



**Emergency Pet Friendly Shelter Plan**

15240 County Rd 49

Summerdale, AL 36580

## INTRODUCTION

Recognizing the need for a safe space where residents and their pets can stay together during emergencies, the Baldwin County Commission has collaborated with the Baldwin County Animal Shelter and Emergency Management Agency (EMA) to establish a pet-friendly emergency shelter. This shelter is intended to serve as a last-resort option for pet owners during times of natural disaster.

Baldwin County, located along Alabama Gulf Coast, remains highly vulnerable to hurricanes and other severe weather events. Each year, the possibility of evacuations arises, prompting careful review and adaptation of emergency response plans. Through ongoing post-evacuation evaluations and the implementation of lessons learned, Baldwin County has developed a dedicated Emergency Pet-Friendly Shelter Plan. This plan is designed to enhance community preparedness and ensure the safety of both residents and their animals during evacuations and other disaster-related scenarios.

## Planning Assumptions

1. Baldwin County recommends that pet owners pre-plan for evacuation and the accommodations for their pets through county and out of county resources to include hotels, motels, veterinary hospital boarding facilities, and other boarding facilities.
2. The Emergency pet shelter should be a last resort consideration for pet owners in the event of an evacuation.
3. Pet owners will be responsible for the care, safety, and health of their pets while being housed at the Baldwin County Emergency Pet Shelter.
4. The Pet Shelter is for Domestic Cats and Dogs ONLY.
5. You can only bring two Domestic Cats or Dogs. For owners that may have more than 2. We request a call ahead to ensure accommodation.

## Facility

### Primary Facility

The primary Baldwin County Emergency Pet-Friendly Shelter will be located at the Baldwin County Coliseum. The area to be used is a three-room office upstairs. A map in Appendix A identifies the area for people and pets. The facility address is as follows:

**Baldwin County Coliseum**

**19477 Fairground Road**

**Robertsdale, AL 36567**

Pet owners will check themselves (No Pets) in at the front desk and take their pets around through the back door entrance.

## Eligible shelter Pet

Pets and animals not allowed in the pet shelter would include farm animals (including horses and pigs), exotic animals, dogs designated dangerous by Animal Control and any animal that may be considered a danger to other animals at the pet friendly shelter either medically or behaviorally. The facility is designed to house dogs and cats specifically. Other pets that are

brought to the shelter may have their admission determined by the ability for them to be appropriately housed and cared for at the shelter by their owners. The pet friendly shelter staff may refuse any animals that they believe could be a potential danger to other animals or people at the shelter or that could not be properly cared for at the facility.

## Service Animals

Service animals are allowed in any building accessible by the person and to the extent of Federal, State, or local laws. Service animals may accompany their owners to the general population and/or special needs shelters where pets may not be allowed. This will include any guide dog, signal dog, or other animal individually trained to help an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. (FEMA Disaster Assistance Policy DAP9523.19, dated October 24, 2007)

## Equine Animals

Please note that **equine animals will not be admitted into the designated pet-friendly emergency shelter**. However, the following facilities are available to accommodate equine animals during times of evacuation or emergency:

- **Jordan Beech Farms** – Call 251-533-5503 (Equine Only)
- **Lake Forest Stables** – Call 757-288-3002 (Equine Only)
- **Horse Motel Network (Alabama Locations)** – Visit: <https://www.horsemotel.com/Alabama.html> (Equine Only)

## Exotic Animals

Exotic pets will not be accepted at the designated pet-friendly emergency shelter. Owners of exotic animals are encouraged to make advance arrangements for their care and sheltering during emergencies. The following resource is available to assist with exotic animal accommodation:

- **Grey Haven Exotic Pets** – Specialized care and sheltering for exotic animals  
Website: [www.greyhavenexotics.com](http://www.greyhavenexotics.com)

## Facility Preparations

Once it has been decided that a pet shelter will be opened, the facility must be prepared to accept pets in a manner that will minimize the impacts of the pet shelter operations on the facility itself.

The Baldwin County Animal Shelter staff will play a key role in the activation and operation of the pet-friendly emergency shelter. Their responsibilities will include the full preparation of the facility prior to opening, ensuring that all necessary equipment, supplies, and accommodations are in place to safely house pets during the emergency. This includes the setup of kennels,

sanitation stations, intake and registration areas, and clearly marked signage to direct pet owners through the process.

Once the shelter is no longer needed, the shelter staff will also be responsible for the complete teardown and thorough cleaning of the facility. This ensures that the site is restored to its original condition and meets all public health and safety standards. Their efforts are essential to maintaining a functional, safe, and efficient sheltering environment for both animals and their owners during times of crisis.

## **Admission and registration process**

### **Pre-Registration for Shelter:**

- Pre-registration is available and can be completed on the day you arrive at the shelter.
- Pets must have up-to-date vaccinations to be allowed entry.

### **Vaccination Requirements:**

- All dogs must have a valid rabies, DAPP, and Bordetella vaccine to be admitted to the shelter.
- All cats must have valid rabies and FVRCP to be admitted to the shelter.

### **Registration with the County:**

- Pets must be registered with the county at the time of entry. Owners are required to provide all necessary documentation for the pet's admission.

### **Sheltering Policies:**

- Owners will not be allowed to shelter in the "pet" area.
- Pets cannot stay with their owners in the "people" shelter areas.

### **Admission Procedures**

- The owner will check in at the admissions desk
- Owners will complete all necessary admissions forms if not pre-registered.
- The admissions staff will input the owners and animals' information into the EMA program.
- Admission staff will issue the animal(s) identification collar and owner's bracelet.
- Information on the identification collar and bracelet. Name of Owner and phone number.
- Admissions staff will ensure that all the owner's personal property is marked and identified.

## Care of Pets

Care of pets will be the responsibility of the pet owners. Owners will need to bring a cage/crate that the animal can stand up and turn around in. Owners will need to bring food, water, leashes, litter and litter pan for cats and plastic disposable bags for handling waste. Staff will not be responsible for pet care. Staff will report issues or problems with pets due to stress, healthcare, or other safety concerns to the owner. Pet owners are responsible for the proper administration of any medications to their pets. Owners are responsible for feeding, watering, and removal of waste from cage/ crate. Owners will be responsible for walking pets during scheduled relief times. The pet will need to be properly confined with leash, harness, and/ or muzzle (as necessary) when out of the cage/crate. Pet owners will accept the County requirements by providing their signature at check-in to ensure that they are fully aware of their responsibilities.

## Transportation

For pet owners who do not have access to transportation during an evacuation, the **Baldwin Regional Area Transit System (BRATS)** will provide transportation to the designated pet-friendly shelter.

To ensure a smooth and safe transport process, please follow these important guidelines:

- All pets **must be secured in a kennel** prior to boarding the bus or vehicle, unless the animal is a certified service animal.
- Pet owners must be able to **lift and carry their own kennels** when boarding and exiting the vehicle. BRATS drivers **are not responsible** for handling animals or pet carriers.
- Be sure to prepare your pet ahead of time with proper identification, supplies, and comfort items for the journey.

### To Schedule a Ride:

- Call: **251-972-6817**
- Alternate Number: **251-937-0355**

We encourage residents to make transportation arrangements as early as possible to ensure timely and safe evacuation.

## Staffing

Staff provided by the Baldwin County Animal Shelter. There should always be at least two staff working in the facility. One Animal Control Officer and One Kennel Tech, working on a 12-hour rotation. Pet shelter operations will open prior to an event and potentially will operate a couple of days after the event as EOC (Emergency Operations Center) directs. All staff at the Baldwin County Animal Shelter will take the appropriate training to work in the shelter.

## List Trainings for staff

[Online Training:](#)

IS-100.C: Introduction to the Incident Command System, ICS 100  
IS-200.C: Basic Incident Command System for Initial Response, ICS-200  
IS-700.B: An Introduction to the National Incident Management System  
IS-10. A: Animals in Disasters: Awareness and Preparedness  
IS-11. A: Animals in Disasters: Community Planning  
Florida SART (State Agricultural Response Team)  
<https://flsart.org/training/petshelter/>

## **Animal Sheltering/Pet Care Minimum Standards**

### **Dog Care:**

- a. Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, and water.
- b. Dogs shall be walked at least twice a day for 20-minute intervals.
- c. The kennel shall have prominently posted:
  - i. Owner's Name
  - ii. Pets Name
  - iii. Owner contact information (cell phone, pager, shelter sleeping location, etc...)
- d. Potable water shall always be available.
- e. Animals are required to be fed a minimum of 1X daily.
- f. Bedding or blankets or towels must be used and in sufficient quantity readily available should soiling occurs.
- g. Owners shall supply plastic disposable gloves and trash bags to accommodate waste handling and disposal.
- h. Medicines and food should be enough to support your animal.

### **Cat Care:**

- a. Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, water and litter
- b. Cat kennels shall be cleaned at least twice a day
- c. The kennel shall have prominently posted:
  - i. Owner's Name
  - ii. Pets name

- iii. Owner's contact information {cell phone, pager, shelter sleeping location, etc...}
- d. Cat litter and pan must be provided in each cage
- e. Water and dry food should always be available
- f. Bedding of newspaper, blankets or towels must be used and of sufficient quantity readily available should soiling occur
- g. Medicines and food should be in sufficient quantity to support your animal

## Vaccines

Pet owners sheltering their cat(s) and/or dog(s) in designated pet friendly shelters should have:

The written proof of the current county required vaccinations from a veterinarian within the past 12

months. Animals without evidence of vaccinations will be vaccinated on admissions to the shelter.

## Pet Owner Checklist

Dogs should have a proper collar and leash, preferably with ID and current rabies tag.

Proper ID on all belongings, to include the carrier.

Pet owners will be required to have a valid Driver's License or picture ID available for documentation/pet owner verification upon check-in/ check-out.

Carrier or kennel of sufficient size for the animal to stand, stretch and turn around.

Ample food supply.

Ample water supply.

Water/food bowls.

Any necessary medication(s), or first aid supplies.

Litter boxes, litter, newspaper liners as necessary.

Newspapers, plastic disposable gloves and trash bags for handling waste; The pet owner will be

required to clean up any waste from their pets both inside the facility and outside the facility while exercising their pets and properly dispose of it in appropriate and designated waste

receptacles.

Favorite toy.

Kennels should be clearly and securely labeled with the owner's name, address, pet's name, and any other relevant information.

Supplies must be sufficient to care for the pet throughout the entire stay at the shelter, which could be expected to be approximately 5 days.

## **Discharging Pets**

Shelter staff will verify that people leave with the pets they arrived with, and copies of any documentation created during the pets stay at the shelter.

## **Discharge Procedures**

1. Ensure owner and animal ID numbers match.
2. Print out any medical or vaccination records and give to owner
3. Ensure the owner has taken all their belongings with them.
5. Have owner sign the discharge section of the admissions form

## **Shelter Demobilization**

Once the facility closes, shelter staff will pack up all equipment and supplies. Borrowed items will be returned, and non-perishable goods will be stored for use in future pet shelter activation. Perishable items will be provided to the County Animal Shelter for use, donation, or disposal as appropriate. A final sweep of the grounds will be made by pet shelter staff to pick up all waste material left behind by pets. The facility will be left on the condition it was received.

# **APPENDIX A: Baldwin County Coliseum**





## **APPENDIX B: Photos of Pet Sheltering Area**



**Downstairs Registration Area Behind Coliseum**



**Upstairs Entry**



**Cat Shelter Room**



**Dog Shelter Room**






**Dog Overflow Shelter Room**



**Animal Cleaning Room ( Emergency Only)**



## Appendix C: Admissions and Discharge

|   |   |  |   |
|---|---|--|---|
|  | <b>Baldwin County</b><br><b>Pet-Friendly Shelter</b><br><b>Admission Form</b> |  |  |
|---|---|--|---|

### PERSONAL INFORMATION

|                     |                      |                           |                      |
|---------------------|----------------------|---------------------------|----------------------|
| Owners Name :       | <input type="text"/> | Arrival Time /Date:       | <input type="text"/> |
| Address :           | <input type="text"/> |                           |                      |
|                     | <input type="text"/> | Departure Time / Date:    | <input type="text"/> |
| Phone # :           | <input type="text"/> |                           |                      |
|                     | <input type="text"/> | ID Number Owner and Pet : | <input type="text"/> |
| Emergency Contact : | <input type="text"/> |                           | <input type="text"/> |
|                     | <input type="text"/> |                           | <input type="text"/> |

### DESCRIPTION OF ANIMAL

Pet Name:

Species: ☐ Dog ☐ Cat Sex:  Spayed/Neutered :

Breed:  Age:

Color:

Distinctive Markings:

Medical Conditions:

Microchip: ☐ Yes ☐ No Microchip Number:

### PRIMARY VETERINARIAN

Veterinarian

Address:

Veterinarian Phone:

Owner Signature / Date

Staff Signature / Date



Owners Name:

**PROOF OF:**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Written Proof of Vaccinations within the past 12 months   |
| <input type="checkbox"/> | <input type="checkbox"/> | Proper ID Collar and up to date rabies tag : TAG# <input type="text"/>                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Proper ID on all Belongings:  |
| <input type="checkbox"/> | <input type="checkbox"/> | Carrier or Kennel of sufficient size fo the animal to stand, stretch and turn around                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Leash   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ample food supply   |
| <input type="checkbox"/> | <input type="checkbox"/> | Water/Food  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plastic Disposable bags for handling waste  |
| <input type="checkbox"/> | <input type="checkbox"/> | Medications ; <input type="text"/>  |
|                          |                          | <input type="text"/>  |
|                          |                          | <input type="text"/>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Kennel has owners name, address, pets name, and other information labeled clearly and securely on kennel. |
| <input type="checkbox"/> | <input type="checkbox"/> | Kennel has a way to be secured. ( Lock, Rope, Wires ,Carabiner etc. )                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification on owner and pet(s).   |

Owner Drivers Licence #

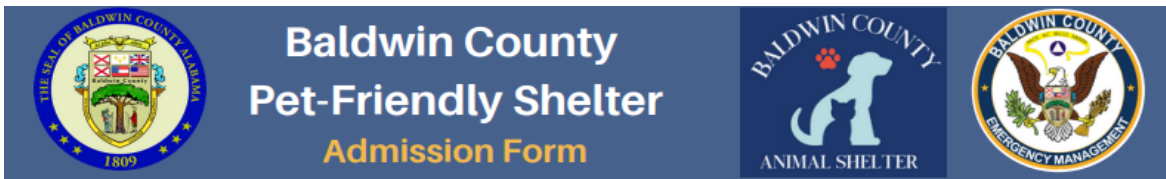
Pet Shelter Location :

Owner Shelter Location:

Owner Signature / Date

Staff Signature / Date

## APPENDIX D: Rules and Regulations



### PET OWNER LIABILITY FORM

Owners Name: \_\_\_\_\_

### RULES AND REGULATIONS

\_\_\_\_\_ 1.) I certify that my pet(s) are current on rabies and all other vaccinations as required and will need to show proof upon arrival. ( Rabies Vaccine)

\_\_\_\_\_ 2.) I will maintain proper identification on myself, pet(s) and its carrier (hard plastic or wire) always.

\_\_\_\_\_ 3.) My pet will remain contained in its cage/ crate (pet(s) will need to be able to stand up and turn around) except at schedule relief times ( in designated areas). During schedule Relief times my pet will be properly confined with leash, harness, and/or muzzle (as necessary). Scheduled times will be strictly adhered to.

\_\_\_\_\_ 4.) I understand I will not leave my pet(s) at the facility alone for any reason unless told to do so.

\_\_\_\_\_ 5.) I assume full responsibility and liability for the behavior of my pet(s) at all times.

\_\_\_\_\_ 6.) I understand that pet care (i.e. feeding, watering, and removal of waste from cage/crate, administering medications) is my responsibility.

\_\_\_\_\_ 7.) I understand and agree that if for any reason my pet is left behind for any reason, it is thereby considered abandoned, and I will be responsible for any and all fees and fines.

\_\_\_\_\_ 8.) I agree to Properly sanitize the areas used by my pet, including performing proper waste disposal and disinfecting.

\_\_\_\_\_ 9.) I will not permit shelter population to handle or approach my pet(s) except for designated pet shelter staff (animal control, veterinarian, human society), either while it is in its carrier/crate or during exercise times. I will make sure the cage/crate door is latched and secured with carabineers, rope or wires.

\_\_\_\_\_ 10.) No commercially owned animals will be accepted into the shelter. (e.g. pet shops, breeders)

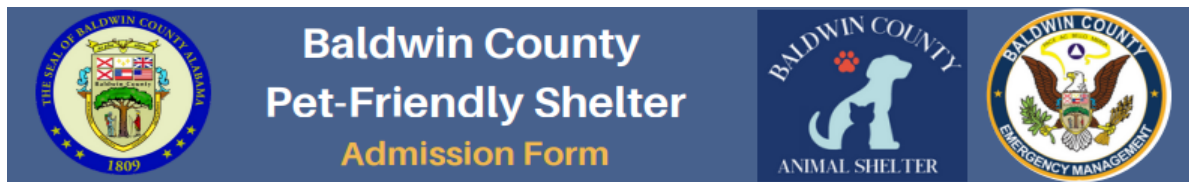
\_\_\_\_\_ 11.) I acknowledge that my failure to follow these rules may result in the removal of my pet to another location. I further understand that if my pet(s) becomes unruly or aggressive, show signs of contagious disease, is infested with parasites (fleas,tick,lice,ect.) or begins to show signs of stress related conditions, it may be removed to a more appropriate location. I understand that any decision concerning the care and welfare of my pet(s) and the shelter population as a whole within the discretion of the Baldwin County Animal Shelter designated personnel, whose decisions are final.

\_\_\_\_\_ 12.) We are not responsible for any lost personal or pet items.

\_\_\_\_\_  
Owner Signature / Date

\_\_\_\_\_  
Staff Signature / Date

## APPENDIX E: Knowledge of animal Diseases (May be in Contact with)



### PET OWNER LIABILITY FORM

Owners Name: \_\_\_\_\_

### ANIMAL DISEASES

#### CATS

\_\_\_\_\_ 1.) Panleukopenia ( Feline Distemper) – Is a highly infectious viral disease affecting cats and kittens. Signs include diarrhea (sometimes bloody), vomiting, lethargic, fever and/or death. Panleukopenia is part of the vaccine series recommended for all cats and provides excellent protection. Adult cats that are current on their vaccinations are at minimal risk for illness.

\_\_\_\_\_ 2.) Other animal to animal transmitted diseases is always a possibility in an animal environment.

#### DOGS

\_\_\_\_\_ 1.) Canine Parvovirus – Is a highly infectious viral disease that affects young puppies and older adult dogs. Symptoms of parvovirus are diarrhea (sometimes bloody), vomiting, lethargic, weakness, and fever. Diarrhea can be mild, severe or fatal. The virus also attacks white blood cells leaving the dog in a much more susceptible to other bacterial infections. Indirect transmission of disease occurs by environmental contamination with fecal material on the ground or grass, objects such as food and water bowls, or bedding and toys. Transmission may also occur by direct contact between dogs. The virus is very contagious and is spread by exposure to feces. Areas where there are large numbers of dogs are more likely to spread the disease.

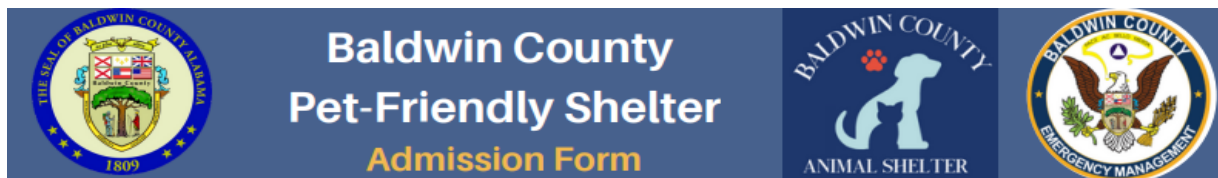
\_\_\_\_\_ 2.) Canine Infectious Respiratory Disease ( Kennel Cough) - Is an Acute, Highly Contagious, respiratory disease of dogs ( Essentially a dog cold). This disease is caused by a complex of viruses and bacteria and new causes continue to be identified. Most of these pathogens are transmitted in the air but they can also stick to surfaces like clothing food and water dishes, toys, bedding and hands and be transmitted from animal to animal. CIRP occurs more commonly in puppies and young adult dogs. It is often at kennels or shelters where dogs are exposed to many other dogs. In some animals, especially older pets or pets with other medical conditions, CIRP can progress to a more serious disease including pneumonia.

\_\_\_\_\_ 3.) Other animal to animal transmitted diseases is always a possibility in an animal environment.

\_\_\_\_\_  
Owner Signature / Date

\_\_\_\_\_  
Staff Signature / Date

## APPENDIX E: Release Form



### PET OWNER LIABILITY FORM

Owners Name:

### RELEASE

I, \_\_\_\_\_ the owner undersigned, acknowledge that I have carefully read and understood the rules and regulations established by The Baldwin County Commission, Baldwin County Emergency Management and The Baldwin County Animal Shelter- regarding the care and sheltering of animals. I also Understand by utilizing the Baldwin County Pet-Friendly Shelter, my pet(s) and I will be exposed to potential diseases, as set forth above, and potential injury or harm, Including death or disability. I voluntarily assume all risks of personal injury, temporary or permanent disability, death, real or personal property loss, real or personal property damage, economic loss, and/or other damages resulting from or in any way associated with my use of the Baldwin County Pet-Friendly Shelter. By signing this document, I to adhere to all outlined guidelines and procedures. I received a copy and will explain them to any other family member accompanying me and my pet(s).

I hereby release and hold harmless The Baldwin County Commission, Baldwin County Emergency Management, and The Baldwin County Animal Shelter, and their employees, directors, elected officials and agents (the "Release Entities") from any and all claims, demands, lawsuits, losses, costs, expenses, or damages related to my pet(s) use of The Baldwin County Pet-Friendly Shelter. This includes any injuries, illnesses, or unforeseen damages that may arise during or after their stay in the Baldwin County Pet Friendly Shelters, including without limitation, death or disability.

I understand and agree that staying at a pet friendly shelter will expose me to animals that may be dangerous or suffering from illness. I acknowledge that such exposure is inherently dangerous and that the Released Parties are not responsible for the behavior or actions of the animals at the shelter. I hereby release and hold harmless the Release Entities from any and all claims, demands, lawsuits, losses, costs, expenses, or damages, including without limitation death and disability, arising out of my use of the Baldwin County Pet Friendly Animal Shelter. This includes any injuries, illnesses, or damages that may arise during or after my stay in the Baldwin County Pet Friendly Shelter, including without limitation, injuries, disability or death caused by any animal at the shelters.

In exchange for my use of the Pet Friendly Animal Shelter, I hereby agree and covenant to indemnify the Released Parties for and hold the Released Parties harmless from any and all personal injury, temporary or permanent disability, death, real or personal property loss, real or personal property damage, economic loss, and/or other damages (including reasonable attorney fees) sustained by any person or animal using or associated with said shelter and resulting from or in any way associated with the use of said shelter by me or my animal(s).

By signing below, I confirm that I have read and fully understand this release agreement and voluntarily agree to its terms.

Owner Signature/ Date

Staff Signature / Date

Owner Print

Staff Print