

Purpose

To protect equine animal resources and to ensure the humane care and treatment of animals in case of a large-scale emergency, including hurricanes, tornadoes, floods, wind driven water, drought, fire, explosion, building collapse, commercial transportation accidents, chemical spills, nuclear power plant accidents, or other situations that cause animal suffering.

The purpose of this guide is to outline the proper parameters of an emergency response effort, from notification of a request through submission of a written after action report detailing Habitat for Horses' (hereinafter referred to as HfH) assistance and any follow-up concerns.

Scope

This plan is intended for use by authorized HfH volunteers to take immediate action in providing a means of care and control to minimize animal suffering in the event of a large-scale emergency organized utilizing the principles of the Incident Command System (ICS).

This action will be aimed primarily at all equine (but can include small animals) that may need help whether such animals are owned, stray, domestic or wild. This will include animals, which are incapable of being cared for by their owners, or are a danger to themselves or the public. Actions, which HfH may take, include rescue, shelter, control, feeding, and emergency veterinary care.

If possible, all animals will be reunited with their owners. If they cannot be returned to their owners, they will be handled in accordance with established animal control procedures.

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are a danger either to themselves or the public will be the responsibility of specifically trained licensed wildlife rehabilitators.

Goals

The goals of the HfH's Emergency Response program are:

1. To facilitate a prompt and effective response to animal emergency issues in a manner consistent with the National Incident Management System and the HfH Emergency Response Plan.
2. To maximize resources available for recovery efforts related to animals and animal agriculture.

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Assumptions

The owners of equine, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.

Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public and the proper release of animals.

Public information statements will be issued through the various media outlets. This information will include locations where animals may be accepted during emergency situations.

Through effective animal protection planning and organization, disaster relief efforts would be more expedient.

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Code of Conduct for Activated Personnel

Individuals volunteering for activation by or representing the HfH Emergency Response Team during an on-site disaster shall adhere to the following policies. All HfH Emergency Response Team members will sign this document upon activation to indicate that they understand and agree to abide by the rules identified within this document. The Incident Commander(s) will have authority to deactivate any activated HfH Emergency Response Team representative for behavior(s) that is contrary to the code of conduct based on their discretion.

1. Individuals shall project a professional manner and appearance while participating in any HfH Emergency Response Team related activities. The following will not be tolerated while on site at a disaster, conference or other HfH Emergency Response Team activity:
 - a. Consumption of alcoholic beverages while on duty or any display of public intoxication
 - b. Possession, use or selling of any illegal drugs
 - c. Violation of any laws
 - d. Public outbursts, public derogatory remarks about other organizations or individuals.
 - e. Illegal use or display of a firearm.
2. Individuals shall identify operations that are beyond their capabilities based on their experience, training and knowledge and so inform their supervisor.
3. Individuals will be provided and shall carry professional credentials at all times during activation.
4. Individuals shall observe all safety rules and regulations and be familiar with proper usage and operation of all equipment.
5. Individuals shall be expected to accept assignments and/or orders as directed by the supervising authority (Incident Commander), or if required, make discretionary decisions based on appropriate intent and good judgment.
6. Individuals will not participate in operations that serve to promote personal gains or ideologies.
7. Individuals shall not enter private properties to perform SAR duties without permission from the owner, supervising authority or without a law enforcement escort.
8. Individuals shall remain in contact with their appropriate ICS authority and confine their activities to the stated mission and directives of the Incident Action Plan.
9. All individuals shall wear current identification while on site for a disaster.
10. Individuals will be required to document or participate in documentation for each animal rescued and submit documentation to the facility location leader immediately upon delivery.
11. Individuals shall not transport animals to facilities other than those assigned by the supervising authority without permission from the supervising authority.
12. In situations in which an animal(s) is transported from a property without prior permission, individuals participating in such rescue must leave notification of the removal on the property in the most visible area possible.
13. Individuals shall not accept personal gratuities. All personal donations shall be directed to the HfH Treasurer.

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Animal Disaster Response Volunteer Contract

ID Card

When you have completed necessary paperwork, completed required training and passed the certifications you will receive an identification card. This identification card must be on your person at all times while you are volunteering during a disaster. If you do not have your ID card with you, do not expect anyone, from your agency or any other agency, to accept you as a bona fide member of the disaster team.

Insurance

You are expected carry your own medical insurance and vehicle insurance for personally owned equipment used during a disaster.

Attire

If your attire is inappropriate for a task, you will be reassigned to a safer position. This is for your coworkers' safety as well as your own. Please do not wear open-toed shoes.

Health

If you are not in robust health, do not attempt front-line duty. There are many positions where only a healthy mind is required. Specifics of your health status do not necessarily need to be disclosed, but it is your own responsibility to be sure that your work assignment is appropriate to your own health status. As an incident wears on, medical problems that are not usually limiting become significant; if you begin to have difficulty, please notify the incident commander, first-aid doctor or your immediate supervisor promptly so that you can be reassigned or excused.

Please remember that blood on the surface of an animal may not necessarily have originated from that animal; i.e. it may be human blood inadvertently spilled on the animal's coat during a disaster or an attempted rescue. Because of certain blood-borne viruses such as hepatitis and AIDS, your potential exposure to human blood - especially if you have any open sores that contact the blood - is generally a much greater risk than exposure to animal blood. Please use rubber gloves, CPR masks and take other appropriate measures to protect yourself from exposure to human blood. Please keep your tetanus vaccines up to date - carry a doctor's certification of your most recent inoculation. Rabies is a very serious risk in a disaster situation, especially in endemic areas. Please do not handle wildlife. Take proper precautions to avoid animal bites, and if bitten, please report immediately to the incident commander or human medical officer. If the biting animal is not available for either quarantine observation or direct brain examination, you are advised to go through the rabies vaccination and immunoglobulin series (at your own expense).

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Behavior

Exemplary behavior from all volunteers is expected at all times. The command structure is to be respected and neither usurped nor ignored at any time. The incident commander currently on duty is the ultimate decision-maker for all situations within the animal response program on-site. (The incident commander reports to the Emergency Operations Center at the EOC, law enforcement officials, and elected officials). If a duty schedule is in force, you may be sent home if you are working outside your assigned time slot or work position. Fatigue clouds judgment, shortens tempers and affects your quality of work on subsequent shifts. Any confrontational behavior, evidence of illegal drug use, alcohol consumption, inappropriate smoking, willful failure to follow instructions, interference with the work of others or evidence of theft may incur reassignment, surrender of badge or relief of duty for a period of time. Any other obviously inappropriate behavior will be handled similarly.

Food & Shelter

You are expected to bring whatever clothing, food, drinking water, medication, bedding, and personal care supplies that you will need during the first 72 hours of the disaster incident. If appropriate and feasible, bring your own shelter from rain or sun. You may not be able to return home or leave the facility to purchase necessary items.

Your Own Animals

If your own animal(s), home or business is at risk from a progressing disaster, please take care of your own animals and structures before reporting to help others. This includes evacuation of your own animals. If you have already committed to an immediate response, please try to let the scheduler know that you will be late or absent, especially if you are to fill a leadership position.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE RULES STATED. I AGREE TO ALL POINTS OF THIS CONTRACT. I HAVE BEEN ISSUED AN IDENTIFICATION CARD; I UNDERSTAND THAT IF I BREAK THE RULES OF THIS CONTRACT, I MAY HAVE TO SURRENDER MY ID CARD AND FORFEIT MY MEMBERSHIP STATUS PERMANENTLY.

Signature: _____

Date: _____

Print Name: _____

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Notification - Request for Assistance

Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel and additional veterinary medical professionals, will be transmitted through the local county or parish.

This plan and implementing procedures will be activated in the event of a large-scale emergency causing a significant need for animal protection. HfH will determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies

HfH will not enter into an emergency situation until assistance is specifically requested. All volunteers and members of HfH and the HfH Emergency Response Team will not deploy until requested.

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Organizing Animal Rescue Teams

Individuals or groups conducting animal rescues should have extensive experience in disaster response, animal handling (of all types of animals), first aid for humans and animals, and knowledge of local and state laws regarding animals. They should be able to provide proof of training and should agree to work within the Emergency Response Team. Their knowledge of the type of disasters that impact the area, the type of animals in the community and their locations, and the local emergency response system is vital to their ability to assist animals in danger.

Animal rescue teams need to acquire or have access to an array of equipment, safety gear, clothing, and vehicles. The team will also need to have access to four-wheel-drive vehicles, boats, helicopters, and trailers. This may be accomplished through local emergency management or agreements with local companies owning such vehicles.

Ideally, each community would develop and train its own animal rescue team. However, in disasters of a larger scale, teams from surrounding communities, the state, or other parts of the country may be called in to assist. In these cases, it is beneficial for the local team to divide its members among the teams from outside the area. This gives teams from other areas the information they need to operate effectively, including locations of animal facilities, available local resources, back roads to areas that may be cut off by flood waters or other barriers, and local contacts with law enforcement, fire/rescue or emergency management.

There will also be times when animal rescue teams discover animals that apparently became injured or diseased before the disaster. Teams may also discover sites where they suspect dog fighting or cock fighting, or other illegal activities. These are situations that should be referred to local animal control, humane, or law enforcement officers. If the animal(s) is not in imminent danger or in an extreme state of suffering, the situation may need to be dealt with at a later date. Local authorities should conduct such investigations and make determinations on the possible seizure of animals.

When areas in a community have been declared restricted or off limits during disasters, animal rescue teams should consult law enforcement and emergency management personnel to determine the safety of entering the area to conduct animal rescues. In some cases, teams may need to be escorted through dangerous sections to search for injured animals or retrieve animals left behind. However, the safety of team members is paramount. If an area is deemed too unsafe for entry, animal rescues will need to be put on hold until authorities give permission to proceed.

It is essential that Emergency Response Teams keep records of their activities, especially the pick-up or rescue of any animals that are taken to animal relief centers, such as animal shelters, temporary animal shelters, or emergency veterinary clinics. They should record information on where and when the animal was found, by whom, and the condition of the animal.

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Vaccinations

Trained animal workers and volunteers must take steps to protect themselves from potential health risks that come with working in a disaster area. Some of the risks, such as chemical spills, are obvious; some are more insidious but still endanger the health of those trying to help animals in their time of need. "Safety First" should be the motto of those working to protect animals in disasters. A sick or injured worker is of little assistance in an animal relief effort.

Numerous vaccines and medications figure into the health and safety equation. Some are the routine childhood vaccinations that most people get before they enter elementary school. In advance of a disaster, the two most important vaccinations for persons having direct contact with animals are rabies pre-exposure and tetanus. (Several recommendations regarding personal hygiene should be strictly followed as well.) It should be noted that vaccines and medications are not substitutes for common sense.

The following recommendations are basic precautionary measures only. They are based largely on information from the Federal Centers for Disease Control and Prevention (CDC) and pertain to people involved with emergency work in the United States.

Diphtheria Tetanus/Pertussis Measles

Mumps

Rubella

Poliomyelitis

Haemophus influenza

Tetanus - Generally, initial vaccinations are given in childhood and booster vaccinations administered every 10 years. Workers and volunteers assisting in the response and recovery phases of the disaster plan should provide proof of a tetanus shot within the last 10 years. A physician should examine wounds received during disaster work as soon as possible for cleansing and so an assessment can be made as to whether another booster should be given. Puncture wounds are most susceptible to tetanus.

Rabies Pre-Exposure - Because of the fatal nature of rabies, anyone planning to have contact with animals other than their own in a disaster situation should receive pre-exposure rabies vaccinations. Since this initial series consists of three injections over the course of a month, it is important that it be done before an emergency. The injections can be given either under the skin (intradermally) or in the muscle (intramuscularly), depending on the type and amount of vaccine used.

To determine the effectiveness of pre-rabies vaccinations, blood should be drawn every two years to determine serum titers. If the serum titer is less than 1:5, a booster vaccination will be necessary- A booster vaccination can be given in lieu of checking the titer. Some public health departments, in fact, recommend that boosters be administered every two years.

Rabies Post-Exposure - Although unvaccinated dogs, cats, and livestock may be infected with the rabies virus, the primary rabies vectors in North America are raccoons, skunks, bats, foxes, and coyotes. Human exposure to rabies can occur through a bite wound, scratch, abrasion, open wound, or contamination of the eyes or mouth with saliva or other infectious material from a rabid animal.

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Part of the community disaster plan for animals should outline steps on how to deal with workers, volunteers, or members of the general public who may come into contact with possibly rabid animals. Since many parts of the country are rabies endemic, there is a real potential for a rabies outbreak to occur. One animal in a temporary animal shelter could infect a large number of workers or volunteers through everyday handling.

Not all rabid animals are aggressive; some are docile and fearful. If there is concern that an animal could have rabies, it is important to notify local animal control officials and the public health department immediately.

Unvaccinated persons who think they have been exposed to rabies should clean all wounds immediately and seek medical treatment within 24 hours of exposure. They will be given a series of injections to prevent the disease's development. Persons with pre-exposure rabies vaccinations should clean the wound and get two follow-up injections of the vaccine.

Other Potential Vaccinations

Hepatitis-Viral-A - This disease is transmitted by person-to-person contact, contaminated water, ice, shellfish, raw fruits, raw vegetables, undercooked foods, or infected food handlers. It is found throughout the developing world, but is less common in the United States. However, during disasters Hepatitis A is a serious risk because of problems with sanitation. Certain precautions, such as washing hands thoroughly before handling food and boiling potentially contaminated water, are important.

Plague - Wild-rodent plague exists in the western third of the United States, particularly in the Southwest. Wild rodents are the reservoir for the disease, as are the fleas that feed on them. Other mammals such as dogs and cats can serve as a link to infection in humans. Physical contact, skin abrasions, or bites can all result in the disease.

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Organization and Assignment of Responsibilities

The Habitat for Horses Emergency Response Organization Structure has been established following the Incident Command Structure.

Incident Commander

Onsite

Minimum Requirements: ICS10, 11, 100, 200, 700, and 800

- Performs all major ICS command and staff responsibilities unless these functions are delegated and assigned
- Provides overall leadership for incident response
- Delegates authority to others
- Takes general direction from agency administrator / official
- Ensures incident safety
- Provides information services to internal and external stakeholders
- Establishes and maintaining liaison with other agencies participating in the incident
- Assesses the need for staff
- Establishes incident objectives
- Directs staff to develop the Incident Action Plan

Command Staff

Public Information Officer

Offsite

Minimum Requirements: ICS10, 11, 100, and 200

- Serves as a conduit for information to internal and external stakeholders
- Advises the Incident Commander on information dissemination and media relations
- Obtains information from and providing information to the Planning Section Chief
- Obtains information from and providing information to the community and media
- Promotes public awareness and informing animal owners how to prepare and react to all types of disasters through literature and / or community relations
- Notifies the public of appropriate shelters to drop lost / stray animals, animals that they cannot care for, or animals that need immediate medical assistance.
- Delivers instructions to the public to prepare their pets for an impending emergency

Note: The Incident Commander approves all information that the PIO releases

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General Staff

Operations

The Operations Section will function much as an "on-sight" facilitator of the emergency response effort, once appraised of a County's needs, will assist that County with available resources provided HfH. Operations Coordinates and manages all primary and support of the Emergency Response Team during an animal disaster. The Shelter Unit, Health and Medical Unit, Volunteer Unit, Search and Rescue Unit and Pre-Disaster Evacuation Unit are all managed and coordinated under operations.

To accomplish its goals, Operations will work closely with the Planning, Logistics, and Finances Sections of the HfH Emergency Response Team. All requests for State resources will originate from the county needing those resources. Once allocated, Operations will provide assessment and information as feedback to ensure progress of the response efforts.

Operations Section Chief

Onsite

Minimum Requirements: ICS10, 11, 100, and 200

- Develops and implements strategy and tactics to carry out the incident objectives
- Organizes, assigns and supervises the tactical field resources
- Supervises resources in a staging area
- Directs and Coordinates all incident tactical operations

Shelter Unit

Onsite

Minimum Requirements: ICS100

- Oversees intake, documentation and daily care of equines and volunteers during and after emergencies and disasters
- Oversees animal identification and relocation activities
- Ensures quarantine and containment activities for disease situations
- Coordinates the cleaning and disinfection activities for disease eradication
- Maintenance of equine and shelter care (incl feed, water, etc.)

Health and Medical Unit

Onsite

Minimum Requirements: ICS100

- Ensures medical needs of equine and volunteers are met (work with Red Cross, Veterinarians or Veterinary Technicians), including euthanasia if necessary
- Oversees the disposal of animal carcasses to eliminate the spread of disease

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Volunteer Unit

Offsite

Minimum Requirements: ICS100

- Ensures volunteers (teams of three) are mobilized when requested or dispatched by an appropriate authority
- Ensures a complete deployment briefing is received
- Ensures rotation of assigned personnel as required
- Ensures the necessary credentials and permits are obtained for volunteers and facilities

Search and Rescue Unit

Onsite

Minimum Requirements: ICS100

- Oversees deployment of S&R Units
- Provides documentation of equine contained, location
- Returns animals to the shelter unit
- Collect and report volunteer hours to the Time Unit

Evacuation Support Unit (Pre-Disaster)

Offsite

Minimum Requirements: ICS100

- Prepares the transportation plan
- Arranges for the evacuation and transport of equine
- Arranges for, activates and documents the fueling and maintenance of ground resources
- Arranges for transportation of personnel, supplies, food and equipment

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Planning

The Planning Section collects, evaluates, processes, and disseminates information for use at an incident. When activated, the Planning Division Director manages the Section.

Responsibilities of the Planning Section include:

- Establishment of a command center complete with needed equipment, communications system, etc.
- Identification of resources
- Establishment of educational programs
- Development of plans for floods, hurricanes, tornadoes, power outages, and winter storms
- Appointment of an information officer
- Identify existing state plans and incorporate them into Emergency Response plans
- Identify sources in the community for the animal's basic needs (food, water, shelter)

Planning Section Chief

Offsite

Minimum Requirements: ICS10, 11, 100 and 200

- Gathers, analyzes and disseminates information and intelligence
- Manages the planning process
- Compiles the Incident Action plan
- Maintains resource status
- Maintains and displays situation status
- Develops alternative strategies
- Provides documentation services
- Prepares the demobilization plan

Resources Unit

Offsite

Minimum Requirements: ICS100

- Plays a significant role in preparing the written action plan
- Establishes MOUs as necessary
- Establishes Volunteer accommodations (work with Red Cross)

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Situational Unit

Offsite

Minimum Requirements: ICS100

- Collects and analyzes information on the current situation (monitors and sends out weather alerts and updates)
- Prepares situation displays and situations summaries (establishes alert levels and timing)
- Develops maps and projects
- Establishes and communicates plans for course of action

Documentation Unit

Offsite

Minimum Requirements: ICS100

- Provides duplication services, including the written Incident Action Plan
- Maintains and archives all incident related documentation

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Logistics

The Logistics Section is responsible for providing facilities, services, and material, for an incident. It is important to remember that the logistics unit functions are geared toward supporting personnel and resources directly assigned to the incident.

Logistics Section Chief

Offsite

Minimum Requirements: ICS10, 11, 100 and 200

- Provides resources and services required to support incident activities
- Develops portions of Incident Action Plan and forwards them to the Planning Section
- Contracts for and purchases goods and services needed at the incident

Communications Unit (2 shifts)

Offsite

Minimum Requirements: ICS100

- Prepares and supports the Incident Communication Plan
- Distributes and maintains communication equipment (incl Satellite phones)
- Supervises the Incident Communication Center
- Establishes adequate communications over the incident

Supply Unit

Offsite

Minimum Requirements: ICS100

- Assists in determining the type and amount of supplies needed to support the incident
- Orders, receives, stores and distributes supplies
- Services nonexpendable equipment
- Maintains inventory of supplies and equipment

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Finance

The Finance Section handles general administrative duties, procurement (contracts), compensation, insurance issues and all costs associated with personnel and equipment. Finance also manages the inflow of donations, which are often received during activation. FEMA has guidelines and forms for tracking all expenses during a declared activation. HfH Emergency Response Team Members should use these standardized forms and procedures to track all finances.

Finance Section Chief

Offsite

Minimum Requirements: ICS10, 11, 100 and 200

- Responsible for financial and cost analysis
- Oversees contract negotiations
- Tracks personnel and equipment time
- Processes claims for accidents and injuries
- Works with Logistics to ensure resources are procured

Time Unit

Offsite

Minimum Requirements: ICS100

- Responsible for incident personnel time recording (field and home assignments)

Procurement Unit

Offsite

Minimum Requirements: ICS100

- Administering vendor contracts, leases, fiscal agreements

Cost Unit

Offsite

Minimum Requirements: ICS100

- Collects all cost data, tracks all monetary donations (need donor name, address, telephone number and donation dollar or item for ALL donations)
- Performs cost effective analysis
- Provides cost estimates
- Makes cost saving recommendations

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Fundraising Unit

Offsite

Minimum Requirements: ICS100

- Oversight of all fundraising events
- Track all events

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Affected Agencies and Responsibilities

Primary Agencies

Coordinate support agencies to manage animal protection in large-scale emergencies.
Provide and coordinate personnel, equipment and shelter as required to aid in the protection of livestock during an emergency situation.
Activate the Emergency Operations Center, if necessary.
Responsible for the overall direction of the emergency incident.
Provide guidance and support to ensure the safety of all citizens.
Coordinate support agencies to manage animal protection in large-scale emergencies.
Provide personnel and support in locating displaced animals. Provide support for mortality disposal.
Provide personnel, equipment and support in locating and moving displaced animals. Provide sites, equipment and support for mortality disposal.

Supporting Agencies

Provide volunteers, assistance, information, supplies and expertise in caring for animals.
Provide volunteers to assist in the protection of animals during an emergency shelter situation.
Work with Emergency Management in the coordination of animal shelters in the county.
Responsible for the enforcement of state regulations concerning livestock health and the movements of animals affected by those regulations.
Provide volunteers to assist in proper care of affected animals.

Additional Resources

Provide personnel, resources, and equipment.
Provide veterinary care to equine
Provide shelter and supplies to care for displaced animals.
Provide personnel, equipment and shelter as required to shelter and care for pets from evacuated citizens and in cases when established animal shelters are filled or destroyed.
Provide veterinary care to animals.
Provide personnel and equipment as required to protect wildlife.
Provide personnel and equipment as needed to protect and care for animals.
Provide personnel to aid in the medical treatment of animals. Activate regional Veterinary Medical Assistance Teams (VMAT)
Provide funding and cost share assistance when available.
Provide personnel and equipment as required to rescue and care for domestic and non-domestic animals.

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Habitat for Horses Volunteer Release Form

I, _____, as a volunteer with Habitat for Horses, Inc, Disaster Response Team agree to comply with the published rules and regulations that exist or may be established by Habitat for Horses for the Disaster Response Team. I will also adhere to the Habitat for Horses Standards of Conduct and have been furnished a copy for my own information. I understand that failure to abide by and follow the rules and regulations may result in my immediate termination as a volunteer.

I acknowledge that my services are provided strictly on a volunteer basis, without and salary and without any liability of the part of Habitat for Horses, Inc, their directors, employees, successors, assigns, partners or affiliates. All services provided by me are undertaken at my own risk.

I understand that this volunteer service might entail entering areas that may be heavily damaged due to a disaster. I recognize that in entering such an area and in handling and working around animals, including equine, and equipment there is an inherent danger and risk of injury, including physical harm, which may be caused by the animals and/or equipment. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and otherwise hold harmless, Habitat for Horses, Inc, its directors, members, agents, employees, successors, assigns, partners and/or affiliates from any and all claims and or demands of any nature or cause based on the damages or injuries which may be incurred or sustained by me or my personal effects in the course of my volunteer duties for Habitat for Horses Disaster Response Team.

_____ Date ____/____/_____
Volunteer Signature

Printed Name

_____ _____
Witness Signature Print Name of Witness

I, _____, understand that public relations are an important part of volunteering with the Habitat for Horses, Inc. I hereby grant nonexclusive, perpetual, worldwide rights to Habitat for Horses, Inc to reproduce and use any photographs, videos or other images taken of me for use public relations and/or news material including, but not limited to, annual reports, news releases, newsletters and similar materials. The undersigned hereby waives any right to inspect and approve the use of such images by Habitat for Horses, Inc.

_____ Date ____/____/_____
Date

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Equine Rescue and Response Shelter Checklist

by Bonnie Clark

Introduction:

This checklist and site location list is merely a guideline. The nature of a natural disaster (ie: hurricane) can present many logistical problems. Response time may not allow for procurement of all necessary items to run a shelter or to locate an ideal facility for the shelter site.

Many of the components necessary should be procured and warehoused in an easily accessible location prior the event.

Part One: Predetermining a Site for the Shelter

(These are the ideal guidelines, the more the facility can offer, the better)

Location:

- In the event of a coastal hurricane, the state should be divided into three separate zones: East, Middle and West. Depending upon landfall, a main site should be chosen as well as a back up location.
- The location of the shelter should be close enough to access the affected area, but with enough distance from the strike area as to minimize structural damage and loss of utilities.
- There should be consideration for proximity of fuel, lodging and food for relief workers.
- If possible, the shelter should be located as close as possible to a major highway or interstate to facilitate transportation of rescued horses

Stalls/Corrals:

- Stalls should be constructed of steel for sanitation purposes, equipped with raised bars or panels to prevent biting between stalls.
- Floors should be concrete or have mats on floor for sanitation. Dirt or clay is acceptable as long as there is a good base for cleaning/stall stripping purposes.
- Stalls should have securely closing stall doors, hangers for buckets and/or feed mangers, steel wall hay racks.
- Sides of the stalls should extend to the bottom of the floor to prevent horses legs from becoming trapped underneath.
- The shelter should contain corrals or paddocks for exercising housed horses and holding compatible horses, ie: broodmares, bands of geldings previously housed together, etc.

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Facilities:

- Adequate and convenient water supply must be available. Automatic stall waterers should be turned off until horses are determined to be healthy (ie: the horse's water intake cannot be gauged by an automatic waterer, but rather by the water bucket method).
- Adequate, waterproof storage areas must be available for perishable items, veterinary supplies, shavings, feed, hay, etc.
- The facility should have an area away from the general population which could be utilized as an isolation ward for possible contagious animals. This area should have its own water supply, storage area, etc.
- Trash receptacles and debris removal should be in place. Disposal of manure should be separate from general trash (unless in a commercial receptacle with daily removal).
- v. The facility, if possible, should not also serve as a small animal shelter due to species specific differences, volunteer cross-over (non-equine trained volunteers), transportation issues, etc.
- Wash racks or washing areas should be available for bathing and "wet veterinary treatments".
- All fencing should be in good shape with a perimeter fence in place.
- The facility should provide for adequate truck/trailer parking as well as worker parking. There should be a central location for unloading transported horses (other than those determined to be placed in the isolation area).
- If possible, the facility should have adequate RV/live-in horse trailer hookups and water supply.
- The area should be well-lit at night with adequate security measures and a central check-in point for all workers.
- Forklifts and/or pallet jacks must be available for removing pallets of feed, hay, etc.
- A secure area for controlled substances, other pharmaceuticals, etc. must be provided.
- The facility should have an office area with phone lines, fax and internet access.

Part Two: Pre-disaster Items To Have On Hand.

(These items can be stored on or off site prior to a disaster response. Amounts are based on a population of 100 horses in-house)

A. Barn Items:

- **New halters** - 100 average horse, 20-30 large horse, 20-30 foal/small horse. All halters must be new to halt disease spread.
- **Lead ropes** - You can never have too many lead ropes, but 40-50 lead ropes should be adequate for a shelter. Stud chains or leads with chains should be available, also.
- **Buckets** - 250-300 new, clean buckets should be available for water and feed if no stall feeders are in place. Buckets can also be used for disinfecting items, holding supplies, etc. Preferred bucket type: plastic flat back with handle.
- **Double end snaps** - 300 for hanging buckets, clipboards, etc.
- **Disinfectants** - ie: Clorox, Novalsan, etc., for disinfecting brushes, combs, etc.

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- **Brushes/Combs** - All should be new to prevent spread of disease. Ideally, one per horse.
- **Water hoses with spray nozzles** - 1 per section of stalls, 1 per corral.
- **Wheelbarrows** - 2 per stall sections, 1 for feed distribution, 1 for hay distribution.
- **Muck buckets** - 1 per stall section.
- **Other items:** Most of these items you can't have enough of.
 - stall rakes
 - push brooms
 - shovels
 - microchip wand
 - feed scoops
 - scissors
 - knives
 - hoof picks
 - shoe pullers
 - rasps
 - hoof knives
 - sponges
 - weight tapes
 - ropes (can't have enough)
 - gloves
 - blankets
 - towels
 - empty, 55 gallon plastic drums (to store water in the event of loss of water)
 - plastic storage containers (to store items that are not waterproof, etc.)
 - locks
 - folding tables
 - chairs
 - fans (1 per stall, larger fans for aisle ways)
 - extension cords
 - tarps
 - bungee cords
 - dry erase boards
 - portable lighting
 - fly spray
 - turn out sheets
 - fly masks
 - tape (masking and shipping)
 - clip boards (1 per stall, 20 for office)
 - grease pencils (to mark horses in the field)
 - generators (in the event of power loss)
 - flashlights
 - scrub brushes
 - pallets (for storing feed and hay)
 - dip pans for isolation
 - boot covers
 - exam gloves

B. Office/Administrative Supplies

- **Basics:**
 - cases of copy/inkjet paper (mainly letter, but also legal)
 - spiral notebooks
 - pens
 - permanent markers
 - clipboards
 - stapler
 - staple remover
 - portable file holders (waterproof)
 - cases of file folders
 - bull clips (aka binder clips)
 - paper clips
 - paper clip holder
 - calculator
 - trash cans
 - trash can liners
 - plug in electrical strips
 - various sizes of rechargeable batteries
 - battery charger
 - NOAA radio

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- laptop computer (loaded with word processing, spread sheet and image editing software)
 - printer with supplies of ink
 - copier with supplies of toner
 - cell phones
 - cell phone chargers
 - digital camera (for horse identification)
- Forms: (at least 200 of each or capacity to reproduce)
 - Stall Sheet (info sheet for each horse hung on its stall)
 - Horse Release Form (A release to owner form)
 - Volunteer Release Form (there may be an existing ICS form)
 - Foster Application (for those wishing to foster)
 - Supplies Release Form (for owners taking supplies from facility)
 - Horse Intake Form (per shipment form)
 - Barn Log (daily log of horses in-house)
 - State Shipment Form (for owners transporting horses across state lines)
 - Rescue Placards (for workers entering rescue areas, accompanied by a proper ID badge)
 - Any necessary ICS forms

C. Worker Supplies: (amount dependent on expected workers)

- tables
- chairs
- igloos or portable refrigerators
- cups
- coffee makers
- trash cans
- plates
- plastic utensils
- towels
- shirts
- hats (for protection from sun)
- rain coats
- Tylenol/Aspirin

Part Three: At Need Supplies

(once the shelter has been set up)

A. Hay

- **Grass Hay** - for the majority of horses and those not needing high protein, foundered horses, etc.
- **Alfalfa Hay** - for those horses needing additional protein.

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B. Feed

- 10 or 12% pellets- for the majority of horses
- Senior feed
- iii. Junior feed
- iv. All Stock feed

C. Bedding

- Shavings or equivalent for stalls

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Large Animal First Aid Kit

- Gauze sponges -- 50 four-by-four inch sponges, two per envelope
- Cotton bandage rolls
- Triple antibiotic ointment
- Antibiotic eye ointment
- Rubbing alcohol
- Ear syringe -- two ounce capacity
- Ace self-adhering athletic bandage -- three-inch width
- White petroleum jelly (Vaseline or similar)
- Eye wash
- Tincture of Green soap
- Cotton-tipped swabs
- Betadine or Nolvasan (scrub & solution)
- Tick saliva treatment and tick remover
- Sterile, non-adherent pads
- Hydrocortisone acetate -- one percent cream
- Sterile stretch gauze bandage -- three inches by four yards
- Latex gloves
- Non-allergenic gloves
- Bandage cloth tape one inch by 10 yards
- Hydrogen peroxide
- Bandage scissors
- Custom splints
- Vet Rap bandage
- Saline solution (for rinsing wounds)
- Sterile water-based lubricant
- Blankets (of various sizes)
- Towels and washcloths
- Tweezers
- Hemostats
- Large animal rectal thermometer
- Ziplock bags

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Animal Rescue Request Form

Date sighted: _____ Time: _____

Name of requesting party: _____

Agency or owner (if different from above) : _____

Address: _____

City: _____ Zip: _____

Phone: (work) _____ (home) _____ (alternate) _____

Temporary Address: _____

City: _____ Zip: _____

Is there a key available? Y/N Location: _____ If no, is keyless entry authorized? Y/N

Location of animal or sighting (Address, cross streets, landmarks) _____

Animal:

Species: _____ Breed: _____ Sex: _____

Distinctive markings: _____

Did the animal appear to be injured or in immediate danger? _____

Signature of person completing form: _____ Date: _____

Printed name of person completing form: _____

Rescue Use only

Request received: Date: _____ Time: _____

Action taken _____

Emergency medical treatment provided to animal _____

Treatment given by: _____ Phone: _____

(circle one) Rescue Team Member Veterinarian Other: _____

Animal taken to: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Signature of person completing form: _____ Date: _____

Printed name of person completing form: _____

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Animal Release Form

Date: _____

Animal ID No. : _____

Species: _____ Breed: _____

Color / Markings: _____

Gender: _____

Other property: _____

Housed at : _____

I hereby acknowledge that I am the owner/responsible person for the above animal, have taken custody of my animal on _____ and that I am now responsible for its transport and care. I also acknowledge that I have received my animal in satisfactory condition. I release this facility, all of its volunteers, and any sponsoring agencies associated with this facility's animal care from any further responsibility.

I have also been advised that the premises to which I am returning the animal should be thoroughly checked for damage (fences down, holes, hot spots, chemicals and any other animal endangering conditions) before returning the animal to its premises, and before the animal is released from this facility.

Date: _____

Signed: _____

Identification: _____

Released by: _____

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