

**RESTATED AND CONSOLIDATED  
INTERLOCAL AGREEMENT  
FOR  
EMERGENCY SHELTERS  
IN CLAY COUNTY**

**Clay County Agreement/Contract # 98/99-139**

**THIS AGREEMENT** is made by and between the Board of County Commissioners of Clay County, Florida (“County”), and the School Board of Clay County, Florida, (“School Board”), hereinafter referred to collectively as “the Parties.”

**WHEREAS**, the County and School Board recognize their mutual obligations and responsibility for the sheltering of the citizens of Clay County during a state of declared local emergency; and

**WHEREAS**, it is mutually beneficial for the County and School Board to support efforts that facilitate communication and coordination; and

**WHEREAS**, the County and School Board recognize the mutual benefits which will arise from the School Board providing facilities and staff to assist the County during a state of declared local emergency; and

**WHEREAS**, Section 252.38, Florida Statutes, provides for the use of School Board facilities and necessary personnel to staff such facilities during declared emergencies; and

**WHEREAS**, Section 1013.372, Florida Statutes, requires the incorporation of Enhanced Public Shelter Design Criteria in new educational facilities to serve as public shelters for emergency management purposes; and

**WHEREAS**, Section 1013.372, Florida Statutes, provides exemption criteria from using the Enhanced Shelter Design Criteria; and

**WHEREAS**, Section 252.385, Florida Statutes, defines the State’s intent to not have a deficit of safe public shelter space in any region of the State; and

**WHEREAS**, through this Agreement the County and the School Board wish to maintain and enhance their cooperative and productive relationship to serve the citizens of Clay County; and

**WHEREAS**, the Parties have heretofore entered into that certain Interlocal Agreement for Emergency Shelters in Clay County dated June 22, 1999, and designated by the County as Agreement/Contract #98/99-139 (“1999 Interlocal Agreement”); and

**WHEREAS**, the 1999 Interlocal Agreement was renewed and amended in August 2000 to provide for certain reimbursement of costs and design criteria for shelters, in April 2002 to provide for the payment of retrofitting several existing schools to enhance shelter facilities during times of declared emergencies, and in July 2008 to provide for “Pet Friendly Shelters”; and

**WHEREAS**, the Parties desire to again renew, restate and amend the 1999 Interlocal Agreement to extend its term and incorporate all amendments into this Agreement.

**NOW, THEREFORE**, the Parties mutually covenant and agree that the following requirements, criteria, standards and procedures shall be utilized in the preparation and coordination of sheltering needs of the citizens of Clay County during a state of declared local emergency:

1. This Agreement is entered into pursuant to the provisions of Section 163.01, Florida Statutes, commonly known as the “Florida Interlocal Cooperation Act of 1969,” and all portions of such Act not expressly in conflict with this Agreement are made a part hereof and are incorporated into this Agreement, including, but not limited to the following provisions of the Act:
  - (a) All of the privileges and immunities and limitations from liability, exemptions from laws, ordinance and rules, and all pensions and relief, disability, workers' compensation and other benefits which apply to the activity of officers, agents, or employees of the parties hereto when performing their respective functions within their respective territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents or employees extra-territorially under the provisions of this Agreement.
  - (b) This Agreement does not and shall not be deemed to relieve any of the parties hereto of any of their respective obligations or responsibilities imposed upon them by law except to the extent of the actual and timely performance of those obligations or responsibilities by one or more of the parties to this Agreement, in which case performance provided hereunder may be offered in satisfaction of the obligation or responsibility.
2. If any provision of the Agreement shall for any reason be held invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Agreement, and this Agreement shall be enforced as if such invalid and unenforceable provision is not herein contained.
3. The Parties will execute any and all documents or other instruments, and take such other action as is necessary to give effect to the terms and intent of this Agreement.
4. No waiver by either party of any term or condition of this Agreement may be deemed or construed as a waiver of any other term or condition herein stated, nor may a waiver of

any breach of this agreement be deemed or construed as a waiver of any other breach of this Agreement.

5. Subject to applicable laws, rules, and School Board policies, School Board facilities, equipment, materials and personnel shall be made available to assist the County during a state of declared local emergency.
6. The Parties shall work cooperatively to provide sheltering operations. This will include the School Board's provision of core shelter staff, such as administrative, custodial, food service, and school nursing personnel. It may also include necessary School Board support teams for information services, transportation, and maintenance purposes.
7. In the event a state of local emergency is declared by the County:
  - a. The Clay County Director of Emergency Management shall notify the School Board's Office of Safety & Security of the declaration of a state of local emergency.
  - b. The School Board shall, in a manner consistent with the County's Emergency Preparedness Plan, render assistance to the County.
  - c. The Clay County Director of Emergency Management shall coordinate the activities and services included in the Emergency Preparedness Plan, pursuant to Section 252.38, Florida Statutes.
  - d. No school emergency shelter will be opened prior to a law enforcement or school safety officer being present in the shelter.
  - e. The School Board reserves the right to open other shelters at other schools, not to interfere with any mutually agreed upon shelters, at any time for its employees or other deemed necessary personnel. Other shelters opened by the School Board shall be operated at the sole expense of the School Board and will not be considered as a reimbursable shelter expense to the County.
  - f. In order to support shelter operations, the School Board shall provide a liaison in the county's emergency operations center during the time shelters in schools are open.
8. For the duration of such emergency, all School Board employees shall be considered employees of the School Board for the purpose of maintaining medical and workers compensation insurance.
9. The County shall reimburse the School Board for actual costs to the School Board for the hourly wages or overtime wages, including mandatory benefits, paid to School Board employees while assisting the County during a state of local emergency declared pursuant to Section 252.38(3)(a)(5), Florida Statutes. Reimbursement shall be made in a lump sum

amount and shall be conditioned upon the School Board providing the County with individual time records of said employees. In addition, the School Board agrees to provide the County with all necessary documentation in the School Board's control or possession, to enable the County to be reimbursed from other sources. The County shall make the lump sum payment in accordance with the Local Government Prompt Payment Act after correct documentation has been received.


10. The County shall reimburse the School Board for actual costs to the School Board for all supplies, food and materials utilized for the operation of a shelter while assisting the County during a state of local emergency declared pursuant to Section 252.38(5), Florida Statutes. Reimbursement shall be made in a lump sum amount and shall be conditioned upon the School Board providing the County with itemized records of said costs. In addition, the School Board agrees to provide the County with all necessary documentation in the School Board's control or possession, to enable the County to be reimbursed from other sources. The County shall make the lump sum payment in accordance with the Local Government Prompt Payment Act after correct documentation has been received.
11. The County may be requested to pay a utility fee to the School Board, based on the square footage costs and the square footage utilized, for the electricity, water, and sewer of any school shelter while being used by the County during a declared local emergency. An invoice for the stated utility fees and all related back-up documentation shall be delivered to the County as soon as practicable. The County shall make payment in accordance with the Local Government Prompt Payment Act after correct documentation has been received.
12. New School Construction:
  - a. The School Board shall provide to the County by October 1<sup>st</sup> of each year the School Board's Five-Year Capital Projects Plan. Updates or revisions to the Plan that are authorized and approved by the School Board will be immediately forwarded to the County.
  - b. The School Board's Capital Projects Plan shall identify all new schools planned within each Plan's timeframe by grade organization level and general location.
  - c. The County, upon receipt of the School Board's Capital Projects Plan, shall review each new school identified as to the need to include the Enhanced Shelter Standards. Upon concluding that review, but no later than sixty (60) days after receipt of the School Board's Capital Projects Plan, the County shall file with the School Board a written response to the review. The written response shall include consideration to waive or not to waive certain conditions or requirements in accordance with section 1013.375, Florida Statutes.
  - d. Should the County decide not to waive the requirement for Enhanced Shelter Standards, it shall so state that decision within its written response.


- e. Should the County decide to waive the requirements for Enhanced Shelter Standards, it shall so state that decision within its written response. The County shall provide a separate written response for each new school whereby it waives Enhanced Shelter Standards such that a copy of the written response may be attached to transmittal documents which the School Board must provide to the Florida Department of Education.
  - f. The County may choose to waive the full enhancement requirements, but through mutual agreement with the School Board, provide certain enhancements to certain areas of new or existing School Board facilities that serve to provide protection to the public in the event the facility is utilized as a shelter. In this case, funding responsibilities will be split equally between the Parties.
13. The School Board shall provide annual training for all staff members involved with shelter operations. Those staff members will include all primary and back-up staff members that could potentially be assigned to a shelter or involved with shelter operations. If requested by the School Board, the County shall assist with or take the lead in providing training to the School Board's shelter operation teams.
  14. The County and the School Board agree that the County may designate up to three (3) school facilities in the County to be Pet Friendly Shelters ("PFS"). The County agrees to operate the PFS facilities in accord with the Interagency Coordinating Procedure ("ICP") attached as Exhibit A and incorporated herein. References in the ICP to the Clay County Animal Services as the PFS shall also be construed to apply to any educational facilities that are designated as PFS facilities during a declared state of emergency under this Agreement.
  15. This Agreement shall at all times be subordinate to the authority of the State Division of Emergency Management to make available any equipment, services, or facilities pursuant to Section 252.42, Florida Statutes, and to the plans of the federal government and the State of Florida acting through or with the State Division of Emergency Management.
  16. Time is of the essence with respect to this Agreement and each of its terms and provisions.
  17. Each party may seek enforcement and interpretation of this Agreement, and avail itself of all legal and equitable remedies (including declaratory relief) in accordance with the Interlocal Cooperation Act of 1969.
  18. The term of this Agreement shall be for a period of five (5) years. The term may be extended for an additional five (5) years upon mutual, written agreement of the Parties.
  19. Pursuant to Section 163.01(11), Florida Statutes, this Agreement, once executed by the Parties, shall become effective immediately upon filing with the Clerk of the Circuit Court of Clay County, Florida.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their duly authorized officials as of this 24<sup>th</sup> day of JULY, 2018.

ATTEST:

CLAY COUNTY

By:   
Stephanie C. Kopelousos,  
County Manager and  
Clerk to the Board of County Commissioners

By:   
Gavin Rollins, Chairman  
Board of County Commissioners

ATTEST:

CLAY COUNTY SCHOOL BOARD

By: \_\_\_\_\_  
Addison Davis, Superintendent  
School District of Clay County

By: \_\_\_\_\_  
Carol Studdard, Chair  
Clay County School Board

# **Attachment “A”**

**Operations**

**Human Services**

**Pet Friendly Shelter ICP**

June 2018

## **Responsible Agency**

**Clay County EM**  
John Ward, Director – 904-541-2767  
**Clay County Animal**  
Christina Sutherin – 904-278-4779

## **ICP OVERVIEW**

The Pet-Friendly Shelter (PFS) Plan is a strategy that defines the operation of a PFS to accommodate pets. It identifies the potential obstacles and offers recommendations that allow for the opening of such a shelter.

This plan provides for a PFS or safe haven during the storm. Clay County has a large population of residents living in evacuation zones or unsafe structures that tend not to evacuate if it means leaving their pets. This most often occurs with elderly and special needs clients whose pets are a major or sole source of comfort and companionship. This group simply does not abandon their companion animals, even in life-threatening situations.

This PFS plan strives to ensure that those residents that have pets and have historically failed to evacuate out of fear for their pets well being, can now evacuate with peace of mind. In addition, a limited group of small mammals, those normally associated as children's pets, hereby known as pocket pets, are included in this plan. The intent of this action is to make the evacuation procedure less traumatic for younger children.

This plan creates and outlines pertinent procedures for a PFS. ***This PFS is a drop-off facility only.***

## **HOW TO UTILIZE INTER-AGENCY COORDINATING PROCEDURE**

This Inter-agency Coordinating Procedure (ICP) is a guide for individuals responsible for:

- Managing and maintaining a registry of individuals whose pets will require sheltering.



- Operating Clay County Animal Services to be used as a PFS for the reception and care of pets whose owners are evacuees or disaster victims.

This ICP provides a planning structure and support tools for the activation, operation and management of PFS. PFS are for those who require care for their pet(s). In addition this ICP provides guidance for the overall pet-friendly sheltering activities, as carried out by the Clay County Animal Services staff with the coordination and support from the Emergency Operations Center. Due to the variation of needs for different types of disasters, these procedures may vary slightly.

The plan covers only ordinary domestic household pets and common childhood pets.

- Dogs
- Cats
- Ferrets
- Pocket Pets, limited to the following:
  - Gerbils
  - Guinea Pigs
  - Hamsters
  - Rabbits (small, under 10 pounds)
  - Birds (common house-hold varieties, does not include exotics)

For the overall health and welfare of all animals at this facility, animals deemed contagious or dangerous will not be granted access. This includes any animal suffering from a severe flea and tick infestation or any form of active parasitic or fungal infection such as ringworm or mange.

It is important to reiterate that this plan addresses evacuation only for hurricanes. Amendments to this plan will be made should alternate or additional facilities be utilized.

## **CONCEPT OF OPERATIONS**

### ***Registration Process***

All animals will be pre-registered at Clay County Animal Services. The following outlines the process for pre-registration for all those seeking shelter for their pets at the PFS:

All individuals/families wishing to utilize the PFS for a pet(s) must pre-register. Pre-registration must take place prior to the issuance of a hurricane watch prior to any one storm

- Name and address of animal owner.

- Name and description of all animals to be brought to the PFS.
- Clay County Animal Services staff will complete an on-line registration form.
- Registration is complete once CCAC is in receipt of the registration form and the agreement form.
- Periodic training sessions will be conducted by the CCAC Director for the coordination and implementation of this plan.
- If the form is incomplete, the sender (individual seeking shelter for their pet) will be contacted to obtain the missing information.

### ***PFS Operations***

The EOC Director will determine if and when the PFS will open for any one storm. Eligible registrants may vary per storm, as evacuations are not always ordered for every zone. The facilities may or may not be used as a shelter after the storm. Upon departure of tropical storm force winds, all owners must retrieve their pets. The following stipulates general operational procedures for the PFS.

- Operation times are dependant upon the arrival and departure of tropical storm force winds.
- At check-in, pre-registered owners will submit a photo I.D., a current utility bill, a photo of the pet(s) and all required pet(s') documentation.
- If possible, check-in staff will make two (2) photocopies of the owner's I.D., one to be placed in a plastic sleeve and attached to the animals' crate/cage, the other filed for use by the PFS staff.
- Upon completing the check-in process, owners will proceed to the pet holding area and turn their pet over to PFS staff.
- The pet's owner will immediately leave this area, allowing for a smooth and timely stationing of all animals, unless otherwise requested by PFS staff to assist with crate/cage placement.
- PFS staff will coordinate the departure of any and all pets.

### ***Shelter Residents***

#### **Required items for Pets**

- A suitable carrier/crate for the animal, which must allow for the animal to stand, turn around, and fully recline;
- A collar, leash, and muzzle, if applicable, owners know how their animals react around strangers and other animals.;

- Dry pet food and water for at least four (4) days for each animal, food must be properly packaged in a airtight plastic container and clearly labeled with both the owner's and the pet's name;
- Appropriate feeding containers for food and water;
- Proof of current vaccines and, when applicable, animal tags as stipulated in each respective section;
- Appropriate bedding materials and toys.
- A current photo of each animal

## ***Animals***

Each qualified family may register up to three (3) eligible animals in any one group or any combination groups. This limit is to deter the use of this shelter by commercial or independent breeders whose intent is the resale of their animals.

As stipulated in this plan's scope, pets are restricted to dogs, cats, small mammals (as listed), and birds. With the exception of the provisions dictated for each pet type, all animals are to be crated/caged for the duration of shelter confinement. Criterion for each pet type follows.

### **Dogs**

*All criteria for the housing of dogs are listed below.*

- Large animals in crates that are not hand-carried may be led to the animal area. They must have sturdy collars and leashes at this time. Dogs not fully socialized are required to be muzzled;
- Crates must provide ample room for the dog to stand up, turn around, and fully recline;
- Crates must be of sturdy construction, such as heavy plastic or wire and be well ventilated;
- Smaller breeds may be crated together as long as they are fully socialized and the aforementioned provisions for room are met;
- Oversized runs and exercise pens will not be allowed;
- All watering, feeding, and cleaning of the cage must be done by an adult;
- All dogs are required to be current in their vaccinations and have their current tag.

The required vaccinations are:

- Rabies
- Distemper/Parvo
- Bordetella/Kennel Cough

### **Cats**

*All criteria for the housing of cats are as follows:*

- Cages must provide ample room for the cat to stand up, turn around, and fully recline;
- Cages must be of sturdy construction, such as heavy plastic or wire and be well ventilated;
- Cats can be caged together as long as they are fully socialized and the aforementioned provisions for room are met;
- Cats must come with their own litter box and cat litter – due to space and disposal constraints, minimal use of litter is allowed;
- All watering, feeding, and cleaning of the cage must be done by an adult;
- All cats are required to have proof of current vaccinations – the required vaccinations include:
  - Rabies
  - Feline Leukemia}
  - Rhinotracheitis} FVRCP
  - Calicivirus}
  - Panleukopenia (distemper)

### **Pocket Pets (gerbils, guinea pigs, hamsters, and rabbits)**

*All criteria for the housing of small mammals, as named above, are as follows:*

- All eligible small mammals are to be caged at all times;
- Cages must provide ample mobility, however oversized cages or pens are not allowed;
- All containers must be chew-proof and have a solid base deep enough to accommodate bedding material;
- Cages must contain an appropriate odor inhibiting bedding material, such as shredded paper, wood chips (non-aromatic), ground corncob, etc.;
- All cages must be well ventilated;
- Watering, feeding, and cleaning of the box/cage must be done by an adult;
- Additional bedding material should be brought in as well as seal tight plastic bags or containers to dispose of used material.

### **Ferrets**

*All criteria for the housing of ferrets are as follows:*

- Cages must provide ample mobility;
- Large cages may house up to three ferrets as long as the cage accommodates free movement for all;
- Cages must be of sturdy construction, such as heavy plastic or wire and have a solid base deep enough for appropriate bedding material;
- Watering, feeding, and cleaning of the cage must be done by an adult;
- Additional bedding material should be brought in as well in seal tight plastic bags or containers to dispose of used material;
- Ferrets are required to be current on their Rabies vaccination:

## ***Birds***

*All criteria for the housing of birds are as follows:*

- Cages must provide for adequate movement, minimal flight, and be fully ventilated;
- Cages may accommodate up to three birds as long as they are fully socialized and ample mobility is allowed for each;
- Cages must be equipped with easily accessible food and water dishes, dishes that do not require the opening of main access;
- Cages are to be covered to deter noise and activity levels.

## **ADD VACCINATIONS**

### ***Public Information***

#### **Media Releases**

All media releases issued by the Emergency Operations Center (EOC) will be circulated with a note to the editor asking that all information be disseminated in an accessible format to all demographic sectors of the population. They will also be asked to broadcast information regarding accessible hurricane PFS and all other programs identified in this ICP. The public must be informed about methods to ensure the safety, care and control of animals during a disaster. TDD phone numbers will be identified in the media releases. All these functions will be coordinated via the EOC Public Information Officer. All information that is distributed by the EOC concerning hurricanes will include information that concerns the sheltering of people with pet(s). Targeting this population along with the generic community information sources, helps to reach as many people as possible.

#### ***Direction and Control***

CCAC, as lead agency, is responsible for the implementation of all PFS activities.

The PFS Coordinator (PFSC) will manage the staffing and operations of the PFS. The PFSC will also manage

- PFS support staff assigned to the EOC

#### ***Evacuation Preparation***

When the EOC is monitoring a situation, the following activities will take place.

#### **The PFS Registry**

The PFSC will:

- Confirm that there are no applicants without shelter assignments.
- Check for any user entry errors

## **Transportation**

All general population evacuees making use of the PFS should provide their own transportation for domestic pets.

## **Resources**

Participating departments/agencies/organizations shall provide resources necessary for the PFS operations.

Funding for needed resources is then obtained by either EPD or the CCAC.

Once funding is identified, the necessary paperwork is created by the Emergency Operations Center's Resource Unit (e.g. purchase request, contract, hiring action, etc.). The documentation is then reviewed/revise by Clay County Animal Control Director until mutual satisfaction is obtained, at which time it is signed and finalized.

## **Activation/Response Phase**

Upon activation of the EOC, several events occur at once:

1. At some point during this phase, the EOC will declare a local state of emergency and the Clay County Animal Control Director will then begin operations to open shelters.
2. Each PFS will be provided with a list of pet(s) assigned to their location.

## **Fatality Procedures**

In the event that a pet(s) expires in the shelter during the emergency, these procedures are to be followed:

1. Once an official declaration of demise has occurred, quietly relocate the expired pet(s) to a temporary morgue away from the general area.
2. The deceased pet should be covered with a blanket and the Veterinary Supervisor should notify the PFS Manager and/or the appropriate authorities.
3. Notify the PFSC at the EOC.

## **Post-Event**

The items discussed in this section will depend greatly on the extent of damages incurred within Clay County and in the immediate area of each field facility.

## Damage Assessment Reports

The PFS will report their damage assessment to the EOC immediately after the event. To facilitate this process, each PFS Manager should receive damage assessment training and/or provided with instructions on how to report damages.

All agencies identified in this ICP must provide to the EOC all costs, insured and uninsured, associated with the event within 72 hours after the event. This should include all costs incurred for emergency protective measures as well as damages. These figures are critical as they provide an overall picture of the damage throughout Clay County and serve as the Initial Damage Assessment (IDA) reported to the Florida Division of Emergency Management. Based on the IDA, a determination will be made to see whether there is sufficient damage to conduct a Preliminary Damage Assessment (PDA) by the Federal Emergency Management Agency. Reimbursement of eligible disaster costs is contingent upon a federal emergency or disaster declaration and is based upon the PDA.

### Additional Authorities include (but are not limited to):

1. Federal Emergency Management Agency, [www.fema.org](http://www.fema.org)
2. The Humane Society of the United States, [www.hsus.org](http://www.hsus.org)
3. American Humane Society, [www.americanhumane.org](http://www.americanhumane.org)
4. Professional Pet Sitting, [www.propetsitting.net](http://www.propetsitting.net)

## APPENDICIES

<b>Appendix 1: Pet-Friendly Shelter Coordinator Checklist</b>
<b>Pre-activation:</b>
<ul style="list-style-type: none"><li>• Prepare shelter kits for PFS.</li><li>• Assign clerical support staff to PFS facility.</li><li>• Host multiple PFS training sessions support staff.</li><li>• Prepare personal disaster supply kit.</li></ul>
<b>Activation:</b>
<i>Upon notification of EOC activation:</i> <ul style="list-style-type: none"><li>• Secure home.</li><li>• Pack necessary supplies to take to the EOC.</li><li>• Notify Clay County Animal Control Director of situation.</li><li>• Coordinate the notification of PFS Management staff.</li><li>• Review PFS ICP.</li></ul>
<i>Arrival at EOC:</i> <ul style="list-style-type: none"><li>• Coordinate the notification of PFS opening time to staff. Alert supervisors to begin sending staff home so that they can conduct personal preparedness and arrive at the PFS at the given times.</li><li>• Obtain current list of registered pets by owners assigned by PFS.</li></ul>

*Pre-lockdown Period:*

- Establish initial contact with PFS to verify that opening is running smoothly. Identify any problems.
- Assure the proper documentation of staff and supplies utilized throughout activation for reimbursement purposes.
- Continuously update PFS of information concerning status of the storm and evacuation progress.
- Assure adequate shift changes of PFS staff.
- Advise PFS of EOC lockdown time.

*Post-storm/Closing of PFS:*

- Establish communications with PFS via telephone, ham radio operators or police/fire communications.
- Report to EOC the status of operations of PFS as soon as possible. (Damages incurred, operational capability)
- Report to the PFS the status of operations in the County. Advise them of most affected areas, police checkpoints for re-entry purposes, and the estimated "All Clear" timeframes.
- Obtain a list from PFS of needed resources (water, food, medical supplies).
- Coordinate with the EOC on closing times for PFS.

*Demobilization:*

- Assure the adequate packing of supplies.
- Recover unused medical supplies.
- Ensure that staff remains in PFS to conduct cleanup efforts.
- Schedule staff debriefings for PFS.

**Appendix 3: CCAC Registry Checklist (for the PFSC)**

**Activation:**

*Upon notification of EOC activation:*

- Establish deadline for submission of registration forms. Complete entering any outstanding applications until that time.
- Provide support staff with a current copy of all Last Minute Calls for Assistance procedures and brief them on the process for tracking last minute calls for assistance.

*Prior to Evacuation Order:*

- Assure the readiness of the PFSC. Determine shifts. Instruct the PFS Support Staff to call individuals with registered pets to advise of evacuation, assignments, and what supplies they should bring with them to PFS.
- Print out the following reports based on the PFS openings:
  1. PFS assignment reports
- Obtain current list of animal hospitals

*Once Evacuation has Begun:*

- Print client files from the PFS Database on a regular basis.
- Verify PFS clients live in an evacuation zone.
- Coordinate with PFSC to make sure that the last minute process is running smoothly.
- Advise PFSC of time to stop registering late registrants 12 hours prior to the arrival of tropical storm force winds.



## **Appendix 4: Emergency Manager and Command Staff**

### ***Emergency Manager Duties:***

- Prioritize and efficiently utilize critical resources.
- Ensure that incident objectives and strategies for special needs clients are established and implemented.
- Ensure that critical facilities (PFS, animal hospitals) are prioritized for restoration of power.
- Schedule Executive Group briefings on PFS information.
- Assess incident situation
- Approve the Incident action plan
- Approve request for additional resources and requests for release of resources
- Ensure development, approval and implementation of demobilization plans.
- Determine public information needs and approve public information releases.

### ***Public Information Officer :***

- Distribute PFS evacuation information to the public including phone numbers, websites, special needs shelter locations and other associated information via local media outlets.

### ***Liaison Officer:***

- Will inform and coordinate PFS efforts with State and federal channels.

### ***Safety Officer:***

- Establish safety protocol and assure safety for all PFS
- Establish system to monitor PFS hazards and risks and take appropriate action.
- Priority of recommendations will start with risks having the highest potential for death, or serious injury, and those of a lesser degree.
- Initiate contact with all PFS to verify that operation is in a safe environment for PFS clients and staff.
- Establish times for safety status reports from the PFS.

## **Appendix 5: Planning Section**

### ***Planning Section Chief Duties:***

- Supervise preparation of incident action plan.
- Conduct planning meetings
- Assemble information on alternative strategies.
- Prepare recommendations for release of resources.
- Ensure that normal agency information collection and reporting are being met.
- Ensure that demobilization plan and schedule are developed, coordinated and implemented
- Collect and evaluate all PFS assessment data for summarization.
- Disseminate PFS data to emergency manager and executive group.
- Formulate pet-friendly evacuation strategy
- Prepare situation reports and incident action plans related to PFS.
- Prioritize and efficiently utilize critical resources.

## **Appendix 6: Logistics Section**

### ***Logistics Section Chief Duties:***

- Identify service and support requirements for planned and expected PFS operations.
- Advise on current service and support capabilities for PFS.
- Estimate future service and support requirements for PFS.
- Provide facilities, services and material in support of the PFS response.
- Locate and distribute supplies needed to accomplish mission.
- Collect and prioritize PFS resource requests.
- Evaluate all PFS data for specific resources.
- Complete and track PFS requests to the state.
- Recommend release of unit resources in conjunction with demobilization plan.

## **Appendix 7: Finance/Administration Section**

### ***Finance/Administration Section Chief Duties:***

- Ensure verification and documentation of arriving equipment and personnel (including arrival time, departing time and break time duration including dates and times).
- Provide input in all planning sessions on financial and all cost analysis matters.
- Maintain daily contact with all agencies' administrative headquarters on finance matters.
- Ensure that all incident personnel time records are transmitted to agencies.
- Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to demobilizing the PFS
- Responsible for accountability of all activated special need agencies.
- Responsible for all financial and cost analysis aspects of the incident.

## **Appendix 8: Operations Section**

### **Operations Section Chief Duties:**

- Assist command staff in designating staff to participate in mission
- Identify roles and responsibilities
- Ensure that the Operations Section is set up properly and appropriate personnel, equipment and supplies are in place.
- Supervise PFS coordination with EOC agencies
- Establish action items that need to be accomplished
- Ensure that all media inquires are forwarded to The Public Information Officer.
- Collaborate with Planning Section in the development of incident action plans.
- Conduct periodic briefings to EOC Operations room on objectives for operational period
- Ensure that all fiscal and administrative requirements are coordinated through the Finance Chief.
- Implement goals and objectives for PFS sheltering set forth by Incident Manager via Incident Action Plan.
- Develop daily strategies and tactics for PFS client evacuation.
- Coordinate with Planning Section Chief and Logistics Section Chief to ensure that resource requests submitted in Eteam or on state tracker are monitored and delivered.

## **Appendix 10: PFS Agreement**

### **Agreement**

I, the pet(s) owner listed in the attached registration, understand that an emergency exists and that special arrangements have been made to allow my family and pets to remain together in one of the designated Pet Friendly Clay County emergency shelter facilities. I understand and agree to abide by the pet care rules contained in this agreement and have explained them to any other family members accompanying me to the shelter and assisting me with my pet(s).

### **Rules**

1. My pet will remain contained in its carrier except at scheduled times. During scheduled relief time, my pet will be properly confined with leash, harness, and / or muzzle (as necessary).
2. I agree to properly feed, water and care for my pet. I agree that administration of all medication is my personal responsibility as designated by my veterinarian.
3. I agree to properly sanitize the areas used by my pet: including performing proper waste disposal and disinfecting as instructed by the shelter facility manager.
4. I certify that my pet is current on rabies and all other vaccinations recommended and agree to assume the cost of these vaccinations if given at the shelter because records are not sufficient to show my animal is fully protected.
5. I will maintain proper identification on my pet and its carrier at all times.
6. I will permit my pet to be examined by qualified animal shelter personnel to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms.
7. I assume full responsibility and liability for the behavior of my pet at all times.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet to another location. I further understand that if my pet becomes unruly, aggressive, shows signs of contagious disease, is infected by parasites (fleas, ticks, lice, etc.), or begins to show signs of stress-related conditions, it may be removed to a more appropriate location. I understand that the decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the shelter management, whose decisions are final.
9. I understand that pet care (i.e. feeding, watering and removal of waste from the cage/crate) is my responsibility. I understand and agree that should my animal not receive care for 24 hours or if my family leaves the shelter without the pet, the animal(s) will be considered abandoned and will be surrendered to Animal Control for potential adoption, fostering or euthanasia in accordance with Animal Control policy.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities which may suffer any loss or damage as a result of my animal(s) or the care and sheltering they receive under this Agreement.

I agree to all the above rules and conditions. \_\_\_\_\_Yes \_\_\_\_\_No

If this registration and agreement has been submitted electronically you will be asked to sign a copy when you arrive at the shelter.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please print out a copy of this completed document for your records and bring it to the shelter with you.

You will be required to have picture identification with you at the time you are admitted to the shelter.

## ***Appendix 12: PFS Media Fact Sheet***

1. Clay County is working to meet the needs of the community by creating a Pet Friendly Public Evacuation Shelter program. This program is in development as a coordinated project between the various Clay County departments such as, Animal Control, the Emergency Operations Center, and the Clay County Health Department, the Clay County School System and the American Red Cross.
2. Animal Species accepted into the shelters will be:  
Dogs  
Cats  
Rodents (such as hamsters, gerbils, etc.)  
Rabbits  
Birds  
**NO REPTILES WILL BE ALLOWED IN THE SHELTERS**
3. All pets must have proof of vaccination and registration, be properly crated / caged and will be maintained by their owners. Animals may be housed in a separate room than their owners.
4. Owners should provide all necessary supplies to maintain their pet (see attached).
5. We are asking the public to pre-register annually. People will have the option to pre-register online.  
  
People can call 269-6342 to get more information.
6. If people have any questions or concerns they should call 269-6342.

## **Appendix 12: PSF Staffing Guide: Check-in**

1. Make sure pet is secured in an appropriate container and that all dogs have collars and leashes.
  - A. Large breed dogs will not be transported nor presented in crates and need to be presented on leashes. Makes sure appropriate crate is brought with pet.
2. Collect:
  - photo I.D. of owner (adult),
  - completed registration,
  - hold-harmless agreement (notarized),
  - two (2) photos of pet(s),
  - proof of residency (current utility bill)
  - and proof of current vaccinations.
3. Check I.D. address against address on current utility bill; must match.
4. Photocopy, if possible, owner's picture I.D. and record proof of current vaccinations. Place in an envelope along with one (1) photo of animal, registration, hold-harmless agreement.
  - A. Front top to bottom (see attachment) print:
    - i. Owner's last name.
    - ii. Pet's name
    - iii. Gender
    - iv. Type (as recorded on vaccination receipt)
  - B. Owner is to retain one (1) photo of pet
5. Starting with the number one, print number on yellow wristband and attach to owner's left wrist.
6. If everything is in order, direct only one adult owner with pet(s) to animal triage area. Direct all other family member to general population staging area.
  - A. If necessary:
    - i. Registration, provide if necessary and have owner fill out on site.
    - ii. Hold-harmless agreement, provide if necessary and have owner fill out.
    - iii. Vaccinations, Up to date and owner in possession.
    - v. Current Photo. Take a photo of each animal, review to make sure clear and identifiable.

## **Appendix 13: PFS Supplies Charts**

Airline Crates  
Cat Food  
Dog Food  
Litter boxes  
Drinking Water  
Cleaning Water  
Laminator  
Laptop  
Bowls  
laser printers  
Identification Bands - pet and owner  
Cat Litter  
Newspapers  
Plastic Sheets  
Digital cameras  
Polaroid cameras  
Polaroid film  
Microchips  
Microchips scanner  
Paper Towels  
Trifectant Disinfectant (Sprays, solution, wipes)  
Tie Wraps  
Hand Sanitizer  
1st Aid Kits - Human and Animal  
Filing system  
Trash Bags  
Mops and Mop Buckets  
Clorox Hand Wipes  
Blankets  
Towels  
Bleach  
Cat gloves  
Baby Wipes  
Shampoo  
Trash Containers  
Cadaver Bags  
Communication Devices - walkie talkies  
Office Supplies  
Animal Restraint Devices: muzzles, nets, control poles  
Vaccines:  
DHLPP  
Bordatella  
RV  
FVRCP  
Loperamide  
Diphenhydramine  
Pyrantel Pamoate  
Fenbendazole  
Frontline Spray

Revolution  
 Advantage  
 Doxycycline  
 Metronidazole  
 Cephalexin/Amoxicillin/Clavamox  
 Terramycin/Erythromycin  
 GI Diet                      Purina or Eukanuba                      (Tab K)  
 Rimadyl  
 Controlled Substances: Euthanasia solution, sedatives, (Acepromazine, Diazepam, Phenobarbital, Domitor, Telazol  
 1 cc syringes  
 3 cc syringes  
 22 G 3/4 " needles  
 25 G 3/4" needles  
 22 G 1" needles

### ***Appendix 14: Pet-Friendly Shelter Contact List***

<b>PSF Shelter List and Points of Contact (Information only)</b>			
<b>Shelter/Facility</b>	<b>Contact Name</b>	<b>Contact Phone Number</b>	<b>Capacity / Comments</b>
Clay County Animal Services	Christina Sutherin	904-278-4779	

### ***Appendix 17: Acronyms and Definitions***

*Note: Acronyms listed below incorporate local, state, and federal agencies.*

ALF                      Assisted Living Facility  
 ARC                      American Red Cross  
 CEMP                      Comprehensive Emergency Management Plan  
 CCA                      Clay County Animal Services  
 CCHD                      Clay County Health Department  
 DEM                      Division of Emergency Management  
 DMORT                      Disaster Mortuary Response Team  
 DOEA                      Department of Elder Affairs  
 EMS                      Emergency Medical Services  
 EMT                      Emergency Medical Technician  
 EOC                      Emergency Operations Center  
 FAC                      Florida Administrative Code  
 FDLE                      Florida Department of Law Enforcement  
 FEMA                      Federal Emergency Management Agency  
 FHP                      Florida Highway Patrol  
 FNG                      Florida National Guard

HDIC	Health Department Incident Commander
ITD	Information Technology Division
LSA	Logistical Staging Area
NOAA	National Oceanic Atmospheric Administration
SAR	Search and Rescue
SOG	Standard Operating Guideline
PFS	Pet-Friendly Shelter
PFSC	Pet-Friendly Shelter Coordinator
PFSSC	Pet-Friendly Shelter Steering Committee
SWP	State Warning Point
US&R	Urban Search and Rescue
USCG	United States Coast Guard

### **Definitions:**

**Catastrophic Disaster:** An event or incident that produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

**Duty Officer (DO):** An EPD individual responsible for ensuring that all questions or problems arising from contacts while on call are either directly resolved or responsibility is transferred to the appropriate resource.

**Emergency Operations Center(EOC):** Are serving at the central clearing house for information collection and coordination of response/ recovery resources within the county, including the cities within the county.

**Incident Command System (ICS):** The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

**Mutual Aid Agreement:** A voluntary cooperation agreement, in writing, or a requested operational assistance agreement, in writing, between two or more agencies that permits voluntary cooperation and assistance, of a routine enforcement nature across jurisdictional lines.

**Primary Agency:** Department or agency assigned primary responsibility to manage and coordinate a specific task or function.



**Staging Areas:** Temporary on-site locations designated within the incident areas to temporarily locate and distribute supplies, equipment and medical personnel.

**State Warning Point (SWP):** The responsible DEM control receiving and transmitting messages and information to necessary personnel regarding all types of disaster and catastrophic events.

**Support Agency:** Department(s) or agency (ies) designated to assist a specific primary agency with available resources, capabilities, ore expertise in support of response operations under the coordination of the primary agency.