

ESS Animal Intake Form South West Region Guide

Purpose

The Animal Intake Form is completed for all pets in the care of ESS during a disaster. It is used to record information regarding:

- the description of the animal;
- the permanent address or pick up location;
- the owner information (if available);
- the details about special needs of the animal or other special requirements.

Owners may leave pets in the temporary care of ESS Pet Services while they register at the Reception Centre, or request longer term fostering until they are able to return to their homes. Stray pets are registered with the goal of reunion with their owners.

Procedure for Processing

- White Copy - Animal Intake Binder
- Yellow Copy - Evacuee/Owner or person who brought in the animal
- Pink Copy - Attach to cage
- Green Copy - ESS File

When the Animal Intake Form is completed, the gold (bottom) copy is given to the Owner or person who brought in the animal. This is their proof of ownership or "receipt". The white (top) copy is filed in the appropriate Animal Intake binder. If the animal is a stray, the Animal Intake Form is matched against Lost Animal Information Forms in the same manner as Search & Reply is done for people. The yellow copy goes in a ziplock bag with other documents relating to the animal and attached to the cage. The pink copy is sent to the RC Documentation Unit for filing in the family's file.

Instructions for Completing the Animal Intake Form

Status of Animal on Arrival

This section identifies the status of the animal upon arrival.

- Brought in by owner
- Brought in by Pet Services Team
- Stray dropped off
- Dead on arrival

Brought in by Owner

The first part of this section verifies that the owner is requesting ESS provide fostering, the estimated length of time, and whether the owner agrees to foster offsite. Owner signature required.

If the owner decides to surrender the animal, mark the Owner Surrender box and have owner sign. This decision should be made only if the owner understands that Pet Services will foster **for as long as it takes** until the owner can return home. If they surrender their animal, they will not get it back.

Brought in by Pet Services Team

Pet Services Team may be asked to pick up animals by the owner or if a request to rescue is received. During a disaster, residents may not be allowed to return to their homes but the authorities may give permission to Pet Services or other responders to enter the area.

Note if the animal was brought in as a response to a Rescue Request, a request by Owner, or Other. If Rescue Request, note Request number (RR#). If Owner or Other request, note Name and Phone number of the person who made the request.

Stray Dropped Off

Note the name of the person who dropped off the animal, their address, and phone numbers. Note whether Photo ID was seen, the type of ID and the issuing province. If ID is not available, note the reason.

Location of Pick Up

Be as specific as possible as this information is critical in reuniting animals with their owners.

Dead on Arrival

If a dead animal is brought in, note whether the Mortality Team was notified. Ensure Location of Pick Up is completed.

Owner Identification

This information is used to reunite owners and pets. As names of places and people may have several different spellings, ask the person to spell the name or spell the name back to the person. Permanent and Temporary Addresses are required. Note whether Photo ID was seen, the type of ID and the issuing province. If ID is not available, note the reason.

Print in CAPITAL letters the LAST Name of the owner and the FIRST name.

Animal Information

Complete information in this section is critical in the reunification of the owner and the animal. **Explain the importance of this information.** In disasters, there are unscrupulous people who “shop” for pets. Detailed information in this section makes it difficult for “shoppers” to get the animals.

Note species (dog, cat, other, puppy, kitten or litter), gender, neutered status, name and breed. If litter, list the number and genders if known. Litters may be registered on one Animal Intake Form. All other animals require separate Animal Intake Forms. In the event that one of the litter is moved offsite (fostering or veterinarian), a separate Animal Intake Form must be completed and cross-referenced against the parent form. Unless purebred, cats are typically DSH, DMH, or DLH (domestic short, medium, or long hair) and mixed breed dogs, if breeds are unknown, should be identified by the main breed or how they look (eg. LabX, BoxerX, etc.)

Appearance

Note size, colour, coat type, distinguishing marks, ears and tail description, and declawed status for cats.

Identification

Note description of collar (if any), ID tag, Tattoo, Microchip, with details. Note if contact was made with microchip company (for stray animals).

Temperament and Health

Safety of volunteers is a priority. If animal has shown aggression in the past, this should be noted on the cage to protect volunteers. Only experienced volunteers will deal with aggressive animals.

If animal is sick or injured; note the condition and whether it has been seen by a veterinarian. If more space is needed, use the Additional Information section of the Animal Intake form. If the animal has special needs, indicate and describe.

Status of Animal on Departure

Note date & the status

- Reclaimed by Owner – Before animal is returned to owner, the volunteer **must** check the original copy of the Animal Intake Form (in the binder), Photo ID, and/or picture of animal & owner if taken. Signature of owner required.
- Adopted – Animals surrendered by owner or unclaimed strays are transferred to the local humane society, or other responsible agency, and this should be noted.
- Euthanized – An animal in care can only be euthanized with the consent of a veterinarian. Note name of veterinarian and reason for euthanization.

Status of Animal Offsite

Pet Services must account for all animals in its care. If animal is moved offsite for offsite fostering, veterinary care, or other, the date, location, and phone number must be completed. Details may be noted in the Additional Information section.

Additional Information (Medical, Special Needs)

This section is used to record medical or special needs information. It can also be used for any additional information for which there is no room in the related field.

Note cage number (this may change).

Hay Allotment

When an evacuation order is given, the Ministry of Agriculture assumes the cost of hay for farm animals. At the end of the disaster, copies of the Animal Information Form are sent to the Ministry for reimbursement.

Note the Date Evacuated, the Amount of Hay, and the ESS Rep who obtained the hay.

ESS Information

If the owner has an ESS Registration File number, it should be noted. Ask the owner if the information on the Animal Information Form may be shared with friends or relatives inquiring about the animals. If not, then check the Confidential "Yes" block. The **confidential** completed Animal Information Form is taken to the supervisor/shelter manager who will secure the form. A "restricted" form will be completed with limited information and filed in the appropriate binder and on the animal's cage.

PEP task number and First Nations blocks are to be completed.

Note Contact Number. This is the phone number that people can call to check on the status of their animals.

Complete date, time (24 hour clock). Print FIRST name and initial of last name.