





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



**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: \_\_\_\_\_

## VII. SHELTER CENSUS DATA

Census date: \_\_\_\_\_ Census time: \_\_\_\_\_

### Household Pets<sup>1</sup>

| 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.<br>square footage floorspace) | Usable Floorspace<br>ground-space and/or roosting area) |
|---|---|
|   |   |

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

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

<sup>1</sup> 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:

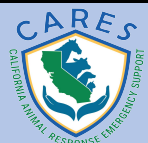
- ☐ First Aid kit s
  - ☐ Fire extinguishers rated not less than 2A<sup>2</sup>
  - ☐ Fire sprinkler system ☐ Smoke detectors ☐ Fire alarm ☐ Carbon Monoxide detector
  - ☐ Marked exits with exit instructions and designated assembly area
  - ☐ Posted signs where animals are allowed
  - ☐ Restricted areas 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

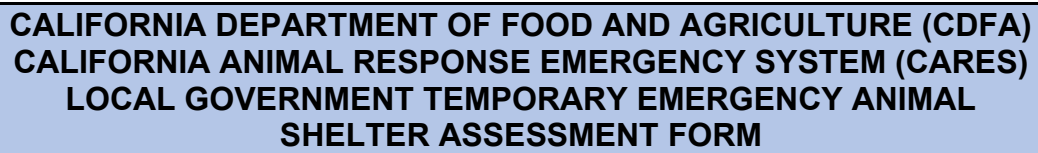
<sup>2</sup> CAL/OSHA Pocket Guide for the Construction Industry 2022



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**XI. SITE PLAN (DIAGRAM)**

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