SECURITY AND BIOSECURITY
BEST MANAGEMENT PRACTICES

FOR NEW JERSEY VETERINARY HOSPITALS

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This report was prepared at the direction of the New Jersey Domestic Security Preparedness Task Force pursuant to its authority under the New Jersey Domestic Security Preparedness Act. The information contained within this report is confidential and shall not be deemed to be a public record under the provision of P.L. 1963, c. 73 (N.J.S.A.C. 47: 1A-1 et seq.) or the common law concerning access to public records.
This guide is intended to encompass all possible security and biosecurity considerations for animal agriculture. Most likely, it will be difficult to implement all the procedures listed. The guide should be used to review facility operation and determine which recommendations are appropriate. This document is intended to be an educational tool that can be used to understand/identify risk and to create a facility-specific security/biosecurity program and is meant to supplement the summary checklist *Keep the Garden State Safe – Veterinary Industry*.

The New Jersey veterinary healthcare industry is composed of 550-600 small animal hospitals, 100-120 small animal specialists, 8-10 emergency hospitals, 100-150 ambulatory large animal practices, 20-30 mobile small animal practices, 15-20 non-profit small animal clinics/hospitals; and pet store veterinary clinics. These facilities range from small, solo practices, to large, state of the art corporate veterinary facilities. The New Jersey veterinary industry employs 6000 people. Veterinarians care for 2.5 million patients annually.

The veterinary industry is vital to the health and well being of all New Jersey animals and the residents that own them. Sixty percent of all households have at least one pet. The significance of the human-animal bond is best demonstrated during emergency evacuations, when up to 30% of the animal-owning public will delay or refuse to evacuate without their pets. Of those owners who do evacuate without their animals, 50-70% will attempt to return to retrieve them even before it is safe to do so.

Since the events of Sept 11, 2001, it has become increasingly apparent that animals are at risk from acts of terrorism, either as the intended targets (as in agroterrorism) or simply accidental victims. In either event, pet and livestock owners will be seeking assistance from veterinarians to care for their sick or injured pets, as well as those who may have been exposed to agents released in terrorist attacks. As a result, the pets or their owners, seeking medical care after exposure, may contaminate veterinary hospitals. Therefore, veterinary hospitals, like human hospitals, must develop plans to:

- Identify agents of bioterrorism;
- Quarantine exposed animals;
- Decontaminate exposed animals and facilities;
- Identify anyone that may have been exposed while visiting the hospital.

This document will provide guidelines to help New Jersey’s veterinarians mitigate, plan, respond to and recover from such disasters affecting their patients and clients.

This guide has been modified from the “Security and Biosecurity Best Management Practice Guide for Pork Producers,” by Dr. Sandy Amass, Director of the National Biosecurity Resource Center at Purdue University. Additional reference material used is from the Penn State University’s Biosecurity risk assessment charts and “Reference Monitoring and Surveillance: Keys to Identifying Suspicious Activities”, by Bob King, Senior Extension Educator, Cornell Cooperative Extension-Monroe County.
I. Preparing for an emergency

- Develop and maintain a comprehensive All Hazard Emergency Plan.
  - Include employee notification lists. Update periodically.
  - Include list of essential employees allowed access to the facility during emergencies. Update periodically.
  - Include lockdown plans that limit/prohibit the movement of people, animals, equipment, etc…out of facility during heightened emergency conditions.
  - Include an evacuation plan. (See Attachment F, A & C)
    - Periodically test the plan.
    - Provide the local fire department with a copy of the evacuation plan and a copy of the current floor plan.
  - Include a Crisis Management plan
    - Train management in ICS.
    - Establish command center and equip as needed.
    - Develop notification system and update it regularly.
  - Include contingency plans for continuing operation should facility/equipment, etc…become unavailable/unusable. (e.g. alternate facility).
  - Review plan with employees.
  - Review plans and contact information periodically.
  - Include a protocol for triaging incoming emergencies.
  - Consider the need to decontaminate and quarantine incoming patients and clients.

- Contact fire, police and other emergency responders routinely to apprise them of emergency plans as needed.

- Post fire, police, and other emergency contact information near telephones and in strategic places.

- Identify critical security decision makers to whom employees should report security problems or emergencies.

- Teach employees whom to call under specific circumstances. For example, dial 911 if there is a fire, police or human medical emergency. Call a veterinarian or
NJD/USDA representative if there is an animal health emergency or if a foreign animal disease is suspected. (See Attachment B).

- Develop a media plan that may include:
  - Referral to NJVMA or State agency.
  - Identity of person that will handle the media and provide press statements and background information for the hospital.

- Periodically review and update security strategies.

- Develop a system to determine employee whereabouts during an emergency.

- Maintain on-site and off-site back-up copies of documents in case originals are destroyed:
  - All Hazards Emergency Plan.
  - Employee contact information.
  - Equipment and supplies inventories (part numbers, quantity kept on hand)
  - Accounts receivable.
  - Accounts payable.
  - Customers’ names and contact information.
  - Suppliers’ names, contact information, items purchased, and the cost of the items.
  - Vehicle maintenance schedules, payment schedules, and registration information.
  - Medical records and insurance papers of animal clients.
  - Exact payroll numbers

- During a heightened alert:
  - Maintain situational awareness of world events and ongoing threats
  - Review current contingency plans and develop and implement procedures for receiving and acting on threat information, alert notification procedures, terrorist incident response procedures, evacuation procedures, bomb threat procedures, hostage and barricade procedures, chemical, biological, and nuclear procedures, consequence and crisis management procedures, accountability procedures, and media procedures.
II. Security

A. Preventing Unauthorized Entry

1. General Access

- Follow all pertinent required local, state, federal laws regarding commercial buildings.
- Control visitors at entry points.
  - Large animal hospitals have greater access.
- Minimize the number of entrances to restricted areas within the hospital.
- Limit the number of open doors.
- Keep restricted areas locked when not in use.
- Use keypad entry system for sensitive areas.
- Ensure areas surrounding and within hospital are well lit.

  General lighting recommendations for industry:

  - Building entrances and exits – 5 to 8 foot-candles
  - Surface parking lots – 3 to 5 foot-candles
  - Parking garages – 5 foot-candles

- Install back-up lighting and generators for emergencies.
- During an emergency, secure the facilities.
  - Secure and lock all exterior windows, outside doors, gates.
  - Secure all vehicles.
  - Post security officer or employee at all entrances.
  - Equip with cell phones/radios.
o Report all suspicious activity to law enforcement authority. (See Attachment D)

o No unauthorized or unscheduled visitors into facility.

o Limit deliveries to essential supplies.

o Consider offsite depot for deliveries.

o Limit visitors and clients accompanying patients.

• During heightened alerts:

  o Increase security measures and surveillance of visitors.
  o Increase the number of visible security personnel.
  o Rearrange exterior vehicle barriers, traffic cones, and roadblocks to alter traffic patterns near facilities.
  o Institute/increase vehicle, foot, and roving security patrols varying in size, timing, and routes.
  o Implement random security guard shift changes.
  o Arrange for law enforcement vehicles to be parked randomly near entrances and exits.
  o Limit the number of access points and strictly enforce access control procedures.
  o Consider installing telephone caller I.D. Record phone calls if necessary. (See Attachment E)
  o Increase perimeter lighting.
  o Deploy visible security cameras and motion sensors.
  o Deploy explosive detection devices and explosive detection canine teams.
  o Install special locking devices on manhole covers in and around facilities.

• During Red Alert or a bio event: control access to parking lots.

2. Suspicious activity/unauthorized entry (Attachment D)

• Call the appropriate law enforcement authorities if unusual activity or unfamiliar/unexpected people are observed.

• Watch for unusual vehicles; note license plate numbers.

• If possible, identify and isolate any animals, animal product, feedstuffs, equipment, medications, etc. that may have been tampered with or sabotaged by the intruder.
Monitor potentially exposed animals for disease. Advise personnel of the need for heightened awareness to detect a potential animal health status change for the next 4-6 weeks.

Document incident. Record:
- Date of intrusion
- Number of animals affected
- Origin and destination of animals, if moved.
- Vehicle(s) used to move animals, including license plate numbers.
- Names of personnel involved in the moving process

During a heightened alert:
- Encourage personnel to be alert and immediately report any threats or suspicious activity.
- Encourage personnel to take notice and report suspicious packages, devices, unattended briefcases, or other unusual materials immediately; inform them not to handle or attempt to move any such object.

B. Fire security

- Use fire doors wherever possible.
- Use fire detection systems throughout the hospital.
  - Check for proper function regularly.
- Install fire extinguishers in strategic places.
- Consider a “No Smoking” policy; post “No Smoking” signs.
- Store important written and digital information in fireproof containers.
  - A second set of information should be stored at an alternate, off-site location.
- Install lightning rods to protect against lightning strikes.

C. Computer/Information Systems

- Restrict access to computers and sensitive documents.
- Shred sensitive documents when discarding.
- Disallow the removal of sensitive documents from facilities.
Lock file cabinets and/or document storage areas.
Maintain critical documents/files in fireproof containers.
Protect computer data with virus protection programs.
Connect critical computers to Uninterruptible Power Supplies.
Utilize computer security measures as appropriate.

D. Water security

Secure water wells if possible.
Ensure that water systems are equipped with backflow prevention.
Test for potability regularly and randomly and investigate changes in results.
Chlorinate water systems.
Ask your water provider to alert you to known problems.
Identify alternate sources of water as a backup plan

E. Hazardous & perishable materials (feed, pharmaceuticals, disinfectants, pesticides, herbicides, radiopharmaceutical, sharps, firearms)

Follow all government recommendations for labeling, handling, logging and use.
Label all materials.
Physically secure all storage areas containing hazardous chemicals.
Limit access to storage areas containing hazardous chemicals.
Store chemicals and pesticides to prevent contamination of other items.
Inspect all hazardous materials on receipt and verify authenticity with packing slip and supplier as needed.
Examine all feedstuffs, medications, etc, upon delivery and reject anything that appears tampered with, adulterated or contaminated.
Keep an up-to-date and accurate inventory of all hazardous materials and flammable products.
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- Investigate missing materials or other irregularities.
  - Notify law enforcement authorities if necessary.
- Purchase hazardous materials from known, licensed, or permitted suppliers.
- Supervise maintenance and sanitation staff with access to materials.
- Do not use manure-handling equipment as feeding implements or to clean up any materials that may return to the feed area.
- **During Red Alert or bio event**: clean and disinfect delivery trucks and equipment between deliveries and hospitals.
- **During Red Alert or bio event**: clean storage areas between batches of feed.
- **During Red Alert or bio event**: if feed related incident occurs:
  - Keep a sample of suspect feed with bag/lot number and receipts.
    - Keep grain/pellet sample in ziplock bag in cool, dry area. (not refrigerated)
    - Keep hay/haylage/silage in clean paper bag in cool, dry area. (not refrigerated)
    - Collect, save, and freeze samples of food waste if suspicious.
    - Keep a sample of each batch of feed for 6 months.
- **During Red Alert or bio event**: increase security surrounding oxygen tank.
  - Enclose storage tank in a secure structure.
  - Do not “advertise” location.
  - Have back-up tank in another location.

**F. Mail/Deliveries**

- Have a single mail delivery/receiving area.
- Inspect all packages and deliveries for authenticity and tampering.
- Prohibit eating, drinking, and smoking when opening mail.
- Be alert for suspicious packages.
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- Leave unopened any suspicious envelopes/packages and report concern to law enforcement authorities as appropriate.

- Report any threats to the health or well being of the animals to law enforcement authorities and State or Federal animal health officials.

- Inquire if vendors do background checks on their employees.

- **During a heightened alert:**
  - Initiate a system to enhance mail and package screening procedures.

- **During Red Alert or bio event:** disinfect, fumigate, or quarantine supplies and equipment entering the facility if deemed necessary.

- **During Red Alert or bio event:** require background checks on vendor employees.

- **During a Red alert or bio event:** identify all delivery people and ask if they have been to other hospitals prior to coming to your hospital.

- **During Red Alert or bio event:** wash hands before and after handling mail.

- **During Red Alert or bio event:** wear gloves if you have cuts or scrapes on your hands

**G. Employees**

1. **Pre-employment screening**
   - Screen all prospective employees (seasonal, temporary, contract, and volunteers).
   - Require all applicants to fill out a written job application including references from previous employers.
   - Conduct thorough background check to verify previous employment references, addresses, phone numbers, qualifications, and employee demeanor.
     - Investigate regulations before performing vehicle or criminal background checks.
   - Verify immigration status with the Immigration and Naturalization Service, when applicable.
   - Have a written security policy to show prospective employees.
   - Obtain permission to perform drug and alcohol testing prior to and during employment.
2. New employees

- Have new employees sign a written security/biosecurity policy in the presence of a witness.

- Provide all new employees with direct supervision.

- Request information about private animal ownership or contact in order to determine what pets/livestock employees are in contact with after hours.

- Require clean clothes/shoes at work.

- During heightened alerts: require employees to change clothes upon arrival at work.

- During Red Alert or bio event: prohibit contact with other animals.

3. Employee training

- Designate one person to oversee security issues.

- Mandate participation in industry quality assurance programs.

- Train employees and supervisors to recognize and immediately report suspicious activity, unauthorized entry, or areas that may be vulnerable to tampering or intrusion (See Attachment D).

- Build security awareness into daily job responsibilities and reward alert employees.

- Have a zero tolerance policy for workplace violence and animal abuse.
  
  - Encourage employees to promptly report such incidents.

- Document all security investigations.

- Train employees to recognize and report signs of animal illness, abnormal behavior, foreign animal diseases, and CDC agents of concern (See Attachment B)

- During a heightened alert:
  
  - Encourage personnel to know the location of emergency exits and stairwells and rally points to ensure the safe egress of all employees.
  
  - Conduct internal training exercises and invite local emergency responders to participate in joint exercises.
4. Employee monitoring

- Provide mechanism to account for employees in hospital.
  - Use time clocks or other means to monitor employee movement.
- Appropriately supervise employees at all levels, especially new ones.
- Ensure employees are familiar with other employees and routine visitors, including delivery personnel.
  - Implement a picture badge identification system if the operation is large.
- Require employees to notify management if they will be arriving early or staying late.
- Require employees to notify management if they are going on a break or leaving the premises.
- Prohibit unauthorized photography or other recording devices.

5. Employee Termination

- Swap, re-key, or change the combinations of all mechanical and electronic locks.
- Notify law enforcement authorities if problems with terminated employees are suspected.
- Supervise exit of disgruntled individuals with the proper law enforcement authorities if necessary.
- Consider the need for night surveillance of your facilities for a period of time.

H. Visitors

- Post signs to inform all visitors of rules.
- Designate a parking area for all visitors.
- Designate a check-in, check-out area for all visitors with a sign-in sheet. Record names, addresses, phone numbers, and reason for visit.
- Escort non-service visitors at all times. Visitors should never be allowed to wander the premises.
• Prevent non-service visitors from accessing storage areas, locker rooms, computer areas, or areas where keys are kept. Clearly mark these areas with an “Employees Only” sign.

• Apply non-service visitor rules consistently to all unknown individuals including delivery people, drivers, customers, government officials, reporters, sales people, etc.

• Encourage employees to challenge unknown individuals.

I. Vehicles

• Lock all parked vehicles when not in use and keep the keys in a secure area.

• Monitor incoming and outgoing vehicles for inappropriate contents or unauthorized/unusual activity.

• During a heightened alert:
  o Institute a robust vehicle inspection program to include checking under the undercarriage of vehicles, under the hood, and in the trunk.
  o Approach all illegally parked vehicles in and around facilities, question drivers and direct them to move immediately. If owner cannot be identified, have vehicle towed by law enforcement.

J. Recall strategy in the event of an adverse incident

• Prepare a recall plan to rapidly assess the scope of the problem and contain products that have been sold or people/pets that have been exposed.
  o Identify the hazard and its potential to harm people and/or animals.

• Immediately notify all people/locations involved within timeframe of concern.

• Maintain a sales log that includes customer contact/identification information.

• Maintain a list of clients and contact information.

• Maintain a list of visitors to the hospital
  o Include delivery and service personnel.

• Notify law enforcement authorities or government agencies of incident if necessary.

• Implement a biosecurity program to prevent the spread of disease among hospitals
III. Biosecurity & Best Management Practices (BMPs)

A. Isolation facilities

- Provide isolation facilities for sick animals with infectious diseases.
- Drainage should not tend towards other animal facilities or high traffic areas.
- Animal flow through isolation facility should be all in/all out with cleaning, disinfecting, and downtime between groups.
- Attend animals in isolation as the last chore of the day; wear clothing dedicated to isolation area.
- Utilize footbath in isolation area; change disinfectant regularly.
- Ideally, isolation areas should have its own entrance and exit to the outside.

B. Infection Control Precautions For Highly Contagious Agents

- Follow all isolation recommendations and protocols.
- Wash hands after all contact with sick animals and contaminated surfaces.
- For any contact with sick animals or contaminated surfaces, use all appropriate Personal Protective Equipment (PPE) recommended for the contagious agent, which would include such items as gowns, gloves, masks and eye protection.
- Contain and dispose of contaminated waste in appropriate manner after consultation with state or local health officials. Do not dispose of contaminated waste in landfills or dumps.
- Be careful not to allow used patient care equipment to contaminate cloths or skin.
- Clean and disinfect any contaminated equipment and surfaces with appropriate recommended disinfectant.
- Make sure that soiled laundry is handled in a way not to contaminate skin or clothes. Avoid shaking or handling in any matter that would aerosolize infectious particles.
- Call the appropriate officials for the recommend disposal method of deceased or euthanized animals.
C. Pest/Wildlife control program

- Maintain a pest and vector control program.

Note: Outdoor production units or production units with outdoor exposure cannot always control bird, dog, cat, rodent, or wildlife access to livestock or feed. Depending on location, producers with outdoor facilities should be aware of the need to be more cautious and more observant.

D. Agro terrorism, Foreign Animal Diseases, Sick or Dead Animals

- Report any unusual animal deaths or illness as soon as possible but within 48 hours to the State Veterinarian, Public Health Veterinarian or the US Department of Agriculture, Veterinary Services as required by NJ State law. (See Attachment B)

E. Transportation

- Keep vehicles locked and supplies secured at all times.
- Try not to leave vehicles unattended.
- Report all suspicious activity around trucks immediately, including any break-ins or missing items.
- During a Red Alert or bio event: clean and disinfect vehicles between farms/calls.
- During a Red Alert or bio event: clean and disinfect vehicle wheels and carriage after leaving a farm/call.

F. Tools and equipment

- Maintain separate tools and equipment for isolation areas.
- Clean and disinfect tools and equipment between farms.

G. Cleaning and disinfection

- Use proper PPE.
- Select disinfectants based on label claims.
- Clean, disinfect, and allow facilities to dry before animals are moved in.
- Clean and disinfect ceilings, walls, flooring, and equipment between animals.
- Use soap and hot water remove all visible organic material before disinfectant is applied.
Considerations for Bioterrorism Emergency Preparedness for Veterinary Hospitals

Emergency response and crisis management

1. Ability to lock-down a facility to control access and egress
   a. Control of inflow critical in bio event where contaminated patients would need to stay out of facility.
   b. Control of outflow if patients, clients, employees are exposed.
   c. Prepare to use local/state police for control.
2. Ability to clean and disinfect exposed animals and employees outside hospital.
   a. Contact local health department, fire department to plan for such an event.
3. Ability to affectively quarantine and isolate exposed animals
   a. Have contingency plans for isolation areas if they do not exist.
   b. Have a separate secure entrance way into and out of quarantine.
   c. Make sure that employees handle quarantine animals last and wear appropriate protective clothing.
4. Ability to account for all employees and visitors during a crisis
   a. Sign in logs
   b. Contingency plan if employees need medical attention
5. Crisis communication system
   a. Signal for help
   b. Communicating within facility
   c. Communicating with clients off-site
   d. Communicating with State Officials
6. Ability to extend the hospital perimeter during a crisis
7. Ability to evacuate animals to offsite location
   a. Secure cages at another facility
   b. Develop a relationship with a “sister” practice located 30-50 miles away.
   c. Make sure there is enough handling and restraining equipment
8. Media management plan
   a. Define media area
   b. Method to restrict media access
9. Periodic reassessment
Clinical signs of Foreign Animal Diseases (FAD) and CDC agents of concern

Diseases that are dangerous to animal health and are enumerated in N.J.A.C. 2:2-1.1 may result in one or more of the clinical signs listed below. They may indicate signs of a FAD or agents of bioterrorism. Complaints or observations involving illness, injury or death, in livestock that may be the result of microorganisms, toxins or radiation, must be reported to the State Veterinarian immediately and in any case within 48 hours in accordance with N.J.A.C. 2:2-1.5.

Clinical signs of FAD or agents of bioterrorism include:
- Death;
- Excessive discharges from body orifices;
- Anorexia (off-feed), cachexia (weight loss);
- Skin lesions including blisters, pustules, discoloration;
- Abnormal behavior, excessive vocalization, depression;
- Excessive urination; excessive salivation; excessive tearing;
- Lameness, off balance; falling down; difficulty rising; circling, partial or complete paralysis;
- Muscle tremors; seizures;
- Sneezing, open mouthed breathing, gasping for air, nasal discharge, coughing, difficulty breathing;
- Diarrhea, vomiting; constipation, excessively dry manure;
- Twisting of head and neck;
- Foaming at mouth or nose;
- Head pressing, stargazing, no menace response, uneven pupil sizes;
- Drooping wings, feather or hair loss, excessive loss of mane and tail hairs;
- Partial to complete drop in egg production; production of thin-shelled eggs;
- Swelling of the tissues around eyes, neck or legs; opaqueness of eyes;
- Abortions, still births, weak neonates;
- Abnormal body temperature.

Clinical signs most associated with FAD:
- Unusually high number of sick animals
- Unusually high number of deaths
- Blisters or vesicles on animals’ snout or feet
- Large number of lame animals
- Large number of animals with fevers
- Large number of animals not eating
- Large number of animals that do not want to stand
- Discoloration of the ears, belly, rump, legs, or tail
- Animals act uncoordinated or show other neurological signs
- Owners report large number of family members suffering same signs
Situational Response

A. Situational response

• Loss of power
  o Access to back-up generators recommended
  o Test generators monthly

• Loss of water
  o Acquire bottled or other source of potable water
  o If using non-potable water, prevent contamination of employees, patients.
  o Confirm ongoing suitability of using well water

• Release of hazardous/toxic/infectious material
  o Shut down ventilation system if sheltering in place is required
  o Isolate contaminated room if possible
  o Have ability to vent to outside
  o Protect air intakes from contamination

• Medical disaster Supplies and Feeds
  o Secure alternate supplier to ensure adequate supply during a disaster
  o Increase security around medical supply rooms
  o Increase security around Feed and Feed stuffs

    ▪ Keep adequate supplies approximately 1 month
    ▪ Make sure feed is not contaminated with waste
    ▪ Rotate and replenish emergency supplies each month.
Suspicious activity

A. What constitutes suspicious activity?

- Staying unusually late after the end of a shift.
- Arriving unusually early.
- Accessing or attempting to access files, information, or areas of the farm outside of their area of responsibility.
- Removing documents from the facility.
- Asking questions on sensitive subjects.
- Observing signs of tampering with equipment or facilities.
- Observing suspicious materials or devices.
- Observing misplaced equipment.
- Taking pictures of secure areas may be suspicious.

B. How do you know if unauthorized entry has occurred?

- Observing broken lights or dark areas that are usually lit.
- Finding doors that are open, damaged, or don’t lock properly.
- Observing broken windows.
Attachment E

Phone Threats

A. Protocol for handling phone threats

Phone threats usually begin with the words “Listen very carefully. I’m only going to say this once.”

Attempt to verify caller’s identity.

Record the call or write notes during and after the telephone call.

Record the following information:

- Voice characteristics
- Background noises
- Name of person who answered phone
- Time call was received
- What caller said
- Exact threat that was made
- What demands were made?
- If the caller indicated that they would call again
- How long did you speak with the caller?
- How old did the caller sound?
- Gender of caller
- Accent noted
- Caller’s attitude (clam, excited, intoxicated, rational, irrational, angry, vulgar)
- If the call sounded like it was made from a car or telephone booth

- If a phone threat is made, hang up on the caller, then pick up the receiver again and dial *57 to mark the caller’s call. Then, call the police and tell them that you have marked the call by dialing *57.
Attachment F

Evacuation Plan

1. Maintain an animal inventory that includes:
   a. Types of animals.
   b. Number of animals.
   c. Special care or handling requirements.

2. Prepare map of property that outlines location of animals.

3. Plan a detailed escape route.
   a. Include an alternative route in case the first route is inaccessible.
   b. Review escape route plan with local and county OEM to see if your route is feasible.
   c. Try to avoid main routes and interstate roadways if possible due to heavy congestion.
   d. Post escape route in several locations around the farm/facility.

4. Make sure that employees, caretakers and emergency rescue personnel are aware of escape route plans.

5. Share evacuation plans with neighbors and local law enforcement authorities.

6. Make arrangements for relocation of your animals ahead of time.
   a. Contact neighboring farms in other counties to make arrangements for relocation.
   b. Contact friends, family, hotels and motels to find alternative shelter for animals.
   c. Contact shelters, local and county OEMS and extension offices to find an animal disaster shelter that would be available in the area.
   d. If relocation of all animals is not feasible, identify/prioritize the initial animals to be moved.
   e. If assistance will be needed to move animals, plan ahead. Make arrange with those people/businesses able to help.
   f. Ask haulers if relocation arrangements have been made with other livestock owners.
   g. If possible, keep animals from the same farm together and isolated from other animals.

Attachment F - Evacuation Plan (continued)
7. Make sure that all personnel and caretakers know how trailers work.
   a. Ensure the appropriate safety and emergency items are available for trailers.

8. Make sure animals have durable and visible identification. (It is recommended that each animal be identified with two types of identification.)
   a. Animal identification includes: tattoos, brands, microchips, ear tags, ear notches.
   b. Collars or halters should include owner’s name and telephone number.
   c. Maintain plastic neckbands and permanent markers on hand if temporary identification is needed.
   d. Label the neckbands with owner’s name, address and telephone number.

9. Maintain current photos and description of animals in case they get lost or separated or if an ownership dispute occurs.

10. Maintain accurate and up-to-date medical records for each animal.
    a. Store medical records in several easily accessible locations.
    b. Store medical records in sealed waterproof or fireproof containers.
    c. Include vaccinations and testing information. (i.e. rabies, Coggins)
    • Shelters may not take animals without vaccinations/testing information.

11. Develop a table of feeding schedules, medical conditions, behavior problems and name and phone number of veterinarian in case animals need to go to a kennel.

12. Arrange for cages and vans to transport animals safely.
    a. Enough space should be provided in cages in the event animals must remain in them for prolonged periods of time.
    b. Airline crates provide a protective and secure atmosphere.

13. Make sure the appropriate equipment and materials needed for handling, feeding and disinfecting the environment around each animal are available.
    a. Handling equipment includes: collars, leashes, halters, lead ropes, panels, snares, etc.
    b. Feeding equipment includes: water, animal feed, bowls, buckets, can opener (manual), etc.

Attachment F - Evacuation Plan (continued)

14. Maintain at least a three-day supply of the following feeding supplies:
    a. Hay or roughage for large animals
b. Dry cat and dog food
c. Poultry Feed
d. Specialty feed for exotic animals
e. Appropriate amount of water for each species

15. Keep feed in watertight containers.

16. Keep the following emergency supplies on hand:
   a. Flashlights, portable radios, plenty of batteries.
   b. Basic animal first aid kit that includes: all prescriptions for animals, bandaging supplies, stethoscope, thermometer, etc…

17. Keep a portable generator on hand.

18. If evacuation is not an option and animals must be sheltered in place, avoid sheltering animals near:
   a. Exotic (non-native trees), which uproot easily
   b. Overhead power lines
   c. Barbed-wire fencing
   d. On less than 1 acre

19. If animals must be sheltered in place, provide an appropriate amount of feed and natural sources of water.
   a. Providing animals to unlimited feed may cause illness.

20. Special considerations for small animals:
   a. Identify a safe area for animals
   b. Keep dogs on leashes and cats in carriers for the duration of the emergency.
   c. Maintain emergency supplies including, medication, feed, water, etc…