



**STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
CALIFORNIA ANIMAL RESPONSE EMERGENCY SYSTEM (CARES)
LOCAL GOVERNMENT EMERGENCY ANIMAL SHELTER ASSESSMENT FORM**



This assessment form can be used before a disaster or during a disaster to assess a pre-identified site(s) for use as an acceptable temporary emergency animal shelter(s) during a disaster or emergency. This form is a useful tool during a disaster for situational awareness and to assess the temporary emergency animal shelter for unmet needs or other issues. This form is not intended for a local jurisdiction municipal animal shelter but may be modified by the local jurisdiction if needed.

Immediate or Unmet Needs, Life Safety and/or Health Issues Identified: Yes No

I. SHELTER ASSESSOR

Assessor Name/Title: _____
 Agency: _____
 Phone mobile : _____ Alternate: _____ Email: _____
 Assessment Date: _____ Assessment Time: _____

II. SHELTER SITE INFORMATION

Site Point of Contact (POC) Name: _____ Phone (mobile : _____
 Email: _____ Site Name: _____
 Site Address: _____ City/County: _____ Lat./Long.: _____ / _____
 Shelter Mgr. Name: _____ Phone: _____ Email: _____
 Alternate POC: _____ Phone: _____ Email: _____
 Shelter site (warehouse, fairground, school, airplane hangar, tent weather permitting, etc.)
 Specify: _____

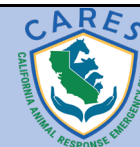
III. SHELTER TYPE

Shelter Type: Cohabitated Temporary emergency shelter for people and their animals sharing the same space and owners provide most of the animal care.
 Capability for 8 foot spacing between family/pet groups: Yes No
 Collocated (Temporary emergency animal shelter near a human emergency shelter; owners provide much of the care for animals.
 Non-Collocated Temporary emergency animal shelter with no human shelter nearby.

Small household pets animal shelter: Yes No
 Large livestock animal shelter: Yes No
 Small and large animal shelter: Yes No
 Is this a DAA fairground?: Yes No
 Does the county or city Office of Emergency Services have a [DUNS number](#), MOU or MOA with the Fairground, and contracts in place prior to an emergency activation?: Yes No
 Reference:
[Fairground Sample Memorandum of Understanding MOU](#)
 Notes:



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IV. SHELTER STAFF AND ORGANIZATION

Number of trained volunteer shelter workers: _____ Temporary paid workforce: _____

Appropriate ratio of staff to animals e.g., 1:10 or 1:25 jurisdiction dependent Yes No
Each animal, at a minimum, will require 15 minutes each day for basic feeding and cleaning.)

Number of veterinary medical care: DVM _____ RVT _____ RVA _____ ACO _____ Vet Asst. _____
Other specify: _____

Animal behavior personnel: Yes No

ICS Organizational Structure and Elements in shelter operations: Yes No
NOTE: NGOs e.g., CARTs, have shelter operations' capabilities; develop an MOU or MOA to ensure availability, terms and conditions, tasking by the OA EOC.
Source: [CDFA CARES website](#)
[MOU Sample 1](#)
[MOU/MOA Sample 2](#)

V. ANIMAL INTAKE

Reunification/ID system: Yes No Type/Name: _____

Intake table pet ID, crate ID, photo of pet/owner : Yes No Describe: _____

Adequate staff required for registration/admission: Yes No

Information on each animal complete: Yes No

Animal Services performing intake: Yes No and/or Staff trained to perform intake: Yes No

Designated area for livestock drop-off: Yes No

VI. SHELTER SITE CAPACITY

Site Capacity
Designated occupant load: _____

Estimated Capacity number of animals that can be housed/sheltered)

Small crate/Cat capacity e.g., 1.5'x1.25' crates, space for walking aisles/cleaning capacity between crates :

Large crate/Dog capacity e.g., 3'x2.5' crates, 12" apart, space for walking between crates :

Large Animals/Equine capacity e.g., 12'x12' or 16'x16'pens, tie or box stalls :

Large Animals/Livestock capacity e.g., space size with fencing):

Poultry enclosure capacity: _____
Enclosure suggestions

- Poultry should be separately housed or penned in order to maintain ownership identity; poultry from different flocks should not be mixed. Careful documentation of ownership identity and numbers should be maintained.
- Large metal chicken coop/house/pen, plastic fencing and collapsible metal cages marketed for rabbits and other small animals work well as temporary enclosures in place of a flock's normal run. Ensure that the enclosure is taller than the height of the birds and allows for at least 1.5 square feet per bird.

Notes: _____



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VII. SHELTER CENSUS DATA

Census date: _____ Census time: _____

Household Pets¹

Dog	Cat	Bird	Rabbit	Rodent	Turtle

Other species, if applicable list and provide number : _____

Livestock

Equine	Bovine	Poultry	Swine	Sheep	Goats

VIII. ANIMAL FOOD/WATER/SUPPLIES

Food prep/serving separate areas for people and pets if cohabitated shelter: Yes No

Pet food stored appropriately: Yes No

Cat food quantity/type dry/canned): _____

Dog food quantity/type dry/canned): _____

Other pet food quantity/type: _____

Special diets addressed: Yes No

Pet and livestock medications/vaccines/first aid supplies available and stored appropriately: Yes No N/A

Adequate water supply for animals: Yes No

Safe water source bottle, tap, water tender : Yes No Specify _____

Adequate quantity crates/carriers/portable kennels/bedding/blankets available for sheltering: Yes No

Crates	Carriers	Portable Kennels	Bedding	Blankets

Adequate quantity leashes/harnesses/collars/halters/lead ropes various sizes : Yes No

Leashes	Harnesses	Collars	Halters	Lead Ropes

Livestock/Equine feed, hay, grain quantity: Yes No

Pellets/Cubes	Hay	Grain

Pens and stalls tie or box quantity: Yes No

Pens	Tie Stalls	Box Stalls

Poultry enclosure quantity: Yes No

Ample Space for Movement. square footage floorspace)	Usable Floorspace ground-space and/or roosting area)

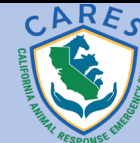
Other available supplies e.g., wheelbarrows, rakes, pitchforks, hoses, disinfectant, bleach, buckets: Yes No

Notes: _____

¹ FEMA Disaster Assistance Policy 9523.19 defines household pet aka companion animal as a domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles except turtles, amphibians, fish, insects/arachnids, farm animals including horses, and animals kept for racing purposes.



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IX. SPACE

ANIMAL NEEDS

Separate area for pregnant or nursing animals and their babies: Yes No

Adequate space to separate species: Yes No
 Avoid comingling species – separate by species/predator-prey concerns, age, health/ medical condition, temperament/behavior and status-known owner versus stray.

Assessment area can accommodate supplemental lighting has electrical outlets : Yes No N/A

Area to bathe/clean animals floor drains/sinks : Yes No

Area for sanitation of cages/carriers/kennels bowls floor drains/sinks : Yes No

Space for warehousing and donations: Yes No

Designated secure outdoor covered area for caretakers and animals for use in inclement weather: Yes No

Designated secure outdoor area for walking animals: Yes No

Designated secure outdoor animal relief area: Yes No
 All weather surface gentle on paws; adequate separation from vehicular traffic areas with minimum few feet between the relief area and parking lot or street.

STAFF/VOLUNTEER NEEDS

Office/storage space paperwork/make phone calls/store office supplies : Yes No

Restrooms portable [P] / fixed [F] number: P _____ F _____ ADA _____

Handwashing stations P/F number: P _____ F _____

Restrooms separate from animal sheltering space for volunteers/public sheltered if cohabitated shelter : Yes No

Separate rest/rehab area: Yes No N/A

Separate food prep/serving area: Yes No N/A

Separate eating/break area: Yes No N/A

X. PARKING/STAGING AREA FOR VEHICLES and/or HEAVY EQUIPMENT

Designated parking area for vehicles: Yes No

Designated parking area for trucks light/medium/open bed)/livestock trailers: Yes No

Designated parking area for medium size semi tractor-trailer and/or box truck s : Yes No

Required space for medium size semi tractor-trailer turning radius: Yes No
 Turning radius depends on the length, weight, and type of trailer being towed e.g., medium size semi tractor trailer requires 40'-40'10" for 180° turning radius.
 Calculator:

- For left turns, take half of the wheelbase measurement and add it to the turn clearance.
- For right turns, take half of the wheelbase measurement and subtract it from the turn clearance.
- A shorter wheelbase will result in a smaller turning radius, while a longer wheelbase will result in a larger one.

Required space for box truck turning radius: Yes No (Minimum inner turning radius requirement is 25'.

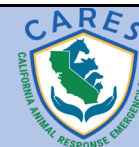
Designated area for staging heavy equipment e.g., pallet jack, pallet rider, forklift, etc.: Yes No

Designated area for veterinary mobile command unit: Yes No

Designated area for a mobile veterinary clinic: Yes No



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XI. MEDICAL CARE AND DISEASE SURVEILLANCE PROTOCOLS

Triage and/or assessment area for health screenings, medical treatments, and preventative care: Yes No N/A

Intake health screenings: Yes No

Documentation of pre-existing conditions: Yes No

Documentation of animals discharged to a capable facility based on health status: Yes No

If discharged, location of facility transfer/transport documentation: Yes No

Vaccine protocols of core vaccinations at intake: Yes No

Modified live vaccinations highly recommended: cats-feline viral rhinotracheitis, calicivirus, panleukopenia FVRCP ; dogs-distemper, hepatitis, parainfluenza, canine parvovirus DA2PP) and Bordetella bronchiseptica.)

Internal/external parasite control protocol consisting of prophylactic treatment: Yes No

Preventative daily health care monitoring and documentation: Yes No

Biosecurity issues adequately addressed: Yes No

References:

[CDFA Biosecurity Information by Species](#)

[USDA-APHIS: Biosecurity Basics](#)

[CDFA Disease Prevention Guide](#)

Protocols for cleaning and disinfection C D) of common areas: Yes No

Reference:

Iowa State University College of Veterinary Medicine – [Center for Food Security Public Health Disinfection Protocol](#)

Appropriate personal protective equipment PPE for use when handling animals: Yes No

References:

CDC NIOSH Healthcare Specific and General Guidance – [Personal Protective Equipment](#)

CDC NIOSH – [Veterinary Clinic Guidance PPE](#)

Plexiglass dividers: Yes No

Hand sanitizer stations: Yes No

Isolation area(s for sick animals estimate approximately 10% of housing for this purpose): Yes No
Each isolation area should have clear signage with instructions for entry and PPE requirement.)

Small/large animal appropriate feeding and care during pandemics: Yes No

Reference:

CDFA CARES: [Disaster Care and Shelter Considerations for Livestock, Service, and Companion Animals in the COVID-19 Pandemic Environment](#)

Incidents bites/injuries/deaths documented/addressed: Yes No

Color-coded cage cards to decrease likelihood of injuries: Yes No

Example:

- **Green** cage card: friendly animal, may water and walk
- **Yellow** cage card: may be frightened in a shelter environment, designate trained personnel for daily interaction
- **Red** cage card: aggressive animal/fearful of strangers, designate personnel for daily interaction

Mortality/Morbidity statistics documented: Yes No

Carcass refrigerated storage available: Yes No

Carcass disposal available: Yes No

Carcass hauler agreements/contracts: Yes No

References:

[CDFA 2022 Dead Animal Hauler List](#)

[Large Animal Carcasses Renderer Map](#)

[Landfills that Accept Dead Animals](#)



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XII. MISCELLANEOUS

Present and not expired:

- First Aid kit s
- Fire extinguishers rated not less than 2A²
- Fire sprinkler system Smoke detectors Fire alarm Carbon Monoxide detector
- Marked exits with exit instructions and designated assembly area
- Posted signs where animals are allowed
- Restricted areas appropriately marked
- Utility shut-off valves safety systems
- Generator works properly, location, capacity runtime), fueled natural gas, diesel, solar, etc. and well-ventilated.
- HVAC working properly prevents exposure of people to animal-related allergens when collocated).
 Ideal temperature: 60-80 degrees/30-70% relative humidity.

Notes: _____

² CAL/OSHA Pocket Guide for the Construction Industry 2022



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XI. SITE PLAN (DIAGRAM)

Blank area for site plan diagram.

