



FEMA

# Comprehensive Preparedness Guide (CPG) 101 Supplement

## Household Pet and Service Animal Planning Checklist

This supplement contains planning considerations to guide the integration of household pet and service animal issues into the existing emergency operations plan (EOP). This checklist follows the requirements set forth in the Pets Evacuation and Transportation Standards Act of 2006. The intent of this checklist *is not* for a jurisdiction to create a standalone plan or annex. This checklist is meant to be used concurrently with the planning process defined in CPG-101 (in particular Appendix C) to determine which components may be lacking in a jurisdiction's current planning efforts versus those which are already included in existing plans, supporting procedures (standard operating procedures [SOPs], or standard operating guidelines [SOGs]). Users are strongly encouraged to use this checklist to critically examine current planning efforts in mass care, sheltering, evacuation and other areas to ensure the issues surrounding household pets and service animals are adequately addressed.

### Preparedness

- Does your HPSAP describe the partnership between the local emergency management agency (EMA), the animal health officials, animal control authority, local animal welfare / humane organizations, local mass care provider(s), and the owner of each proposed congregate pet sheltering facility?
- Does your HPSAP have or refer to a memorandum of understanding (MOU) or mutual aid agreement (MAA) that defines the roles and responsibilities of each organization involved in household pet and service animal response?
- Do organizations with agreed upon responsibilities in the HPSAP have operating procedures that govern their mobilization and actions? Do they make provisions for pre-response training and registration of their personnel?
- Does your HPSAP consider just-in-time training for spontaneous volunteers and out-of-State responders?
- Does your HPSAP encourage household pet owners and service animal owners to make arrangements for private accommodation of themselves and their household pets and service animals prior to a disaster or emergency situation?



## Evacuation Support

- Does your HPSAP address the evacuation and transportation of household pets from their homes or by their owners or those household pets rescued by responders to congregate household pet shelters?
- Does your HPSAP address how owners will determine where congregate household pet shelters are located, which shelter to use, and provide for conveyance of household pets or service animals whose owners are dependent on public transportation?
- Does your HPSAP or accompanying procedures address how household pets that are provided with evacuation assistance are registered, documented, tracked, and reunited with their owners if they are separated during assisted evacuations?
- Does your HPSAP address the responsibility of transportation providers to transport service animals with their owners?

## Shelter Operations

- Does your HPSAP identify the local government organization responsible for coordinating shelter operations?
- Does your HPSAP provide guidance to human shelter operators on the admission and treatment of service animals?
- Does your HPSAP identify an agency in your jurisdiction that regulates nonemergency, licensed animal facilities (e.g., animal control shelters, nonprofit pet rescue shelters, private breeding facilities and kennels)?
- Does your HPSAP establish criteria that can be used to expeditiously identify congregate household pet shelters and alternate facilities?
- Does your HPSAP provide guidance about utility provisions, such as running water, adequate lighting, proper ventilation, electricity, and backup power, at congregate household pet shelters?
- Does your HPSAP identify plans and procedures that address the risk of injury by an aggressive or frightened animal, the possibility of disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter?
- Does your HPSAP consider a pre-disaster inspection and development of agreements for each congregate household pet facility?
- Does your HPSAP provide for the care and maintenance of each facility while in use as a shelter?
- Does your HPSAP provide for stakeholder training (e.g., staff, volunteers) in the use of the Incident Command System (ICS)?
- Does your HPSAP identify additional training for shelter staff and volunteers, including proper animal handling, daily animal care (feeding, water, exercising), basic animal first aid,



successful handling and segregation of injured or aggressive animals, and occupational safety training?

- Does your HPSAP provide mechanisms for shelter staff and volunteers to report illness or injuries related to their emergency roles and responsibilities?
- Does your HPSAP consider identifying equipment and supplies that may be needed to operate each congregate household pet shelter as well as supplies that pet owners may bring with them to the congregate shelter?
- Does your HPSAP provide for the physical security of each congregate household pet facility, including perimeter controls and security personnel?

## Registration and Animal Intake

- Does your HPSAP establish provisions for the sheltering of unclaimed animals that cannot be immediately transferred to an animal control shelter?
- Does your HPSAP provide for segregation or seizure of household pets showing signs of abuse?
- Does your HPSAP provide for household pet registration?
- Does your HPSAP provide for technical consultation/supervision by a veterinarian or veterinary technician as official responders?
- Does your HPSAP identify the need for all animals to have a current rabies vaccination?
- Does your HPSAP provide for the case when non-eligible animals are brought to the shelter?

## Animal Care

- Does your HPSAP provide for the housing of a variety of household pet species (size of crate/cage, temperature control, appropriate lighting)?
- Does your HPSAP provide for separation of pets based on appropriate criteria and requirements?<sup>1</sup>
- Does your HPSAP provide for the consultation of a veterinarian or animal care expert with pet sheltering experience regarding facility setup and maintenance?
- Does your HPSAP provide for the setup and maintenance of pet confinement areas (crates, cages, pens) for safety, cleanliness, and control of noise level?
- Does your HPSAP consider the setup of a pet first aid area inside each shelter?
- Does your HPSAP provide for the control of fleas, ticks, and other pests at each congregate household pet shelter?
- Does your HPSAP provide criteria for designating and safely segregating aggressive animals?

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<sup>1</sup> United States Department of Agriculture, Animal and Plant Health Inspection Service. Animal Welfare Publications and Reports. ([http://www.aphis.usda.gov/animal\\_welfare/publications\\_and\\_reports.shtml](http://www.aphis.usda.gov/animal_welfare/publications_and_reports.shtml)).



- Does your HPSAP provide for the segregation of household pets to prevent the transmission of disease?
- Does your HPSAP consider the relocation of a household pet due to illness, injury, or aggression to an alternate facility (local veterinary clinic or animal control shelter)?
- Does your HPSAP consider providing controlled areas (indoor or outdoor) for exercising dogs?
- Does your HPSAP provide for household pet waste and dead animal disposal?
- Does your HPSAP provide for the reunion of rescued animals with their owners?
- Does your HPSAP identify procedures to address the long-term care, permanent relocation, or disposal of unclaimed pets?

## **Public Information and Outreach**

- Does your HPSAP provide mechanisms for continually updating public statements on shelter capacity and availability as people/animals are coming to shelters?
- Does your HPSAP provide for a public education program?
- Does your HPSAP provide for the coordination of household pet evacuation and sheltering information with the jurisdiction's Public Information Officer (PIO) or Joint Information Center (JIC)?
- Does your HPSAP provide for communication of public information regarding shelter-in-place accommodation of household pets, if available?

## **Record Keeping**

- Does your HPSAP define the methods of pre- and post-declaration funding for your household pet and service animal preparedness and emergency response program?
- Does your HPSAP describe how to capture eligible costs for reimbursement by the Public Assistance Program, as defined in DAP 9523.19?
- Does your HPSAP describe how to capture eligible donations for volunteer labor and resources as defined in DAP 9525.2?
- Does your HPSAP describe how to capture eligible donations for mutual aid resources as defined in DAP 9523.6?