

# ANIMAL EVACUATION PLAN

Corrales, New Mexico

Author-Corrales Horse and Mule People (CHAMP)

July, 2012

## ORGANIZATION

### General Principals

1. Designate holding area locations for large animals.
2. Receive written access on private property granted from residents.
3. Collect all data-phone, map, who to call, where to house/shelter animals, where to park trailers
4. Provide all above information to person in authority for evacuation.

### A. Shelter Command Center Coordinator

1. Village Animal Control Officer will be the single point of contact for management decisions in responding to the needs of all animals during an emergency or disaster.
  - Ensure large animal corrals are in working order.
  - Provide support services for volunteers.
  - Maintain communication with Police, Fire Department, Mayor, Animal Control, volunteers and field animal shelter.
  - Coordinate volunteers sign in and tasks.
  - Communicate with media-radio, TV (if designated by Mayor).
2. Main Volunteer - If needed, Village Animal Control Officers shall designate a volunteer or volunteers, if required to help. That person will help implement the staging, opening of holding pens, coordinate volunteers.
  - Identify all animals with registration/intake form. A digital photo might be helpful. Attach intake form to cage or pen.
  - Evaluate animal's immediate needs and carry out if possible.
  - Provide food and water.
  - Ensure safe and secure containment.
  - Euthanasia –coordinate with a veterinarian.
  - Assign all tasks including those of volunteers.

### D. Set up staging area

1. Area for trailer personnel to gather and take directions as to which homes or areas they are to go to evacuate animals.
2. Have on board, the granting authority to gain access in a mandatory evacuation.
3. Have with trailers, tools, halters, and paper work to identify home/animals
4. Volunteers who remove animals from private property must leave notice as to where animals will be taken

### E. Holding areas

1. Will be opened by Animal Control Officer  
Top Form Arena and New Fire Station
2. Small animal pens, crates shall be staged where they are visible to the volunteers
2. Will be staffed by on site volunteers

- a. feed, water, pens, lights
- 3. Determine a veterinarian to be on call
- F. Release Procedure
  - 1. The Village of Corrales has the authority to release animals
  - 3. Owner must sign release form after providing proof of ownership
    - a. Owner's driver license or State ID
    - b. Proof of ownership (Animal Control to determine requirements)
- G. Maintain list of volunteers who have trailers/list trailer capacity
- H. Maintain list of large and small animal owners who agree to evacuation of their animals
- I. Provide Training/Seminars
  - 1. How to handle animals and how to transport animals during emergencies.

### SHELTER SET-UP

#### General Principals

1. Move the animals from danger to designated areas in the Village or if needed, in county and state facilities. If owners bring in their animals they are responsible for feeding and watering all their animals at the Field Shelter.
2. Set up a command center and ensure to establish contact and coordination of all intake and releases of animals.

#### A. Field Shelter

##### Checklist for set up of Field Shelter

Provide the following if required:

- Information Table
 

First stopping point for everyone entering the Field Shelter area. Volunteers at this location direct people to where they can get the services they need.
- Animal Intake Area
 

Where paperwork is completed on all incoming animals. The animals are identified and ID is placed on their stalls.
- Stalls, pens and crates
 

Where animals are housed until they are reclaimed. Areas must be designated for dogs, cats, livestock, and all other animals. Large animals shall be taken to the Top Form Arena or other designated areas in the Village. (Corrales at New fire station?). A large scale evacuation may require coordination and evacuation to county and state facilities.
- Medical Care
 

Where all animals are treated for minor injuries. Seriously injured animals may be treated elsewhere depending on available resources. It is especially important to keep animals suspected to have contagious diseases, separate from the rest of the population.
- Animal Care
 

Animal supplies are kept for the animals –Supplies should include feeding dishes, buckets, litter boxes, litter, scoops, manure forks, cages, halters and lead ropes , collars and identification tags, muzzles, leashes, newspaper, towels, blankets, tarps, trash bags and any other needed items.  
Provide alfalfa or grass hay.

- **Dead Animals**  
Dead animals must be kept in corrals until proper authorities can come to remove them. Cover large animals with tarps.
- **Volunteer Information and Sign In**  
After volunteers report sign in, they should be assigned tasks.
- **Rescue Equipment Storage-if available**  
Volunteers are responsible for providing their own "go kits". Go kits are defined as the equipment necessary to effect rescue and service in their specified area of expertise.
- **Parking**  
Designated areas for volunteers and visitors to the Field Shelter. Effort should be made if possible, to not disturb adjacent residents or businesses.
- **Human First Aid**  
First Aid should be provided by qualified personnel.
- **Garbage Area**  
Designated area for bagged garbage until it is picked up by the proper authority.
- **Volunteer Groups/Guidelines-Ensure that all volunteers are covered by liability insurance (Village of Corrales and Good Samaritan laws)**

## ANIMAL INTAKE and RELEASE FORM

The undersigned owners(s) of the animal/s described as follows (please print):

Name of Animal \_\_\_\_\_ Species \_\_\_\_\_ Breed \_\_\_\_\_

Description of Animal \_\_\_\_\_ Age \_\_\_\_\_

by signing below hereby requests the emergency quartering of the said animal being evacuated because of a pending or occurring disaster or emergency. The animal owners (agents) hereby release the person/s or entity which is receiving the animal/s (hereinafter "animal field shelter") from any and all liability regarding the care, medical treatment, and quartering of the animal/s during and following this emergency/disaster. The animal owners (agents) acknowledge that if emergency conditions pose a threat to the safety of the animal/s, additional relocation may be necessary, and this release is intended to extend to such relocation.

The animal owners (agents) acknowledge that the risk of injury or death to the animal during an emergency or disaster cannot be eliminated and agree to be responsible for all veterinary expenses which may be incurred in the treatment of their animal. It is also requested that the animal owners (agents) contribute to the feeding and daily care of their animal. The owner unless evacuated more than 50 miles or is injured is responsible for feeding and watering their animal/s.

Is the animal currently injured \_\_\_\_yes how \_\_\_\_\_ no \_\_\_\_\_

If an animal is not claimed within 7 days (unless prior arrangements have been made), the animal owner will be notified of possible adoption or relocation if a contact number is available.

Printed name of animal owner (agent) \_\_\_\_\_ Date \_\_\_\_\_

Signed name of animal owner (agent) \_\_\_\_\_ Date \_\_\_\_\_

Address of animal owner (agent) \_\_\_\_\_

Home phone (include area code) \_\_\_\_\_ other \_\_\_\_\_ cell \_\_\_\_\_

Place of employment \_\_\_\_\_ work phone \_\_\_\_\_

Address to which owner (agent) plans to evacuate during emergency \_\_\_\_\_

Evacuation location phone \_\_\_\_\_

It is the responsibility of the animal owner) agent) to keep the animal caregivers informed of where the animal owner (agent) can be contacted following the emergency.

Name of animal caregivers \_\_\_\_\_ contact phone(office) \_\_\_\_\_

Address or location of Field Shelter \_\_\_\_\_

Designee of the Village of Corrales \_\_\_\_\_

Signature of animal caregiver \_\_\_\_\_

Must be filled out w/carbon to be given to owner. ONLY ANIMAL INFORMATION NEED BE FILLED OUT FOR MULTIPLE ANIMALS OF THE SAME OWNER (agent)-staple together

## NOTICE OF FOUND OR REMOVED ANIMAL

To be left at rescue site (to be filled out in duplicate)

Description of animal

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Animal was removed (rescued) from this location:

Address: 

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If no address give physical description: 

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Reason 

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If you have information regarding the owners of the animals(s) Please contact or come to:

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Name of place/field shelter where animal removed to

Phone-Village of Corrales

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Date\_\_\_\_\_

## VOLUNTEER INTAKE APPLICATION

Must be over 18 or have written parental consent

\_\_\_\_\_  
Name (Print Please)

\_\_\_\_\_  
Phone (Day—include area code)                      evening                      cell

\_\_\_\_\_  
Email or other contact info

\_\_\_\_\_  
Address

\_\_\_\_\_  
City    State    Zip

### SKILLS

<input type="checkbox"/> Veterinary Medicine	<input type="checkbox"/> Animal Sheltering	<input type="checkbox"/> Animal Rescue
<input type="checkbox"/> Small Animal Handling	<input type="checkbox"/> Livestock Handling	<input type="checkbox"/> Equine Handling
<input type="checkbox"/> Exotic Handling	<input type="checkbox"/> Wildlife Handling	<input type="checkbox"/> Bird Handling
<input type="checkbox"/> Administration/Management	<input type="checkbox"/> Communications (inc Ham)	<input type="checkbox"/> Computer skills
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Bilingual - languages _____	
<input type="checkbox"/> Other _____		

**WHEN AVAILABLE**                      Mon    Tue    Wed    Thurs    Fri    Sat    Sun

\_\_\_\_\_  
Morning

\_\_\_\_\_  
Afternoon

\_\_\_\_\_  
Evening

\_\_\_\_\_  
Length of time available (multiple days, 1 day, hours)

\_\_\_\_\_  
In what area are you willing to work?

\_\_\_\_\_  
Special equipment/resources offered

\_\_\_\_\_  
Interviewer (Clerk Administrator of Bosque Farms and a Committee Member)

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date



## VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY

(Volunteer must be of legal age for the state of New Mexico or with a signing parent)

I, \_\_\_\_\_ HERBY ACKNOWLEDGE that I have voluntarily applied to assist the Village of Corrales in case of emergency or disaster situation.

I AM AWARE THAT WORKING IN THE SAID DISASTER OR EMERGENCY SITUATION MAY BE HAZARDOUS, AND I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISK OF INJURY OR DEATH. I UNDERSTAND I AM RESPONSIBLE FOR MY OWN INSURANCE COVERING MYSELF AND MY PROPERTY USED IN THIS SERVICE.

Initial \_\_\_\_\_

AS LAWFUL CONSIDERATION for being permitted by the Village of Corrales to assist in said disaster or emergency and receive, as it may be, disaster or emergency instruction, I hereby agree that I, my heirs, guardians, legal representatives, and assigns will not make a claim against, sue, attach the property of, or prosecute the Village of Corrales for injury or damage resulting from the negligence or other acts, however caused, by any employee, agent, contractor, volunteer, of the Village of Corrales, or its affiliates, as a result of my assisting in the said disaster/emergency. In addition, I hereby release and discharge the Village of Corrales and its affiliate organizations from all actions, claims, or demands I, my heirs, guardians, legal representatives, or assigns may have for injury or damage resulting from my assistance in the said disaster/emergency.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS RELEASE OF LIABILITY AND CONTRACT BETWEEN MYSELF AND VILLAGE OF CORRALES AND I SIGN IT OF MY OWN FREE WILL.

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Witness signature and date

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Witness signature and date

\_\_\_\_\_  
Legal Parent or Guardian

\_\_\_\_\_  
Witness signature and date

**Village of Corrales Official Volunteer**  
**Personal and Vehicle Identification**

\_\_\_\_\_  
Name of Volunteer

Issue By \_\_\_\_\_

Date \_\_\_\_\_

Identification valid only when presented with a picture ID.