

EMERGENCY MANAGEMENT

Potential Disasters

1. Tornadoes
2. Flood
3. Fire
4. Power Outage

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Power Outage:

Clear bin in laundry room top shelf of white shelving contains 30 types of flashlights and batteries to be used in case of power outage

Medications

Medication in refrigerator by Julie's office in prolonged power outage is to be labeled with our name and a call placed to Bartels Animal Hospital

They will provide the shelter with refrigeration until power has restored

The medications are as follows:

Convenia, Gabapentin, Vaccinations, Snap Tests, Clavamox (if reconstituted) and Metronidazole

Tornadoes:

Predictions of severe weather are becoming increasingly more accurate and providing us with more time to prepare for potential impact.

When there is the anticipation of a tornado watch or warning, volunteers should be prepared for that potential and be aware of weather alerts.

Tornadoes require sheltering in place.

The shelter structure will temporarily separate individuals from a hazard or threat.

The volunteers need to know the safest place in the shelter is the **Dog Adoption Room**, this is the innermost room with no windows

TORNADO Shelter in Place Procedures

- | |
|--|
| 1. Pull cages away from windows into center of cat room and cover with blankets |
| 2. Make sure all doorways are clear |
| 3. Get emergency supplies: flashlights (located in laundry room) |
| 4. Safest place in shelter is dog adoption room |
| 5. Avoid windows and seek additional protection by getting underneath large, solid pieces of furniture |
| 6. Avoid automobiles, attempting to leave the shelter |

Flood:

Flooding can mean several things, including a pipe that burst within the shelter that causes water damage, a flash flood that damages the shelter or limits ability to enter or leave the premises, or major flooding that requires evacuation and may prevent return to the facility for an extended period.

FLOOD Animal Evacuation Procedures

1. President or Designee will be made aware of need to evacuate animals
2. Need to know the number of animals cats and dogs currently in shelter
3. Secretary or Designee will initiate call tree via Facebook, phone calls
4. Bartels and West Park will be notified of need for space at facilities, potential number of dogs, dogs and approximate time of arrival by President or designee
5. First person to shelter (cat or dog) volunteer will obtain transport crates for the cats and weight appropriate dogs from garage
6. Larger dogs will have leash placed on cage in preparation for evacuation and placement of paper collars from emergency supply box

7. All cats and dogs will be tagged with paper collar to include name and ID number from emergency supply box

8. One person will document name, ID number and final destination of the animal

9. One person will direct the volunteer to the appropriate accepting facility

10. Volunteers are to maintain personal safety at all times of the evacuation and follow orders from emergency providers

11. When all clear has been announced by emergency providers any cleanup of shelter will be done by volunteers under the direction of dog/cat shift leads

12. Evacuating facilities will be notified of shelter emergency cleared and notify of time for animals to be returned

Fire on-premises:

The shelter structure has caught fire and is threatening the shelter.

An immediate evacuation of all volunteers is in order.

All animal cages will be opened.

Once the shelter has been given the “All Clear” by the Fire Department volunteers will be allowed back into shelter.

A veterinarian should examine all animals to ensure a clean bill of health.

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FIRE Evacuation Procedures

1. Stop all activities immediately
2. Gather essential belongings - if safe to do so
3. Assess that all persons can evacuate the area
4. It is important to remember that human life is a priority above all else.
5. Open all cage doors
6. Follow EXIT signs to the nearest safe exit
7. Steer clear of hazards
8. Move away from the building

9. Meet all occupants of shelter at the Honey Hut
dumpster

10. Do a "head count" of all volunteers and visitors

11. Do not re-enter the building without an "all clear"
from Fire Department

Essential Personnel

Name / Title	Cell Phone Number
Barbara Heath Director or designee	440 821 7389
Jean Boling Dog Health and Welfare or designee	440 724 1309
Loretta Dahlstrom Cat Health and Welfare or designee	216 469 9306
Shirley Palumbo Secretary / communications or designee	216 410 0799

Parma Animal Shelter Emergency Contacts for Emergency Situations

Name	Phone Number	Email Address	Distance to Shelter	Willing to Transport	Willing to House
		DOGS			
Jean Bolling	440-724-1309	jmbolling57@gmail.com	5 minutes	x	x
Patty Mlady	440-897-8980	pmlady08@gmail.com	15 minutes	x	x
Audrey DelValle	216-256-7957	Advrocks@yahoo.com	10 minutes	x	
Heather Lester	216-575-8491	heather.lester@sbcglobal.net	15 minutes	x	
Peggy Caster	440-668-7212	Pjcaster23@yahoo.com (not good for emergencies) Peggy.caster@tri-c.edu	10 -12 minutes		
		CATS			
Kim Bolz	440-305-3283	Kimfb2710@yahoo.com	10-15 minutes	x	
Linda Elliott	440 773 5563	Luelliott@ outlook. Com	15 minutes	x	
Jaime Studniarz	216-280-9320	jaimedru@gmail.com	20 minutes		

Emergency Phone Numbers

Company/Department	Primary Contact Name	Phone Number
Ohio Emergency Management	Bryan Kloss	(216) 443-5700
Temporary tents and storage	Red Cross Thomas Revolinsky	(216) 372-9913
Parma Police	Officer in Charge	(440) 885-1214
Fire Department	Officer in Charge	(440) 885-1217
Parma Hospital	Charge Nurse	(440) 743-4020
Animal Control Officer	Julie Kocik	(440) 554-8704

CONTACT FOR CONTINUITY OF CARE

**Where we will transport our animals in case of
emergency evacuation of shelter**

Bartels Busack Pet Hospital Resort & Spa

6270 State Rd, Parma, OH 44134

Phone (440) 845-7141

West Park Animal Hospital

4117 Rocky River Dr, Cleveland, OH 44135

Phone: (216) 252-4500

Directions:

Turn left onto OH-94 / State Rd

Take the ramp on the left for I-480 West and head toward
Toledo

At Exit 12A, head on the ramp right and follow signs for W
150th St

Bear right onto W 150th St

Turn left onto Puritas Ave

Turn right onto OH-237 / Rocky River Dr

DOG/CAT INTAKE EMERGENCY PROTOCOL

Day 1 Dog

Word comes in that we have a dog/cat emergency Number of dogs/cats needs to be conveyed to make decision on how many people are needed at intake event.

Contact needs to be made to let all dog/cat volunteers know of emergency event and how many volunteers are needed.

Use phone tree to call/text volunteers to come in. List of volunteers in addendum section

Dog / cat volunteers handle dogs/cats other volunteers can build cages, feed/water and clean.

Volunteers arrive at shelter for intake event.

All people who come into contact with the dogs / cats need to wear gowns and gloves to protect from parasites and diseases.

They should put the gown on with the opening and tie in the back. The gloves should go over top the bottom of the sleeves so no skin is seen

Split into teams:

Intake Team (up to 2 teams of this as each has to have microchip reader)

Crate Teams (as many as needed to build and prepare crates)

Put the crates in their “homes”. Fill with potty pad and water bowl. C

Various size crates are found in the garage and in “Gas House”

Bring extra rescue bottles and other cleaning items (brushes, paper towels etc.) into the areas where dogs are being homed.

Intake team(s) get the Intake Box located in Laundry Room top shelf right side on white shelves (which will have everything but the microchip readers)

Person to place pre-numbered paper collar on dogs

Photographer using phone to take pics of dog showing the numbered collar, number on dry erase board, and identifying picture. At end of intake event, collate all pics into doc for printing

Person to write Dog ID number and name of dog on dry erase board

Person to check for chips with microchip reader

Person to take weights

Once dogs are through the Intake Team bring dogs to their cage and attach clipboards onto the cage.

Clipboard contains:

- Cage identifier card with square for pic on colored paper.
- Check that the cage number and dog's number are written on both dog's paper collar and the cage.
- Place document holder on each cage and attach to cage with binder clip
- Print pics to place on cage cards. Cut out and staple on matching cages. Shift lead to update as needed (if cages shift etc.)

CARE PROTOCOL PER SHIFT

1. Dog Shift lead oversees all teams during the shift
2. Dog shift lead makes any updates to dog information including if cages change.
 - a. Update cage cards and collars on dogs
3. Remind all team members
 - a. Do not intermingle these emergency intake dogs with any shelter dogs.
 - b. When you are assigned to a room stay with that room's dogs only
 - c. Wear your gowns and gloves with any obviously sick animals.
 - d. Remove and wash clothes and footwear before mingling with any of your own pets.
 - e. All pets have unknown health status and could be ill. We do not want to spread illness throughout the shelter or to your own pets.
4. Normal shift volunteers care for our resident shelter dogs.
 - 1 cleaner
 - 1 volunteer to feed & water
 - Walkers

Team 2: Care and handle dogs in **Dog Q room.**

1 cleaner

1 volunteer to feed & water.
Walkers

Team 3: Care and handle dogs in **Cat Q room**

1 cleaner
1 volunteer to feed & water
Walkers

Team 4: Care and handle **Garage** dogs.

1 cleaner
1 volunteer to feed & water
Walkers

There should be a maximum of 2 people in a room at a time. We do not want to stress any dogs and it becomes a safety issue to have more in a room.

CLEANING PROTOCOLS

1. Designated person to mix and fill Rescue bottles per solution instructions. No other cleaning solutions will be used.
 - Mixing instructions located in white binder, top shelf of cabinet above sink, main dog room
 - Bottles and sprayers are located in:
 - Main dog room
 - Outdoor courtyard where cages are on side of shelter
 - Laundry room above tub
2. Buckets for cleaning only are located under tub in the laundry room
3. Deck brushes are located and should remain in the:
 - Yellow one in larger dog play yard
 - Other one in courtyard where cages are on side of shelter
 - Main dog room

Split into teams:

Intake Team (up to 2 teams of this as each has to have microchip reader)

Crate Teams (as many as needed to build and prepare crates)

Put the crates in their “homes”. Fill with blanket, litter pan, and water bowl.

Various size crates are found in the garage and in “Gas House”

Bring extra rescue bottles and other cleaning items (paper extra litter, towels etc.) into the areas where cats are being homed.

Intake team(s) get the Intake Box located in Laundry Room top shelf right side on white shelves (which will have everything but the microchip readers)

Person to place pre-numbered paper collar on cats or on cage

Photographer using phone to take pics of cats showing the numbered collar, number on dry erase board, and identifying picture. At end of intake event, collate all pics into doc for printing

1 Person to write Cat ID number and name of cat on dry erase board

1 Person to check for chips with microchip reader

1 Person to take weights

Once cats are through the Intake Team bring cats to their cage and attach clipboards onto the cage.

Clipboard contains:

- Cage identifier card with square for pic on colored paper.
- Check that the cage number and cat number are written on both cat paper collar and the cage.
- Place document holder on each cage and attach to cage with zip tie
- Print pics to place on cage cards. Cut out and staple on matching cages. Shift lead to update as needed (if cages shift etc.)

CARE PROTOCOL PER SHIFT

1. Cat Shift lead oversees all teams during the shift
2. Cat shift lead makes any updates to cat information including if cages change.
 - a. Update cage cards and collars on cats
3. Remind all team members
 - a. Do not intermingle these emergency intake cats with any shelter cats
 - b. When you are assigned to a room stay with that room's cats only
 - c. Wear your gowns and gloves with any obviously sick animals.
 - d. Remove and wash clothes and footwear before mingling with any of your own pets.
 - e. All pets have unknown health status and could be ill. We do not want to spread illness throughout the shelter or to your own pets.

4. Normal shift volunteers care for our resident shelter cats

Scheduled cat crew cleaner

Team 2: Care and handle cats in Dog Q room.

2 cleaners

Team 3: Care and handle dogs in Cat Q room

2 cleaners

Team 4: Care and handle Garage cats

3 cleaners

There should be a maximum of 2 people in a room at a time. We do not want to stress any cats and it becomes a safety issue to have more in a room.

CLEANING PROTOCOL

1. Designated person to mix and fill Rescue bottles per solution instructions. No other cleaning solutions will be used.
 - Mixing instructions located in white binder, top shelf of cabinet above sink, main dog room
 - Bottles and sprayers are located in:
 - Main cat room
 - Laundry room above tub
2. Buckets for cleaning only are located under tub in the laundry room

ADDITIONAL RESOURCES

Electric heaters, Box Fans, extensions cords top shelf garage

Need to have microchip reader

Sign up genius for the duration of the emergency for extra volunteers

Emergency Supply Contents (3 bins in laundry room)

- Kennel Cards
- Pens
- Clipboards
- Behavior logs
- Scrubs
- Gloves
- Dry erase boards
- Dry erase markers
- Paper collars
- Zip ties to attach card holders to kennels