

	8-107 Activation of Emergency Animal Shelter
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8-107.1 Overview

The University of West Georgia has been designated by the Georgia Emergency Management Agency (GEMA) as an emergency animal shelter. In the event of a disaster, which results in a large number of animals (pets and domesticated) being abandoned by their owners, the animals will be collected and brought to campus. From this site GEMA will attempt to reunite the animals with their owners. This plan outlines the procedures for the activation of the shelter, daily operations and deactivation/cleanup of the facility.

1. Activation

In the event of a natural or man-made disaster, which results in a large number of animals being abandoned by their owners, the Georgia Emergency Management Agency will notify the UWG Police Department that the shelter is to be activated. The facility to be used is the Student Recreation Center (SRC). This facility has been inspected and approved by the Department of Agriculture for use as a shelter. GEMA will coordinate with the Humane Society to provide all equipment and personnel necessary to operate the shelter. University personnel will assist if requested and available. GEMA is responsible for all costs associated with the operation of the shelter. Any University expense incurred with the operation of the shelter will be documented and billed to GEMA once the operation is completed. UWG Police will serve as primary contact and coordinate all activities with GEMA

2. Campus Notifications

Once notified, the UWG Police Chief or designee will make the following notifications.

- A. President of the University
- B. Vice President of Business and Finance

- C. Director of Facilities and Grounds
- D. Director of Student Activities
- E. Director of Intramurals
- F. Director of Athletics
- G. Director of Auxiliary Enterprises
- H. Director of University Communications
- I. Director of Risk Management

3. Facility Preparation

Once requested to activate the shelter, the following departments will take the specified actions.

A. UWG Police

- 1) UWG Police will secure the facility until GEMA arrives to set up. Officers will be placed at the site while GEMA is organizing the facility. Officers will assist with crowd control, traffic direction and facility security if needed/requested.
- 2) Obtain from the shelter personnel a roster of individuals working the site and the command structure.
- 3) Notify Carroll County EMA and 911 of the existence of the Shelter.
- 4) Notify Carrollton Fire Department and West Georgia Ambulance of the existence of the shelter.
- 5) Determine from the shelter director if any exotic animals (i.e. poisonous) are being housed at the site. Inform Tanner Medical Center of the existence of the shelter and presence of the exotic animals.
- 6) Will coordinate with the Carroll County Animal Shelter for the proper disposal of any animal, which expires while in the shelter.

B. Student Activities / Intramurals / Athletics / Auxiliary Enterprises

- 1) Student Activities, Intramurals, Athletics and Auxiliary Enterprises will check to see if any group they are responsible for has reserved the SRC over the next 30 days. All activities will be moved to other facilities or postponed until the facility is released by GEMA.
- 2) UWG PD will keep all departments informed as to the status of the facility and when it will become available again.

C. Facilities and Grounds

Facilities and Grounds will perform the following tasks:

- 1) Remove all chairs and other objects from the main floor of the facility. If the items cannot be removed from the building, they will be stored on the stage.
- 2) Clean both restrooms and make sure they are stocked. Maintain the restrooms while the shelter is in operation.
- 3) Assist GEMA staff with setup by providing assistance with electrical and water requirements.
- 4) Arrange for proper waste management at the shelter. Facilities will arrange for the City of Carrollton Sanitation Department to locate a dumpster(s) at the SRC for waste disposal. Daily pick up will also be scheduled with any cost associated with the pick up billed to GEMA.

D. Parking Services

Parking Services will perform the following tasks:

1. Clear all parking from the front and side parking lots of the SRC as well as on-street parking which interferes with egress to the facility. The lot will remain blocked off until the facility is released by GEMA.
2. Parking Services will notify the campus through e-mail that the lot will be unavailable for use and that traffic may be congested in the area around the SRC.

E. Risk Management

Risk Management will perform the following tasks:

1. Inspect the facility on a periodic basis for any violation of accepted safety practices by all personnel working in the facility. Inform the director of the shelter of any violations which are discovered. Document any such violations and the actions taken to eliminate the problem.
2. Inspect the facility on a periodic basis for any violation of accepted health and waste management practices. Inform the director of the shelter of any violations which are discovered. Document any such violations and the actions taken to eliminate the problem.

F. University Communications

University Communications will perform the following tasks:

1. The Director of University Communications is responsible for coordinating all media inquiries with the Shelter Director.
2. University Communications will keep the campus informed as to the status of the shelter and any events, which may effect the campus.

4. Facility Closure

When GEMA deactivates the shelter, the following actions will take place.

A. UWG Police Department

UWG Police will perform the following tasks:

- 1) Assist GEMA with traffic control as needed. Clear all barricades from the front and side parking lots of the SRC. Ensure the lot is clear of any debris, signage, etc. prior to opening the lot to student use. Parking will notify the campus through e-mail that the lot is available for use. Inform Tanner Medical Center that the Shelter is closed.
- 2) Notify Carroll County EMA and 911 the shelter is closed.
- 3) Notify Carrollton Fire department and West Georgia Ambulance the shelter is closed.
- 4) Collect cost documentation from all departments that assisted GEMA. Prepare a final invoice and forward it to Carroll County EMA. The EMA Director will forward the invoice to GEMA for payment.

B. University Communications

University Communications will perform the following tasks:

- 1) Inform the campus and local media that the shelter is closed.
- 2) Handle any final media inquiries or make referrals to GEMA.

C. Facilities and Grounds

Facilities and Grounds will perform the following tasks:

- 1) Thoroughly clean the interior/exterior of the facility to ensure that any health hazard is removed.
- 2) Remove any electrical or other modifications from the facility.

- 3) Return all chairs and other objects assigned to the facility.
- 4) Clean both restrooms and make sure they are stocked.
- 5) Arrange for the City of Carrollton Sanitation Department to remove the waste dumpsters from the facility.

D. Risk Management

- 1) Inspect the facility to ensure it is free from any biological agent(s), which may cause illness.
- 2) Inform the Director of Facilities and Grounds of the need for further cleaning if needed. Document any problems found and the corrective actions taken to eliminate the hazard.