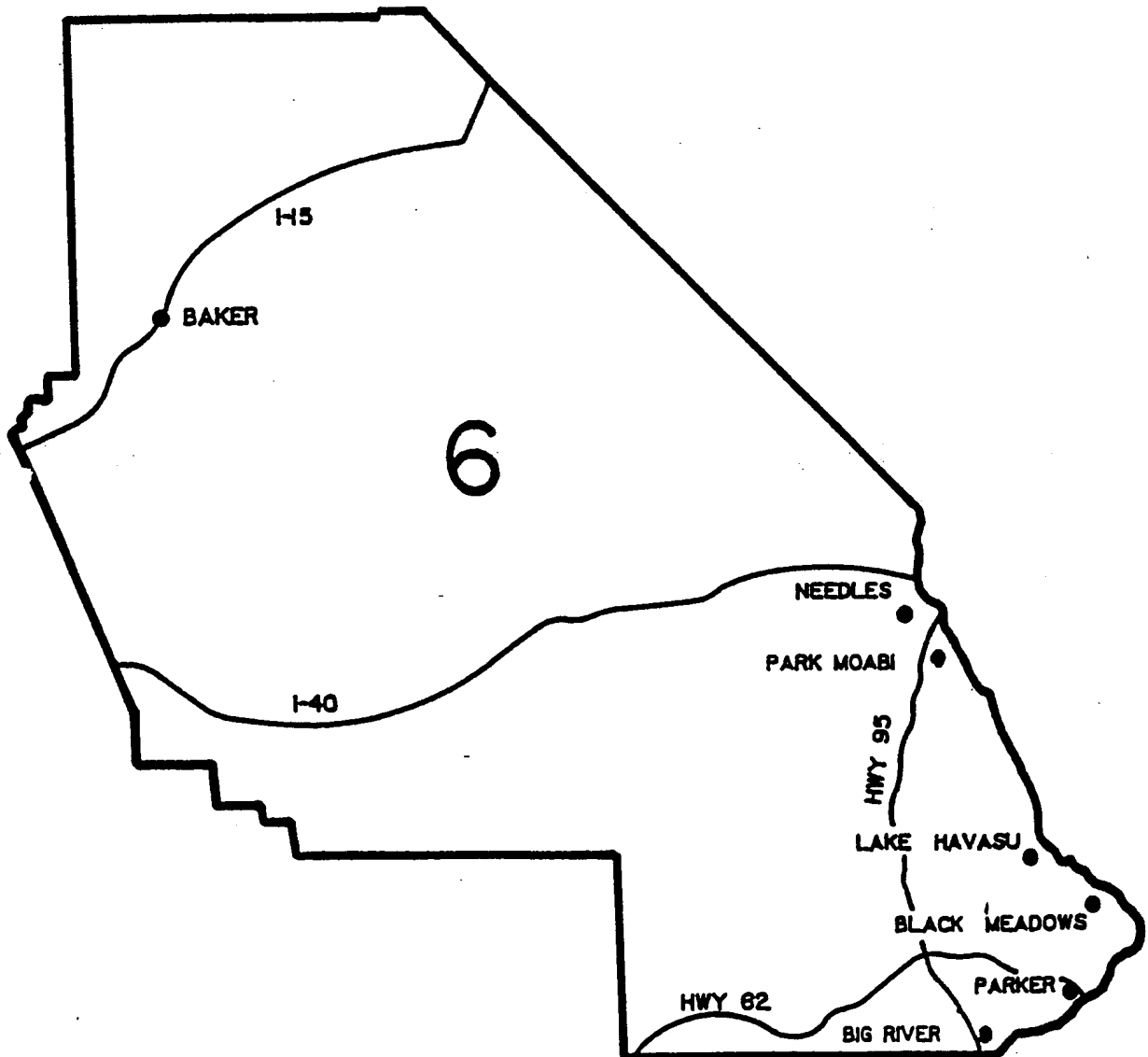
57980 29 Palms Hwy, Yucca Valley  
(760) 365-4194

### **VETERINARIANS**

#### **VCA Animal Hospital of Yucca Valley**

57185 29 Palms Hwy.  
Yucca Valley, CA  
(760) 365-0641

# ZONE 6 EAST DESERT



## **ZONE 6 EAST DESERT**

### **LIVESTOCK HOLDING FACILITIES**

#### **City of Needles Rodeo Grounds**

San Clemente & Clary  
Needles, CA  
(760) 326-5740

#### **Moabi Regional Park**

100 Park Moabi Road  
Needles, CA  
(760) 326-3831

### **FOOD & EQUIPMENT SUPPLIERS**

#### **C & D Feed**

8445 Highway 95, Mojave Valley, AZ.  
(928) 768-4026

### **VETERINARIANS**

#### **Mojave Valley Animal Hospital**

10235 Barrackman Drive, Mojave Valley, AZ.  
closed week-ends  
(928) 768-3108



**Public Health**  
**Animal Care and Control**



**LARGE ANIMAL EVACUATION  
PROCEDURES  
IN  
EMERGENCY / DISASTER  
SITUATIONS**

**For Sheriff Volunteers**

Originated October 2013



During emergency operations in which large animals are being evacuated from a danger zone to a safe zone, an orderly, organized system must be in place. The following procedure is intended to provide direction during emergency situations.

### **Staging Locations**

For large scale evacuations, a Staging Location will be established whereby staff and volunteers capable of evacuating large animals will meet and be dispatched. Animal Care and Control will determine the staging location with the following considerations:

- The location should be established as quickly as possible to initiate evacuation procedures;
- The location can either be a large vacant lot or paved parking area large enough to accommodate a variety of trucks/trailers, and free of hazards to these vehicles;
- The staging location should be within general proximity to the hazard or disaster, but yet safe from its effects;

### **Evacuation Process**

- Evacuation Teams are to be made aware of their responsibility prior to being dispatched: i.e. using a recommended route, report to the staging area, completing paperwork for each evacuated animal, taking animals to the shelter site, and return to the staging location to be dispatched again;
- Evacuation areas will be prioritized to provide for the evacuation of animals in such a manner that the most threatened area will be evacuated first;
- Using the Mounted Search and Rescue (MSAR) Large Animal Evacuation form, the Evacuation Teams will record any information available on the form when the animal is picked up. The animal(s) are to be marked using the provided livestock marking equipment, the last 3 digits of the address from where the animal is removed from is to be written on the rear hip area of the animal. Those same numbers are to be put on the form in the **Tag #** section. The form should be completed by the person bringing the animal to the shelter site, if the animal owner is still on the property while evacuation is occurring and is available, he/she may complete the paperwork.
- The MSAR Large Animal Evacuation form is to be separated as follows:

1. White and Yellow Copy to Evacuation Shelter site.
  2. Pink Copy to be posted on front door of residence where the animal was evacuated from or left with owner of the animal.
  3. Gold Copy to be retained by Evacuation Team member evacuating the animal.
- Owners who can transport their own animals are encouraged to do so in an effort to allow Evacuation Teams to assist those who cannot self-transport.

### **Impoundment Procedure**

All impounded animals will be taken to the shelter site established by Animal Care and Control. When an animal arrives at the Large Animal shelter site the following is the impoundment procedure:

- When impounding, try to back the trailer as close as possible to the impound area to help prevent escape.
- Animals should be impounded **one at a time**, to ensure accurate records.
- In-Take Personnel (an Animal Care and Control staff member) shall verify available corrals.
- As animal is removed from the trailer, the In-Take Personnel shall verify the information on the MSAR Large Animal Evacuation form.
- In-Take Personnel will Review and Correct the MSAR Form as Necessary:**
  - The breed indicated
  - The gender indicated
  - Check the description for accuracy
  - Note any injuries
  - Verify tag number on form matches number written on animal
- In-Take Personnel will advise the volunteers where to impound the animal and write the animal's location /corral # on the MSAR Large Animal Evacuation form.
- When impounding, the following precautions will be followed as conditions allow:

- HORSES:

- Stallions must be impounded in a secured area away from mares and other stallions.
- Geldings and Mares can be impounded next to each other.
- If housing is in an arena situation, tie horses to the upright poles of the arena fence. Horses must be tied so they cannot step over the lead rope, but not so tight as to severely restrict their movement, and with a type of knot that is easily released. If you are unable to tie the horse in the arena, the horse should be impounded into an enclosed area.

- CATTLE:

- Cattle are generally easy to herd and a large corral can be utilized to hold cattle. Normally, males and females can be housed together, in rare instances a dominant bull may need to be housed individually. When a dominate bull is encountered one must use care and caution. It is important to work in pairs when handling cattle.

- LLAMAS/GOATS:

- Llamas and Goats are herd animals and should be housed together if they were picked up from the same location.

- OSTRICHES/EMUS

- Ostriches and emus are herd animals and should be housed together if they were picked up from the same location.

- PIGS:

- Separate Pigs by gender.



SAN BERNARDINO COUNTY SHERIFF'S  
MSAR Large Animal Evacuation

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Tag#: \_\_\_\_\_

**Animal Description:**

Name: \_\_\_\_\_

Horse: \_\_\_\_\_

Mule: \_\_\_\_\_

Other: \_\_\_\_\_

Gender: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_

Age: \_\_\_\_\_

Microchip # \_\_\_\_\_

Tattoo/Brand: \_\_\_\_\_

Markings: \_\_\_\_\_

Drop off Site: \_\_\_\_\_

Pick-up Location/GPS: \_\_\_\_\_

**At time of Evacuation:**

Sick/Injured: \_\_\_\_\_

Any Medications: \_\_\_\_\_

Behavior: (aggressive, fearful, etc.): \_\_\_\_\_

Notes: \_\_\_\_\_

**Evacuation Requested by:**

Owner: \_\_\_\_\_

Neighbor: \_\_\_\_\_

Officer: \_\_\_\_\_

Other: \_\_\_\_\_

**Owner Information:**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

04-21473-401

Direct all inquiries to San Bernardino County Animal Control - 800-472-5609

## (Appendix A)

### Staff Guidelines In the Event of a Major Disaster/Emergency

Employees of the County of San Bernardino within the Department of Public Health are designated as **DISASTER SERVICE WORKERS (DSW)**, DSW's are critical to providing vital emergency services/operations to the public in the event of a disaster and/or emergency. In your role as a DSW you may be required to respond for duty under any or all of all of the following circumstances: **(1)** reporting for duty immediately following a disaster **(2)** reporting for duty prior to or at the height of a disaster, even if other County employees are told to stay home **(3)** reporting for duty during the recovery period. Your responsibilities and involvement as a DSW will be variable depending on the severity of the disaster, extent of damage or magnitude of the response and/or recovery requirements.

As Disaster Service Workers your roll during a disaster and or during the recovery period will be dictated by the Department of Public Health, Department Operation Center (DOC). You may be assigned to non-animal control activities, depending on the needs of the Department as determined by the DOC.

Following a major disaster, factors such as communication failures and road blockages/closures will prevent staff from accessing various locations within the County and being able to be informed of where or when to report, as well as, your usual work location being damaged or unsafe to be used.

***The following are the guidelines to follow when there are no communications available but there is an emergency that requires your response as a Disaster Service Worker:***

In the event of a major disaster/emergency, your first priority is the safety and care of your immediate family. As soon as you have stabilized your home situation, you are required to check-in with ACC management. Designated assembly areas have been established by region, depending on where you are at the time of the disaster/emergency will dictate the location you are to respond to. Depending on the region you are in, you are to respond to the first site list, in the event that site is unusable, respond to the next site and so on. You are to remain at the site until given further instructions.

#### **Big Bear Area**

- 1) Big Bear Animal Shelter - 42080 North Shore Dr., Big Bear City
- 2) Big Bear Sheriff Station - 477 Summit Blvd., Big Bear Lake
- 3) Big Bear Road Maintenance Yard - 42090 North Shore Dr., Big Bear Lake

#### **Central Valley / Lower Mountain Area**

- 1) ACC Main Office – 351 N. Mt View, San Bernardino
- 2) Devore Animal Shelter – 19777 Shelter Way, Devore
- 3) San Bernardino Maintenance Yard (north parking lot) - 210 N. Lena Rd, San Bernardino

### **High Desert Area**

- 1) High Desert Government Center - 15900 Smoke Tree St., Hesperia
- 2) Hesperia Sheriff Station - 15840 Smoke Tree St., Hesperia
- 3) High Desert Service Center -15000 Tokay St., Victorville

### **Low Desert Area**

- 1) Yucca Valley Animal Shelter - 56460 Paseo Las Ninas, Yucca Valley
- 2) Morongo Basin Sheriff Station - 6527 White Feather Rd., Joshua Tree
- 3) 29 Palms Maintenance Yard - 73663 Manana Dr., 29 Palms

All Supervising Animal Control Officers (SACO), Animal Control Officers (ACO), Animal Health Investigators (AHI) and Animal License Checkers (ALC) are to, **if possible and safe to do so**, pick up their assigned vehicle prior to responding to one of the designated assembly areas listed. As disasters/emergencies can happen at any moment and result in complete power outages, it shall be the practice of all ACC staff with an assigned vehicle to refuel their assigned vehicle each night at the end of shift. SACO's should also ensure that any spare vehicles assigned to their area are also kept fully fueled and operational at all times.

ACC staff, in the following order (Management/Supervisory, AHI, ACO) who are first to arrive at one of the locations listed above, shall be responsible to coordinate staff as they arrive. Use the ACC **Emergency Incident Employee Tracking Log** (found on page 63) to keep note of who has arrived, the time they arrived, the time they leave, as well as, to track the location and duties of staff as they are sent out on assignments. Assess your region, (i.e. damage, accessibility to and from area, resources available and or needed etc.) and be prepared to advise ACC management. Once you have assumed the above responsibilities, you are to remain at the location until such time as you are relieved at the direction of a higher ranking staff member or in the case of Management/Supervisory personnel you will remain at the location until the situation necessitates you leaving. If this occurs you will assign a staff member to remain at the location and continue the above responsibilities. All personnel will fully brief the staff member relieving them prior to leaving the location.

Once the incident has been evaluated and as directed by the Division Chief and or Program Manager, an ACC central command site will be established and the location will be communicated to staff. ACC operations will be coordinated from this site until further notice.

In the event of a power failure at the ACC main office, 800 MHz radio communications should operate normally throughout the County between vehicle, handheld and free standing base radios, as long as, the radios are tuned to the digital channel "**A - Oscar New OSCAR**" on vehicles and bases or "**A - OSCAR**" on Handhelds. The radios can also be tuned to the digital channel "**A - Oscar New PHEALTH**" on vehicles and bases or "**A - PHEALTH**" on Handhelds to open communication with the Preparedness and Response Program (PRP).

If power is lost throughout the County or in critical areas, it may result in the repeater system for the 800 MHz system being completely down or only working within some

areas.

In the event of a complete 800 MHz radio system failure, ACC management/supervisors will establish and maintain communication through their assigned Ham Radio.

Immediately following a major disaster, the cell phone system will likely to be overloaded and being able to place a cell phone call may not be possible. With that in mind, you should attempt to utilize the text messaging function of your cell phone to communicate with family and ACC staff or landline phones until cellular service is restored.

You will also need to track your time and mileage utilizing the same forms found on pages 11-14 in the same manner as outlined under **Tracking Staff Time and Mileage** found on page 10.











## ICS 214 Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

### Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency (and Unit)</b>	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).