

**Western Mass Disaster Animal Response Team**  
**DAILY OBSERVATION SHEET**

**Shelter Location** \_\_\_\_\_

**ANIMAL ID#** \_\_\_\_\_

DATE										
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
APPETITE/ GOOD										
APPETITE/ NIBBLING										
APPETITE/ NOT EATING										
STOOL/ NORMAL										
STOOL/ LOOSE										
STOOL/ DIARRHEA										
STOOL/ NONE										
URINE/ NORMAL										
URINE/ EXCESSIVE										
URINE/ BLOODY										
URINE/ NONE										
MISC/ SNEEZING/ EYES ETC										
MEDS GIVEN										
WALKED										

**NOTES-** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Western Mass Disaster Animal Response Team

Incident/Event: \_\_\_\_\_ Date: \_\_\_\_\_

## SHELTER REGISTRATION AND AGREEMENT

I, the animal owner signed below, request the emergency housing of the animal being evacuated because of a pending or occurring disaster. **I must be housed at this shelter during my pets stay.** The animal owner hereby releases the person or entity who is receiving the animal from any and all liability regarding the care and housing of the animal during and following this emergency. The animal owner acknowledges that if emergency conditions pose a threat to the safety of the animal, additional relocation may be necessary, and this release is intended to extend to such relocation.

The animal owner acknowledges that the risk of injury or death to the animal during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of their animal. It is also required that the owner or his/her agent take responsibility for the care, feeding and maintenance of their animal. **Check out is required when departing from the shelter.**

Animal Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Animal Owner Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Do you have your phone available now? \_\_\_\_\_

Emergency Contact Name (not in shelter) \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact Person in Shelter \_\_\_\_\_

(This person would provide care for your pets in the event an emergency would occur)

Name of person in charge of animals care (must be staying in the shelter):

\_\_\_\_\_

Name of animal	Color	Sex	Breed	Age
----------------	-------	-----	-------	-----

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

(Only animals crated together on one sheet)

Are your pets on any medication? \_\_\_\_\_

SIGNATURE BELOW INDICATES THAT THE OWNER OR GUARDIAN HAS CLEANED THEIR PETS CAGE, RECEIVED THEIR PET, BELONGINGS AND IS CHECKING OUT OF THE SHELTER.

OWNER SIGNATURE \_\_\_\_\_

DATE AND TIME CHECKED OUT \_\_\_\_\_

STAFF NAME \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_

Would you be evacuating if a pet friendly shelter was not available? Yes No

## Western Mass Disaster Animal Response Team Bite Report Form

**Incident/Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form is to be completed by the Kennel Team Leader upon being notified that anyone has been bitten by a pet staying at the shelter.

Notification			
	List the name and phone number for agency / individual notified.		
Local Board of Health			
Local Animal Inspector			
Pet Owner			
Victim			
Victim Type – Person / Pet			
Victim's Name			
Address			
City / State			
Daytime Phone Number		Mobile Phone Number	
Medical Treatment Provided			
Date and time of bite			
Where and how did the bite occur?	Use back of form if additional space is needed		
Description of the bite: Location, number and severity of punctures, scratches, lacerations, broken bones etc...	Use back of form if additional space is needed		
Location where victim was treated?			
What treatment was given?			
Bite Animal			
Animal's Name			
Rabies tag number and year			
Quarantine <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Started		Date Ended
Verification			
Victim / Pet Owner Signature			Date
Pet Living Area Coordinator Signature			Date

# Western Mass Disaster Animal Response Team Standard Operating Guidelines

## Bite & Scratch Protocol

Bites and/or scratches by pets must immediately receive medical attention and be reported to the proper authorities, who will supervise the response.

1. As soon as a bite and/or scratch is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged:

“This cage / crate contains a pet that has been involved in a bite.”

- Isolate the caged pet.
  - No one is to handle this pet except professional staff that are specifically authorized to do so.
2. Immediately direct the person who has been bitten to medical attention.
    - As necessary, apply pressure to stop bleeding.
    - Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.
    - After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
    - See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite occurred and follow the physician's advice.
  3. Determine and clearly document the incident in via the Bite Report Form.
  4. Make proper notifications.
    - If the bite occurred in the shelter notify the Kennel Team Lead, Shelter Animal Branch Manager and / or Safety Officer.
    - Notify the local Board of Health.
    - Notify the local Animal Inspector.
    - Notify the pet owner.

**Western Mass Disaster Animal Response Team  
Standard Operating Guidelines**

**Escaped Animal Protocol**

To prevent an escape from happening in the first place is to:

- Pre-plan the shelter facility to mitigate any possible safety/security issues
  - Can the various species be separated in a secured area (separate rooms with doorways).
- Make sure all crate doors are securely latched
- Make sure all room and hallway doors are securely shut.
- Use personal protective equipment (PPE) as needed

Do not handle an animal if you are not comfortable doing so.

**If An Animal Escapes**

1. **IMMEDIATELY** blow your whistle using one long blast.
2. The shelter will immediately be lockdowned with exits staffed by the closest shelter work.
3. If there are clients in the registration area, the Registration Team will secure the registration area and have the owners and pets remain in the registration area until the all clear is sounded.
4. Kennel team members will act as a “capture squad” until the escaped animal is retrieved.
5. Once the animal is retrieved and returned to its crate the all clear will be sounded.

**The “All Clear” signal will be two short blasts on the whistle given by the shelter manager.**

## Western Mass Disaster Animal Response Team

### Failure to Comply Form

You, the pet owner, are receiving this notice because you broke terms of the Pet Owner Agreement that you signed.

The reason for this notice and a corrective action, that the Shelter Manager has authorized, are indicated below.

#### REASON FOR THIS NOTICE:

- Your pet's medical condition was not properly reported.
- You failed to properly care for your pet.
- Other rule (described below):

---

**Staff Member**

---

**Date**

## Western Mass Disaster Animal Response Team HEART Trailer Equipment & Supply Inventory

### Diamond Cargo Vin #

<b>Administrative Supplies</b> <i>Items marked * are located in the Administrative Tote</i>	<b>Original QTY</b>	<b>6/29/12</b>	<b>Current 4/3/14</b>	<b>Check off</b>
10" Colored wrist bands for owner identification	1250	1250	1200	
20" Tab band collars for animal identification	1250	1300+/-	1180	
Animal intake registration forms*	100	60	60-	
Binder Clips, assorted box*	2	2	2	
Clipboards	25	25	25	
Film	10	5	8	
First Aid Kit (for volunteers and pets)	2	2	2	
HEART Applications*	15	15	15	
Incident Command Vests w/ identifiers	0	0	12	
Index cards 4 x 6	0	0	0	
Letter size poly envelopes for cages	100	100	80	
Markers, Hi-liter*	5	5	5	
Markers, Permanent assorted*	16	16	16	
Paper Clips, box*	1	1	1	
Paper, letter, ream	1	1	1	
Pencils, mechanical, pkg 12*	1	1	1	
Pens, pkg 60*	1	1	1	
Polaroid camera	1	1	1	
Post-It Notes, box*	2	2	2	
Push Pins, box*	1	1	1	
Registration log book*	5	4	4	
Scissors*	1 pr	1 pr	1 pr	
Sharpies, assorted*	22	22	22	
Stapler, sm *	1	1	1	
Ties for envelopes on animal cages 8" zip*	1000	850+/-	840+/-	
<b>Animal Care</b>	<b>Original QTY</b>	<b>Current 6/29/12</b>	<b>Current 5/22/13</b>	
Animal control pole	1	1	1	
Carriers, corrugated pet	0	0	0	
Crates,				
Crates, wire, med	15	15	15	
Crates, wire, lg	40	42	47	
Kennels, plastic, med	4	4	4	
Food Trays, paper	1000	950+/-	950+/-	
Blankets	71	71	71	
Sheets	15	15	13	
Towels	27	27	31	

**Western Mass Disaster Animal Response Team  
HEART Trailer Equipment & Supply Inventory**

<i>Items located in the Animal Sheltering Supplies Tote</i>				
Bowls, stainless 1 pt.	40	40	40	
Bowls, stainless 1 qt.	50	50	50	
Bowls, stainless, 5 oz clip-on	15	15	15	
Gloves, handling	2 pr	2 pr	2 pr	
Hand can opener	2	2	2	
Measuring spoon sets	0	0	0	
Muzzles, canine	0	10	10	
<b>Muzzles, feline</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Slip leads</b>	<b>0</b>	<b>0</b>	<b>60</b>	
Spoons, lg (to scoop food)	2	2	2	
<b>Cleaning Supplies</b>	<b>Original</b>	<b>Current</b>	<b>Current</b>	
<i>Items marked * are located in the Cleaning Supplies Tote</i>	<b>QTY</b>	<b>6/29/12</b>	<b>5/22/13</b>	
Bags, garbage for trash containers*	75	60+/-	60+/-	
Bags, sandwich plastic (for feces pick up)*	600	500+/-	500+/-	
Bleach, gallon*	1	<1	<1	
Broom	0	0	0	
Broom, sm w/dust pan	0	0	0	
Brush, scrub sm*	5	5	5	
Bucket, mop/wringer	1	1	1	
Bucket, plastic 1 gallon no lid	1	1	1	
Bucket, plastic 5 gal no lid	5	5	5	
Bucket, stainless steel	0	0	0	
Cat litter (newspaper will do)	100 lb	85 lb+/-	112 lb+/-	
Cleaning rags	0	0	0	
Disinfectant, concentrate, gallon*	1	<1	<1	
Ear Plugs, disposable, 80/box*	1	1	1	
Gloves, Non-Latex (1 size fits all)*	400	360+/-	360+/-	
Knee Pads, pair*	3	3	3	
Litter boxes - cardboard	250	235+/-	235+/-	
Litter boxes - plastic	5	5	4	
Litter scoops*	5	5	5	
Mop	1	1	1	
Pooper Scoopers	5	5	5	
Sanitizer, Hand, bottle*	2	2	2	
Scouring pads	0	0	0	
Shovel, short round point	0	0	0	
Shovel, short sq. point	0	0	0	
Soap, liquid hand	0	0	0	
Spray bottles (for cleaning cages)*	2	2	2	
Towels, roll paper, rolls	12	2	4	
Trash container, 35 gal. w/lid	2	2	2	
Wipes, wet, containers	5	5	5	



**Western Mass Disaster Animal Response Team  
HEART Trailer Equipment & Supply Inventory**

<b>Equipment</b>	<b>Original QTY</b>	<b>Current 12/31/11</b>	<b>Current 5/22/13</b>	
Axle jack, trailer	0	0	0	
Camera, Digital w/case	0	0	0	
Carts for moving crates	0	0	0	
Fan, box	1	1	1	
Fan. Hi-velocity w/outlets	1	1	1	
Fire extinguisher 1.5#	1	1	1	
Fire extinguisher 5#	1	1	1	
Generator, Generac 5 kw	1	1	1	
Jack stands	2	2	2	
Pressure washer w/ 2 wands	1	1	1	
Printer, Laser, Samsung	1	1	1	
Shop vacuum, 6 gal.	1	1	1	
Tables, folding 3'x6'	2	2	2	
Tire, spare	1	1	1	
Work light, telescoping	2	2	2	
<i>Items located in the Electrical Tote</i>				
Extension Cord, 25' multi-outlet	1	1	1	
Extension Cord, 50'	1	1	1	
Extension Cord, 100'	1	1	1	
Power Cable, 12' - 10 ga multiple outlets for generator	1	1	1	
Shore line adaptor plug	0	0	1	
Power Strip	2	2	2	
<i>Tool Box, metal w/drawers - contents</i>				
15-pc. 1/4in. drive socket set: 4–10mm and 5/32in.–3/8in.	1	1	1	
18-pc. 3/8in. drive socket set: 9–19mm and 3/8in.–13/16in.	1	1	1	
9-pc. 1/2in. drive socket set: 10–19mm	1	1	1	
1/4in. male x 3/8in. female adapter	1	1	1	
1/4in. x 2in. extension bar	1	1	1	
3/8in. x 3in. extension bar	1	1	1	
3/8in. x 6in. extension bar	1	1	1	
1/2in. x 5in. extension bar	1	1	1	
3/8in. x 5/8in. (16mm) spark plug socket	1	1	1	
3/8in. x 13/16in. (21mm) spark plug socket	1	1	1	
3/8in. drive ratchet handle	1	1	1	
1/2in. drive ratchet handle	1	1	1	
8-pc. screwdriver set	1	1	1	
Bit handle	1	1	1	
78 bits: Phillips, slotted, Torx®, and hex	1	1	1	
25-pc. hex key set	1	1	1	
12 combination wrenches	1	1	1	
8in. long nose pliers	1	1	1	
10in. water pump pliers	1	1	1	
7in. diagonal pliers	1	1	1	
9 1/2in. crimping tool	1	1	1	
75-pc. electrical terminal set	1	1	1	

