

Bringing Communities Together

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July 23, 2008

Mr. James Corbin
Public Safety Emergency Management Director
Clay County Emergency Management
1 Doctors Drive
Green Cove Springs, FL 32043

Dear Mr. Corbin:

It has come to my attention that Clay County Emergency Management is in the process of the designation of pet-friendly evacuation shelters within your county shelter plan. Please allow me to share my thoughts with you on this matter.

As you are aware, my office is, and has been, the lead agency for the Statewide Regional Evacuation Study Program (SRESP). As the Statewide Coordinator for this important effort, I can attest that the *removal of hindrances to evacuation decisions by affected populations* is a key factor in the protection of citizens in the Florida. My observation is that your advocacy and support for pet-friendly shelters as part of Clay County's sheltering strategy is a sound emergency planning strategy, and clearly the direction the policy makers across the State are headed especially in light of what we have learned in recent events. This is further backed by surveys concerning the behavior of Florida populations, which will be released in the new Study.

Therefore, I strongly encourage and support Clay County's designation of these shelters, within your sheltering system. Accommodation of citizens' needs and desires with respect to the well-being of their pets will remove a significant psychological barrier to effective and orderly evacuations.

Please let me know if there is anything I can do to assist you in this worthwhile effort.

Sincerely,



Jeffrey Alexander, Director
Emergency Preparedness Programs

BOARD OF COUNTY COMMISSIONERS

Fritz A. Behring
County Manager
and Clerk of the Board

www.claycountygov.com



CLAY COUNTY

Clay County Emergency Management
1 Doctors Drive
Green Cove Springs, FL 32043
(904) 284-7703/269-1047
Fax: (904) 284-7144

August 5, 2008

Mike Elliott,
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

Dear Mike:

This letter is to inform you that the Board of County Commissioners, in their regular meeting of July 22, 2008, approved the Interlocal Agreement with the Clay County School Board by a unanimous vote.

Within the Interlocal Agreement, subsection 15, the Board also approved the Pet Friendly Shelter Standard Operating Procedures and the Exhibit 1 attachment. With this approval the Board has now made provisions for sheltering that will accommodate all the citizens within the county.

The Pet Friendly Shelter initiative has been a very vital part of the Local Mitigation Strategy Planning Committee for the last several years. This issue became vital to any sheltering plan after the lessons learned in the Katrina disaster. By action of the Board of County Commissioners working in conjunction with the School District we can be proactive in serving all the citizens in Clay County that would need sheltering during a disaster.

Thank you again for your cooperation in this very worthwhile endeavor.

Sincerely,

James H. Corbin, Jr.
Emergency Management Director

Christy Fitzgerald - District 1 • Douglas P. Conkey - District 2 • George A. Bush - District 3
T. Chereese Stewart - District 4 • Harold Rutledge - District 5

GCS (904) 284-6300 • KH (352) 473-3711 • KL (904) 533-2111 • OP/MBG (904) 269-6300 • Suncom: 827-1300

**STATED AND RECONSOLIDATED
INTERLOCAL AGREEMENT
FOR
EMERGENCY SHELTERS
IN CLAY COUNTY**

Clay County Agreement/Contract # 98/99-139

THIS AGREEMENT made this 22 day of July, 2008, ("effective date") by and between the Clay County Board of County Commissioners, a political subdivision of the State of Florida, hereinafter referred to as the "County" and the Clay County School Board, a public agency of the State of Florida, hereinafter referred to as the "School Board".

WHEREAS, the County and the 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 the 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 as of June 22, 1999, and designated by the County as Agreement/Contract #98/99-139; and

WHEREAS, the June 1999 Interlocal Agreement has been renewed twice, once in August 2000, in order to provide for certain reimbursement of costs and design criteria for shelters, and again in April 2002 in order to provide for the payment of retrofitting several existing schools to provide enhanced shelter facilities during times of declared emergencies; and

WHEREAS, the parties desire to amend and restate the Interlocal Agreement in order to incorporate all amendments into one agreement, extend the term of the agreement and to provide for the sheltering of domestic pets, as well.

NOW, THEREFORE, by it mutually agreed between the Clay County School Board and the Board of County Commissioners of Clay County that the following requirements, criteria, standards and procedures shall be utilized in the preparing and coordinating the sheltering needs of the citizens of Clay County during a state of declared local emergency:

1. This Interlocal Agreement is entered into pursuant to the provisions of Section 163.01, Florida Statutes, commonly known as the "Florida Interlocal Cooperation Act of 1969" (the Act), and all applicable portions of the Act are made a part hereof and incorporated herein as if set forth at length herein, including, but not limited to the following specific provisions:

(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 Interlocal Agreement;

(b) This Interlocal 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 Interlocal Agreement, in which case performance provided hereunder may be offered in satisfaction of the obligation or responsibility;

2. If any provisions of the Agreement shall for any reason be held to be invalid or unenforceable, 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 had not been contained herein.
3. Each party agrees that it 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 will be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a

different section, subsection, paragraph, subparagraph, clause, phrase, or other provision of this Agreement.

5. All School Board facilities, equipment, materials and personnel are authorized to assist the County for the duration of any state of declared local emergency.
6. The School Board shall provide the County with an Emergency Shelter and Operations Plan, prior to June 1st of each year.
 - a. Said Emergency Shelter and Operations Plan shall include a staffing pattern for school core shelter staff. This core shelter staff shall include administration, custodial and food service. In addition, the Emergency Shelter and Operations Plan shall include a staffing pattern for district support teams for transportation, maintenance and custodial.
 - b. Said Emergency Shelter and Operations Plan shall include an estimate of the daily cost for staffing and supporting emergency shelters.
7. The County shall provide the School Board with an Emergency Preparedness Plan, prior to June 1st of each year.
 - a. Said Plan shall have incorporated the School Board's Shelter and Operation Plan, identify the declaration of local emergencies and who has authorization to do so, establish the protocol for opening shelters and identify what resources will be provided by the County to support the opening and operation of emergency shelters.
8. 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 Assistant Superintendent of Support Services 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.
9. For the duration of such emergency, all School Board employees outlined in the Emergency Shelter and Operations Plan staffing pattern shall be considered employees of the School Board for the purpose of maintaining medical and workers compensation insurance.

10. The County shall reimburse the School Board for actual costs to the School Board for hourly wages, including mandatory benefits, paid to School Board employees, outlined in the Emergency Shelter and Operations Plan staffing pattern, 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 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.
11. The County shall reimburse the School Board for actual costs to the School Board for all supplies and food 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.
12. In certain instances, the American Red Cross may make reimbursement for supplies, food and classified employees utilized for the operation of a shelter. The County shall be responsible for the costs not reimbursed by the American Red Cross. Responsibility for establishing documentation for reimbursement shall rest with the School Board.
13. The School Board shall provide for all electricity, water and sewer and such other utility cost that is required for the operation of a school shelter for the duration of a state of local emergency.
14. New School Construction:
 - a. The School Board shall provide to the County by October 1st of each year the School Board's Five-Year Capital Projects Plan.
 - b. The School Board's Capital Projects Plan shall identify all new schools planned within the Capital Projects 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 in accordance to Section 1013.375, Florida Statutes.

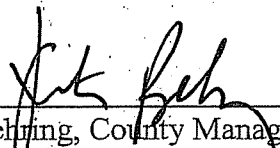
- d. Should the County, upon its review, decide not to waive the requirement for Enhanced Shelter Standards, the County shall so state within its written response.
 - e. Should the County, upon its review, decide to waive the requirements for Enhanced Shelter Standards, the County shall so state within its written response. The County shall provide a separate written response for each new school it waives so that a copy may be attached to transmittal documents the School Board must send to the Department of Education.
 - f. For each new school the County decides not to waive, funding responsibilities will be split equally between the two (2) agencies. The County's written response shall confirm the County's ability to fund its share and to have said funds available prior to the timeline established for the new school within the School Board's Capital Projects Plan.
 - g. 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 the new construction 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 two agencies.
15. The County and the School Board agree that the County may designate up to three school facilities in the County to be Pet Friendly Shelters (PFS). The County agrees to operate the PFS facilities in accord with the Standard Operating Procedures (SOP) attached as Exhibit A and incorporated herein. References in the SOP to the Clay County Animal Control 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..
16. 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 the State Division of Emergency Management.
17. Time is of the essence with respect to this Agreement and each of its terms and provisions.
18. Each party shall have the right to seek the judicial enforcement and interpretation of this Agreement, and to avail itself of all remedies available to it arising at law or in equity for the breach of this Agreement. Remedies are mutually available and include damages and specific performance, as appropriate.
19. The term of this Interlocal Agreement shall be for a period of ten (10) years. The term may be extended upon mutual agreement by the Board of County Commissioners and the School Board.

20. Pursuant to Section 163.01(11), Florida Statutes, this Agreement, executed by the parties hereto, shall be effective immediately upon filing with the Clerk of the Circuit Court of Clay County.

IN WITNESS WHEREOF, the parties hereto have executed this agreement by their duly authorized officials on the date set forth below.

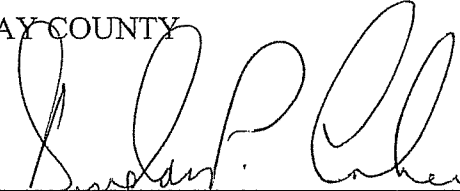
ATTEST:

By: _____


Fritz Behring, County Manager and
Clerk to the Board of County
County Commissioners

CLAY COUNTY

By: _____


Vice-Chairman Douglas P. Conkey
Board of County Commissioners

ATTEST:

By: _____

David L. Owens, Superintendent

CLAY COUNTY

By: _____

Chairman, Clay County School Board

ADDENDUM TO EXHIBIT A

The Pet Friendly Shelters locations will be as follows:

Keystone Heights High School
Clay High School
Orange Park High School

It shall be understood the Clay County School District will have complete authority over all facilities used for PFS's. CCSD will identify and determine what space, within the facility, will be used for the PFS. Clay County Animal Control will coordinate the opening and closing with the CCSD and will only have access to the area designated for the PFS.

Clay County Animal Control shall be responsible for all cost associated with the management of the PFS to include, but not limited, to any damage resulting in the preparation, clean up and removal of debris associated with the PFS. Any damage caused by the use of the PSF will be reported to the CCSD immediately.

The Clay County Health Department and Clay County School District shall conduct a post-inspection of all PFS facilities to certify that the facilities are available for student occupancy.

ICP OVERVIEW STANDARD OPERATING PROCEDURES EXHIBIT A

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 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 Control 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 Control (CCAC) 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

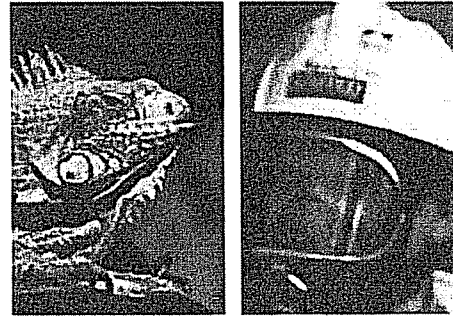
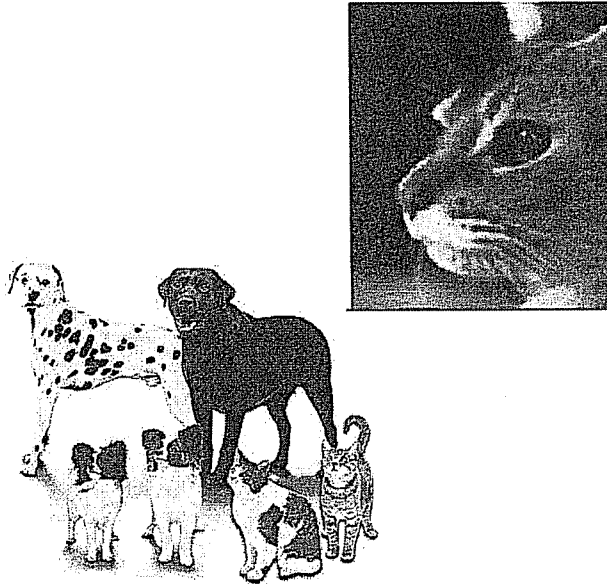
All animals will be pre-registered at Clay County Animal Control. The following outlines the process for pre-registration for all those seeking shelter for their pets at the PFS:

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 Control 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.

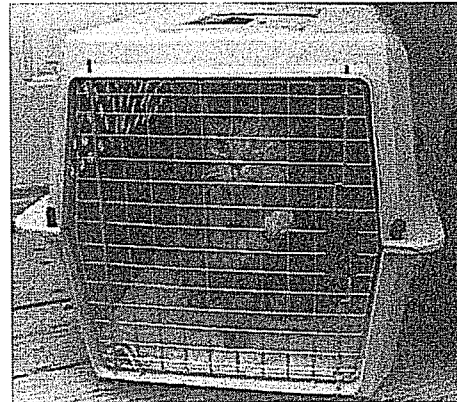


- Operation times are dependant upon the arrival and departure of tropical storm force winds.
- At check-in, pre-registered owners will submit a photo I.D., a current utility bill, a photo of the pet(s) and all required pet(s)' documentation.
- If possible, check-in staff will make two (2) photocopies 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

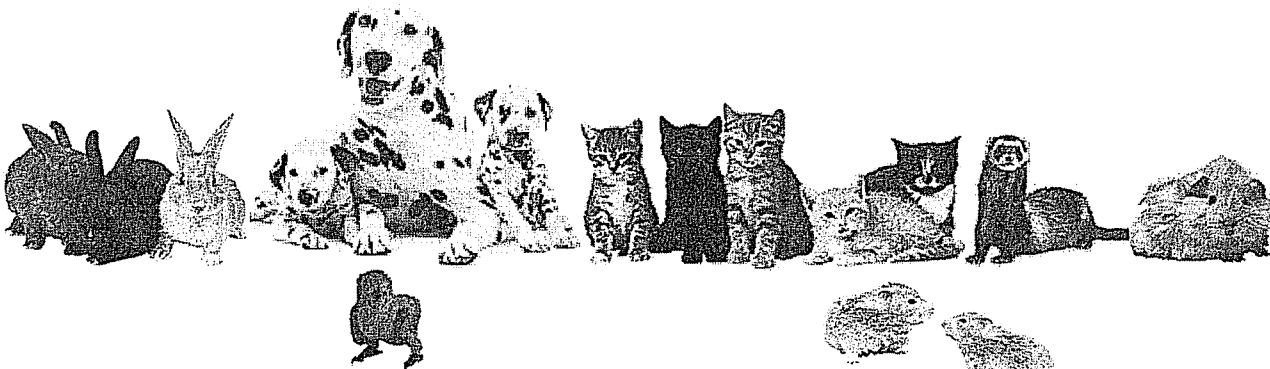
Required items for Pets

- 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 an 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
2. The Humane Society of the United States, www.hsus.org
3. American Humane Society, www.americanhumane.org
4. American Red Cross, www.redcross.org
5. Professional Pet Sitting, www.propetsitting.net

APPENDICIES

Appendix 1: Pet-Friendly Shelter Coordinator Checklist

Pre-activation:

- Prepare shelter kits for PFS.
- Assign clerical support staff to PFS facility.
- Host multiple PFS training sessions support staff.
- Prepare personal disaster supply kit.

Activation:

Upon notification of EOC activation:

- Secure home.
- Pack necessary supplies to take to the EOC.
- Notify Clay County Animal Control Director of situation.
- Coordinate the notification of PFS Management staff.
- Review PFS ICP.

Arrival at EOC:

- 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.
- Obtain current list of registered pets by owners assigned by PFS.

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 2: 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 3: 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 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 4: 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.
- Formulate pet-friendly evacuation strategy
- Prepare situation reports and incident action plans related to PFS.
- Prioritize and efficiently utilize critical resources.

Appendix 5: 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 6: 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 7: 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 8: 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 9: PFS Media Fact Sheet

Please contact for more information please contact:
Constance A. Goon, Director
278-4733

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 10: 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.
 - iv. Current Photo. Take a photo of each animal, review to make sure clear and identifiable.

CLAY COUNTY PET FRIENDLY SHELTER – SOP 2007

STAGING AREA:

Location to be determined by EOC Director.

PURPOSE:

To provide a safe haven for pet owners and their pets in the event a disaster strikes Clay county and a shelter is open for evacuees.

STAGING AREA:

A. REGISTRATION

1. 2 small folding tables manned with 2 persons per table
2. The tables will be located at the entrance doors of the building
3. 2 Polaroid cameras and film
4. ID bands (animal and owner will be required to wear a band at all times while animal(s) are housed at the shelter).

B. ANIMAL HOUSING AREA:

1. House areas will be divided into 4-6 areas with these areas being roped off.
2. Line the floor with heavy gauge plastic in one continuous piece where all cages will be placed.
3. Place cages on top of the plastic.
4. Place runner rugs onto the floor on top of the plastic in front of the cages.
5. Each individual caged area will have waster containers, paper towels, spray bottles of disinfectant, deodorizer, food dishes, disposable litter pans, water, food and litter.

6. Each area will be manned b a minimum of one Animal Control Officer or Kennel Attendant.
7. 7 volunteers will be utilized in the registration areas and assisting with animal care and clean up.
8. All seams will be secured with duct tape.

C. PROCEDURES/CHECK IN:

1. Persons must wait at a registration check in table with their pets, fill out forms, read and sign. (Temporary cages on wheels will be available for animals in the registration area).
2. A photo will be taken of the person and animal.
3. This person will be responsible for walking, feeding, caring for and cleaning up after the animal.
4. ID bands will be placed on the pet's neck and the owner's wrist.
5. Signed releases and photographs will be placed in a clear pocket and this information will be attached with z zip strip to the carrier that the animal will be placed in. Photo will be facing out so that at all times the animal control Officer or kennel Attendant will have a visible reference.
6. Attach pocket with information to respective carrier and place that animal in the carrier.

D. PROCEDURES CONTINUED/CLEAN UP

1. Remove all cages from the area and roll up runners.
2. Disinfect and hose out area. If hosing is not an option, a mop and bucket will be used.
3. Replace all cages to original site.
4. Remove garbage and replace liners.
5. Roll up plastic (empty building, mop floors, wipe down walls and deodorize).

STAFFING

- 1) 4 check-in staff volunteers including 1 notary public

STATION EQUIPMENT/SUPPLIES

- | | |
|------------------------------------|------------------------------------|
| 1) 150 Applications | 8) 4 station guides, check-in |
| 2) 150 Hold-harmless agreements | 9) photocopier |
| 3) 50 pens | 10) photocopier paper |
| 4) 1 Polaroid Instant Camera | 11) 150 manila envelopes (10 x 13) |
| 5) 10 Packs, Polaroid Instant Film | 12) Yellow wristbands |
| 6) 1box magic markers, black | 13) Two (2) folding tables |
| 7) 1 box of labels | 14) Four (4) folding chairs |

Appendix 11: 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
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 12: Pet-Friendly Shelter Contact List

PSF Shelter List and Points of Contact (Information only)			
Shelter/Facility	Contact Name	Contact Phone Number	Capacity / Comments
Clay Count Animal Control	Constance Goon	278-4733	

Appendix 13: 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
- CCAC Clay County Animal Control
- 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
- 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 clearinghouse 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, or expertise in support of response operations under the coordination of the primary agency.