

EQUINE RESCUE AND RESPONSE SHELTER CHECKLIST

General Guide

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INTRODUCTION:

This checklist and site location list is merely a guideline. The nature of a natural disaster (i.e. hurricane) can present many logistical problems. Response time may not allow for procurement of all necessary items to run a shelter or to locate an ideal facility for the shelter site. Remember to work with the appropriate local emergency officials when developing your specific checklist.

Many of the components necessary should be procured and warehoused in an easily accessible location prior the event.

Part One: Predetermining a Site for the Shelter (These are the ideal guidelines, the more the facility can offer, the better.)

A. Location:

- i. In the event of a coastal hurricane, the state should be divided into three separate zones: East, Middle and West. Depending upon landfall, a main site should be chosen as well as a back up location.
- ii. The location of the shelter should be close enough to access the affected area, but with enough distance from the strike area as to minimize structural damage and loss of utilities.
- iii. There should be consideration for proximity of fuel, lodging and food for relief workers.
- iv. If possible, the shelter should be located as close as possible to a major highway or interstate to facilitate transportation of rescued horses

B. Stalls/Corrals:

- i. Stalls should be constructed of steel for sanitation purposes, equipped with raised bars or panels to prevent biting between stalls.
- ii. Floors should be concrete or have mats on floor for sanitation. Dirt or clay is acceptable as long as there is a good base for cleaning/stall stripping purposes.
- iii. Stalls should have securely closing stall doors, hangers for buckets and/or feed mangers, steel wall hay racks.
- iv. Sides of the stalls should extend to the bottom of the floor to prevent horses' legs from becoming trapped underneath.
- v. The shelter should contain corrals or paddocks for exercising housed horses and holding compatible horses, i.e. broodmares, bands of geldings previously housed together, etc.

C. Facilities:

- i. Adequate and convenient water supply must be available. Automatic stall waterers should be turned off until horses are determined to be healthy (i.e. the horse's water intake cannot be gauged by an automatic waterer, but rather by the water bucket method).
- ii. Adequate, waterproof storage areas must be available for perishable items, veterinary supplies, shavings, feed, hay, etc.
- iii. The facility should have an area away from the general population which could be utilized as an isolation ward for possible contagious animals. This area should have its own water supply, storage area, etc.
- iv. Trash receptacles and debris removal should be in place. Disposal of manure should be separate from general trash (unless in a commercial receptacle with daily removal).
- v. The facility, if possible, should not also serve as a small animal shelter due to species specific differences, volunteer cross-over (non-equine trained volunteers), transportation issues, etc.
- vi. Wash racks or washing areas should be available for bathing and "wet veterinary treatments".
- vii. All fencing should be in good shape with a perimeter fence in place.
- viii. The facility should provide for adequate truck/trailer parking as well as worker parking. There should be a central location for unloading transported horses (other than those determined to be placed in the isolation area).
- ix. If possible, the facility should have adequate RV/live-in horse trailer hookups and water supply.
- x. The area should be well-lit at night with adequate security measures and a central check-in point for all workers.
- xi. Forklifts and/or pallet jacks must be available for removing pallets of feed, hay, etc.
- xii. A secure area for pharmaceuticals, equipment and other valuables must be provided.
- xiii. The facility should have an office area with phone lines, fax and internet access.

Part Two: Pre-disaster Items To Have On Hand (These items can be stored on or off site prior to a disaster response. Amounts are based on a population of 100 horses in-house.)

A. Barn Items:

- i. New halters - 100 average horse, 20-30 large horse, 20-30 foal/small horse. All halters must be new to halt disease spread.
- ii. Lead ropes - You can never have too many lead ropes, but 40-50 lead ropes should be adequate for a shelter. Stud chains or leads with chains should be available, also.
- iii. Buckets - 250-300 new, clean buckets should be available for water and feed if no stall feeders are in place. Buckets can also be used for disinfecting items, holding supplies, etc. Preferred bucket type: plastic flat back with handle.
- iv. Double end snaps - 300 for hanging buckets, clipboards, etc.
- v. Disinfectants - i.e. Clorox, Novalsan, etc., for disinfecting brushes, combs, etc.
- vi. Brushes/Combs - All should be new to prevent spread of disease. Ideally, one per horse.
- vii. Water hoses with spray nozzles - 1 per section of stalls, 1 per corral.
- viii. Wheelbarrows - 2 per stall sections, 1 for feed distribution, 1 for hay distribution.
- ix. Muck buckets- 1 per stall section.
- x. Other items: Most of these items you can't have enough of.

stall rakes
push brooms
shovels
microchip wand
feed scoops
scissors
knives
hoof picks
shoe pullers
rasps
hoof knives
sponges
weight tapes
ropes (can't have enough)

gloves
blankets
towels
empty, 55 gallon plastic drums (to store water in the event of loss of water)
plastic storage containers (to store items that are not waterproof, etc.)
locks
folding tables
chairs
fans (1 per stall, larger fans for aisle ways)
extension cords
tarps
bungee cords
dry erase boards
portable lighting
fly spray
turn out sheets
fly masks
tape (masking and shipping)
clip boards (1 per stall, 20 for office)
grease pencils (to mark horses in the field)
generators (in the event of power loss)
flashlights
scrub brushes
pallets (for storing feed and hay)
dip pans for isolation
boot covers
exam gloves

B. Office/Administrative Supplies

Basics:

cases of copy/inkjet paper (mainly letter, but also legal)
spiral notebooks
pens
permanent markers
clipboards
stapler
staple remover
portable file holders (waterproof)
cases of file folders
bull clips (aka binder clips)
paper clips
paper clip holder
calculator
trash cans
trash can liners

plug in electrical strips
various sizes of rechargeable batteries
battery charger
NOAA radio
laptop computer (loaded with word processing, spread sheet and image editing software)
printer with supplies of ink
copier with supplies of toner
cell phones
cell phone chargers
digital camera (for horse identification)

Forms: (at least 200 of each or capacity to reproduce)

Stall Sheet (info sheet for each horse hung on its stall)
Horse Release Form (A release to owner form)
Volunteer Release Form (there may be an existing ICS form)
Foster Application (for those wishing to foster)
Supplies Release Form (for owners taking supplies from facility)
Horse Intake Form (per shipment form)
Barn Log (daily log of horses in-house)
State Shipment Form (for owners transporting horses across state lines)
Rescue Placards (for workers entering rescue areas, accompanied by a proper ID badge)
Any necessary ICS forms

C. Worker Supplies: (amount dependent on expected workers)

tables
chairs
igloos or portable refrigerators
cups
coffee makers
trash cans
plates
plastic utensils
towels
shirts
hats (for protection from sun)
rain coats
Tylenol/Aspirin

Part Three: At Need Supplies (Once the shelter has been set up.)

A. Hay

- i. Grass Hay- for the majority of horses and those not needing high protein, foundered horses, etc.

- ii. Alfalfa Hay- for those horses needing additional protein.

B. Feed

- i. 10 or 12% pellets- for the majority of horses
- ii. Senior feed
- iii. Junior feed
- iv. All Stock feed

C. Bedding

- i. Shavings or equivalent for stalls