**Purpose**

To prepare every department of Cat Depot in the event of a disaster situation

**Goal**

* Provide for the safety of all animals in our care
* Ensure all plans and supplies are in place prior to disaster situation
* Ensure each department knows its role and responsibilities
* Protect the shelter, clinic, equipment, and other resources from damage
* Ensure the safety of our staff and their pets

In accordance with the Sr. Director of Operations, all department managers will be on-site during this preparation phase and will be their department’s leads. As each task is complete, send an email to the Operations Lead verifying that the task is complete. For continuity use the following as the subject line, replacing the # with the task number from the list below:

Task Completion Update: <Department Name> verifies task # is complete

**Pre-Preparation Checklist:**

The following must be completed prior to an emergency event:

**ALL DEPARTMENTS:**

1. Move all VITAL paperwork and electronics at least 24” off the ground
2. Unplug all unnecessary electrical equipment (any electronics that are not actively in use)
3. Assist other departments in their preparations once finished with your own

**ADOPTIONS:**  Britteny Judah

1. Unplug computers and other electronics at your station. Move cords and power strips below 24” to countertops.
2. Cover electronics with tarp or garbage bags, and secure with duct tape.
3. Remove signs (Artwork) from walls, document their original hanging locations. Place into large garbage bags, label and store in mail room.
4. Remove anything from drawers and file cabinets below 24”. Store in boxes wrapped in garbage bags above cabinets or on counters.
5. Tape cabinet doors and drawers closed
6. Secure all chairs and benches from Catios over to Storage unit A, move all Karanda furniture into the pods.
7. Secure all adoption files and materials under 24”. Move to higher shelves if possible.
8. Wrap all archived file boxes in storage unit H in large plastic garbage bags. Seal the end of the bag with duct tape, twine, or a loose knot.
9. Print a complete list of all cats under Cat Depot care, including microchip numbers
10. Call to reschedule all adopted cats’ vaccine appointments
11. Prepare ID collars for all cats in the building with “Cat Depot 941-366-2404”, cats name & ShelterLuv number. Then apply.

**CAT CARE:** Ryan Simonson

1. If additional cats are sheltering with Cat Depot, get the count from admissions, this includes other shelters if we are a shelter in place facility, foster returns, and others as specified.
2. Bring over enough carriers/cages from Storage Unit A to accommodate 125% of the expected numbers from #1.
3. Bring over and fill the four 55 gallon blue water drums:
	* Place one drum upstairs in the big room (if any cats remain upstairs)
	* Place one drum on the adoption floor, in the caboose area
	* Place one drum in the staff breakroom
	* Place one drum in the cat care kitchen
	* In the event of deployment, one drum on rescue rig?
4. Bring over the prepared Hurricane supplies in sufficient quantity for the number of cats in house:
	* Supplies are located on second floor of Storage A
	* Supplies are located on the second floor of Community Center
5. Unplug all electronics
6. Relocate all critical items and files to locations higher than 24” off the ground
7. Shut gas off (dryer and water heaters). Unplug washer and dryer
8. Take everything down off cabinetry. Remove all items that may become projectiles in the event of a roof failure or wall breach.
9. Empty and store donation bins
10. Move nets to a storage closet
11. Fill Rescue spray bottles, and rescue 1 gallon bottles with 1:16 Rescue water solution.
12. Coordinate with other teams for additional manpower to make a trip to Sarasota County sandbag filling sites and create a pallet of sandbags.
13. Secure and seal all electrical tools and other items in office portion of Storage A.
14. Cover door windows (in retail cover all windows) of locations where hurricane team will be overnighting with sheets, paper or other materials.
15. Move cats living in soon-to-be occupied office cats to caboose or other location as directed by the Moving Cats Team.
16. Ensure every cat has hiding places, using all igloos, feral or cardboard boxes, and drapes to cover cage doors.
17. Cover all exposed litter in Storage H and move to 24” above ground

**COMMUNICATIONS:**  Claudia Harden

1. Unplug computers and other electronics. Remove cords and power strips below 24” to countertops.
2. Cover electronics with tarp or garbage bags, and secure with duct tape.
3. Remove photos from walls, store away.
4. Remove anything from drawers and file cabinets below 24”. Store in boxes above cabinets or on counters.
5. Tape cabinet doors and drawers closed.
6. Ensure filing cabinets are locked, if able, to secure valuable items.
7. Secure all chairs.
8. Secure community center as outlined above. Special consideration to items in loft to be discussed.
9. Secure food bank supply.
10. Ensure marquee is scheduled appropriately, pending power availability.
11. Ensure website, social media are updated.
12. Update voicemail message for shelter.
13. Door signs stating we are CLOSED for hurricane (provided contact number for assistance?)
14. Ensure all hurricane related collaterals are updated and available online and in print.
15. Ensure volunteers are informed as needed of organizational plans and needs following storm.
16. Ensure Food Bank food secured 24” off the floor?

Assist other departments as needed.

**FOSTER and ADMISSIONS PROGRAM:** Britteny Judah

1. Contact all foster families, advise them of the weather situation, and verify if they will keep fostering or will need to bring their cats back to Cat Depot for the storm.
2. Coordinate with Cat Care as soon as possible to identify the total numbers, ages, and medical concerns about cats coming back from foster.
3. Coordinate incoming cats with the medical department for oversight and care.
4. Print a copy of the full foster registry, including foster names, phone numbers, and cats in their possession
5. Unplug all electronics
6. Move all critical items to a position at least 24” above the floor.
7. Wrap all critical items in a garbage bag and seal with duct tape, twine, or a loose knot.
8. Call all scheduled intakes and foster returns to reschedule.

**SHELTER MEDICAL:**  Dr. Cunningham

1. Take inventory of all medical cats and ensure that they are clearly marked with cage cards
2. Print all ShelterLuv medical records for cats in the facility and place them into paper folders for reference and/or transport.
3. Print treatment plans for any cats requiring medical care for the following 7 days. Assume that during and after the storm we will not have electricity or internet access.
4. Prepare all medical cats for stability and comfort in the event of deployment.
5. Make certain specific instructions for their care is provided to assist non-medical staff understanding.
6. Identify critically ill or surgical cats that need special arrangements for continued care in the event of deployment.
7. Prepare cats with infectious disease for transport to avoid contamination to non-infected cats
8. Box up all loose supplies (items on shelves, countertops, top of kennels etc.) and place in kennel
9. All cats should be housed in the highest kennel available
10. O2/Nitrogen tanks need to be off and secured to the wall with a chain
11. Cold laser should be wrapped and placed in a kennel
12. Secure surgery trays
13. Secure all sharps containers and place in a kennel
14. Books and miscellaneous items can be stored in boxes or kennels
15. All electrical cords must be off the floor
16. Unplug all electrical devices
17. Make sure the tablets in surgery are locked in a higher kennel
18. Lock or tape all cabinet doors closed
19. All pictures to come off the walls and placed in a cage
20. Protect controlled substance logs and store in locked kennel with tablets
21. Emergency drugs and controlled substances are to be inventoried and assigned to the disaster emergency medical team, or incident commander if there are none.

**CAT CARE CLINC:** Dr. Cunningham

1. Call all clients affected by the storm for rescheduling (Clinic may be closed for some time after the storm).
2. Cancel all anesthetic surgical procedures 3 days ahead of the disaster. No patients are to be left in our care during the disaster. Any clients with immediate needs for service must be referred to a local ER facility for care.
3. All computers and diagnostic electronics wrapped in a garbage bag.
4. Cold laser should be wrapped and placed in a cage
5. Secure SX light (with tape)
6. Secure SX trays
7. Secure all sharps containers in cabinet or cage
8. Place hot dog warmer in a cage
9. Raise all electrical equipment off of the floor at least 24”
10. Stack all chairs and place in exam room with door shut
11. All pictures locations documented, then pictures come off the walls, wrapped in garbage bag, and placed in the mail room.
12. Secure all O2 tanks with chain
13. All food must be off of the floor at least 24”
14. Wrap and secure microscope in a cage
15. Place miscellaneous items (medical supplies) in a plastic bin with a cover
16. All electronics must be unplugged
17. Lock or tape all cabinets shut
18. Protect controlled substance logs and store in secure locked drawer
19. Run Current Client List on AVImark
20. Print Current Inventory Price list in AVImark
21. Take photos of all stock and inventory
22. Print current Treatment price list in AVImark
23. Print the schedule for the next week in the event that we are closed or without power.
24. Secure ultrasound in the radiology room and wrap in garbage bag.
25. Secure all medical monitoring equipment and wrap in garbage bags. Store these devices inside a kennel cage.
26. Secure X-Ray machine and cover cylinder tube and computer with garbage bags.
27. Secure all items in radiology suite
28. Change phone messaging
29. Call to advise all clients with patients that are on therapeutic medications to have at least a 1 month supply on-hand including prescription foods.
30. Order additional stock of therapeutic and anxiety medications.
31. Call Sarasota Crematory and arrange for the pickup of any deceased pets in the freezer and all filled sharps containers.

\*\* In the event of no electricity, surgeries must be rescheduled. If phone service is not up, cell phones may be used to contact clients.

In the event that computers and/or internet is down, the Treatment price list and Inventory list will be used for billing and manual note taking to be entered later into Avimark. Credit card authorization forms will be filled out for all CC transactions, to be run when system is up and running. Clients will need to be advised that charges are approximate. If and when our systems are back up and the price is different, they will be charged or credited accordingly.

**RETAIL:**  Donna Mickley

1. Unplug computers and other electronics. Remove cords and power strips below 24” to countertops.
2. Cover electronics with tarp or garbage bags, and secure with duct tape.
3. Remove signs from walls, store away.
4. Remove anything from drawers and file cabinets below 24”. Store in boxes above cabinets or on counters.
5. Tape cabinet doors and drawers closed.
6. Secure all chairs.
7. Put 6 folding tables in store and store everything on them below 24” from the shelves and floors. If the retail space will be occupied during hurricane lock down, all tables and items need to be moved to back of store, to avoid blocking rest rooms
8. Assist with calling clients, adopters, vaccine appointments as needed.
9. Assist other departments as needed.

\*\* In the event that computers and/or internet is down, the debit/credit card transactions will be processed manually. Credit Card Authorization forms will be filled out for all retail transactions and donations, to be run when system is up and running.

**VOLUNTEERS:**  Eric Bodenrader

1. Communicate our needs and arrange for volunteer assistance during the pre-preparation phase and for clean-up afterwards
2. Print list of all active volunteers, phone numbers and addresses from Volgistics

**FINANCE** Tim Weeks

1. Unplug computers and other electronics. Remove cords and power strips below 24” to countertops.
2. Cover electronics with tarp or garbage bags, and secure with duct tape.
3. Remove signs from walls, store away.
4. Remove anything from drawers and file cabinets below 24”. Store in boxes above cabinets or on counters.
5. Tape cabinet doors and drawers closed.
6. Secure all chairs.
7. Ensure donor, office files and all pertinent files in Storage H are secured.
8. Ensure petty cash is available as directed.
9. Ensure all cash//check deposits are made prior to storm.
10. Ensure all necessary personnel have access to credit card(s).
11. Assist other departments as needed.

General questions:

Where are all pictures stored? A?

What are files removed from below 24” stored in? How many boxes does each department need?

Do we have flashlights for each department? Where can departments find them?

Do we have sufficient stock of garbage bags and tape for all department’s needs? How will it be determined how much is needed?

Do veterinarians need to authorize handling and provide training for alternate personnel, ie. Britteny?

Determine in advance, configuration of vehicles for deployment. Who is driving, where their animals are housed, etc.