

Shelter Demobilization

Presented by the
NC Department of Crime Control & Public Safety
Division of Emergency Management
and the
NC Department of Agriculture & Consumer Services
Emergency Programs Division

Shelter Demobilization

- Demobilization staff
- Check out
- Cage clean up
- Equipment clean up
- Shelter area clean up
- Restocking the CAMET
- Reloading the CAMET
- Preparing to move the CAMET

This slide provides an overview of the topics covered in this module.

Demobilization Staff

- Volunteers that helped staff the shelter
- Owners familiar with shelter operations
- Volunteers identified during registration
- These groups are preferred since they have already been in contact with potential contaminants

Who's there to help?

Don't rule anyone out, but prioritize your choices (if you have them). The options are listed in a prioritized order here.

Volunteers that helped staff the shelter will be more familiar with operations, logistics and locations of needed materials and the animals as they are checked out.

Owners that have been on site for a long enough period to become familiar with the operation can be quite helpful after they have taken care of their own responsibilities. And likely, too, they will have some "buy in" and desire to give back to the agency/operation that had taken care of their needs.

On shelter "stand up" there likely will be volunteers that will want to receive some training and engage to help out too. Just ensure you give them adequate training to match the tasks you may allow them to be a part of, considering safety & liability.

These are the top of the list as they, nearly all, have already been exposed to the potential contaminants (dust, dander, cleaning chemicals etc) in the animal side of the shelter operation.

Check Out

- Use registration numbering system to call people to check out area
 - maintain order and minimize animal contact
- Shelter staff availability determines number of check out stations
- One staff member designated to check the shelter area as owners gather pets and belongings

It is helpful to use the same registration number for a person staying in the human shelter and their pet in the animal shelter. This would require some forethought and just a little education on how your human side operators handle check in. Check this in advance. Also become familiar with and coordinate some sort of notification from the human side of checking out patrons to ensure that those persons also report to the animal side operation and claim their companion animal too. Loss of this connection could create issues if owners depart the locale and either forget or try to abandon their animals with the shelter operation. Your plan and/or contract (see EP website) with the patrons should reinforce this requirement so there is no confusion as to the disposition of the animal if left behind after closing.

Depending on the speed of demobilization/close down of the shelter, it may be helpful to group those in waiting and call them out by number to go with staff to claim their animal or to receive it at the check in/out station depending on how your county decides to manage the operation. This can also help with management of multiple animals or species moving through the area together and trying to interact.

Either way, there should be a staff member ensuring that the animal is safely discharged with all its accessories (crate, food bowl, toy etc) with which it arrived.

Check Out Process

- Verify owner identification
- Staff ensures borrowed equipment in good condition
- Have owner sign appropriate paperwork stating they have pet and belongings
- Continue until all animals are removed from the shelter

This first point is essential; animals are property and for most they are an important part of the family so make sure that the one claiming the animal is the one that checked it in. Depending on how your agency decides to do this, either match numbered bracelets and/or close up photos with the animal and owner together. Give them the same protection you would give a child checking out of school.

Staff should note any of the personal accessories that may have been lost or damaged and it would be best noted on the contract/shelter agreement at check out.

Have owner verify and sign the shelter agreement at check out.

With adequate staffing and a reasonable rate of patrons checking out, this can be a smooth operation. Ensure/plan to keep it that way so you don't get overwhelmed, rushed and possibly make mistakes. Patrons will be alright with delays as long as they are kept informed.

Abandoned Animals

- Coordinate check out process with human shelter to minimize abandoned animals
- Contact owner multiple times
- Release animal to animal control or authorized agent
- Follow procedures outlined in your county's animal sheltering plan

Mentioned this earlier; good coordination and communication with the human side should prevent this from becoming a problem.

These are suggested steps but ultimately it will be your plan that should be followed for your own county's situation.

Should it happen, your guidance, in the shelter agreement, as to the actions that will be taken and disposition of the animal should be followed strictly and documented. Ultimately, we want all the companion animals to go back to their homes with their families.

Cage Clean Up (1)

- Mist cages before removing from shelter
 - Reduces spread of pet hair
- Use power washer (supplied with CAMET)
- Can also use other similar devices
 - liquid fertilizer applicator with spray gun



These steps are situational dependent. Make an assessment and do what will work best. Don't forget to use PPE as needed.....dust masks, gloves etc. At least offer it and ensure the workers know how to properly use it as it may be the first time they've ever seen it.

Misting with water will decrease blowing dander as the cages are being moved out for cleaning. Ultimately, a secluded section of the parking lot may be best for this near a drain area if possible.

There is a shop vacuum available but if there are still animals present, this may be too stressful at the moment.

Likely the power washer will only be used outside and the purpose for this is the actual cleaning operation.....removal of all dander, debris and organic matter.

Cage Clean Up (2)

- Remove cages to outside pre-designated decontamination area
 - Parking lot, other location
- Remove trays and separators if used for larger cages
- Clean with soap and water and pressure washer to remove organic material
- Double check with “smell test”

Note: Not all CAMETs include separators for the cages.

This is a cleaning operation and its whole purpose is to completely remove all dirt, debris, dander and other organic materials. This is essential as organic matter will inactivate many of the commonly used disinfectant agents used to complete the final operation of decontamination/disinfection. You should be planning to put these away in new condition.

If cages or equipment still have the smell of urine or feces they need to be cleaned again before being decontaminated.

Cage Decontamination

- Add appropriate amount of disinfectant to sprayer
- Spray all cage surfaces
- Allow cages to air dry
- Rinse as necessary
- Note: Bleach is on CAMET inventory but not stored on basic CAMET for safety
 - Need to purchase bleach when getting gasoline for generator

See handout for additional information on disinfectants. All disinfectants should be used according to the directions on the label. CAMET owners/users should provide a Material Safety Data Sheet (MSDS) for each disinfectant agent added to their CAMET inventory and/or used with their CAMET.

All disinfectants work by placing them in contact with the potential microbes. This also requires contact time, so just spraying them on and rinsing off is not adequate. They should be left on at least 10 minutes or until dry. If for any reason they may be corrosive to the cage materials, it would be prudent to rinse one final time after the contact time is met.

Pine Sol is the only decontaminating agent on the CAMET. Because of the potential of leakage and chemical reactions, other agents that may be used should be purchased at the time of deployment. Remember to caution workers of the hazards of mixing agents (i.e. ammonia based agents & chlorine bleach = toxic fumes).

The bleach mentioned on the CAMET inventory is not stored on basic CAMETs because of potential safety hazards. Bleach, however, is a good and economical all around disinfectant for use with most disease causing agents. CAMET users should purchase bleach when stopping to get the generator gasoline when the CAMET is initially deployed.

Remember, improperly cleaned and decontaminated equipment placed back into the CAMET may contaminate the untreated wood interior and will be present upon next deployment of the CAMET. There's no time to clean then.

Equipment Clean Up (1)

- Clean and disinfect bowls, pooper scoopers and litter scoops
- Clean miscellaneous items – garbage cans, can opener, orange cone, spoons, etc.



Cleaning of all the other equipment would best be accomplished in conjunction with the cleaning of cages as it will be using the same chemicals and equipment.

Equipment Clean Up (2)

- Rinse very well with clean water
- Dry or allow to air dry
- Note: perform during cage removal and cleaning
 - items dry with cages and are ready to be re-loaded



A well planned break down and cleaning will allow for air drying of all the materials and cages before time for repacking.

Shelter Area Clean Up

- Misting cages helps reduce loose animal hair and makes clean up easier
- Shop vacuum use can help reduce airborne contaminants
- Roll up runner and move to decontamination area for cleaning or disposal
 - Runner supplied with some CAMETs

Light misting of the loose hair and dander left in the shelter area will help reduce airborne irritants but may not be advisable depending on the how shelter is assembled.

-i.e. plastic lined walls and floor can be a slipping hazard if there is not a runner on top of the plastic to maintain traction.

Alternatively, the shop vacuum may be a better option if no animals are near to be stressed. As we said earlier, assess the situation and plan for most appropriate actions.

Removing the Plastic

- Gently remove painter's tape from the wall
- Roll plastic down to the ground
- Roll plastic on floor and dispose of properly



Self explanatory.....2 pictures, 2000 words.

Clean Shelter Surfaces (1)

- Clean with soap and water to remove remaining organic material
 - Use mop or sponges
- Add appropriate amount of disinfectant to sprayer if needed
- Spray walls, floors, ceilings, and anything that may be contaminated

Shelter staff should work with their local health department or an industrial hygienist and sheltering facility managers to determine if there is a need to use disinfectant on shelter area surfaces.

Depending on how well the operation has cleaned up to this point, there may not be a need to completely clean & disinfect as nearly all problems go out the door with the plastic burrito. Additionally, depending on where in the building the operation is set up, it actually may be more practical to hose down.

- Example: One of our better prepared counties has placed their operation in the restroom and locker room complexes which lend themselves to normal cleaning operations of this type.

Clean Shelter Surfaces (2)

- Caution: avoid spraying electrical outlets and surfaces that may cause injury or be damaged by moisture
- Rinse area with clean water
- Dry or allow to air dry

Safety first - Remember to assess the operation well; it would not do to have an injury or leave damp ceiling tiles that may grow mold at a later date.

Shelter Staff Clean Up

After cleaning and disinfecting the shelter all demobilization staff should:

- Properly dispose of personal protective equipment (PPE)
- Thoroughly wash their hands
- Complete other appropriate decontamination measures as needed

Remember, we are just temporary users and we want to maintain good relations with the owners of the facilities we have been so graciously allowed to use.

Inadequate care and clean up has for some agencies jeopardized their possible reuse of facilities for future operations. Be good neighbors.

Preparing the Generator

- Shut off gas line
- Allow the motor to run out of gas
- Turn main power switch to off
- Remove gas from generator gas can and replace empty can in side door of trailer
- Let generator cool for 30 minutes before reloading onto trailer



Outlines the process for stopping the generator and preparing it to be reloaded onto the trailer. If planning is forward looking, there may be the opportunity to allow the generator's gas tank to run dry or at least very low prior to shutdown.

For specific information about the generator parts and operation, see the module titled "Moving the CAMET" or refer to the generator's operation manual.

Restocking the CAMET

- **The CAMET must be restocked by the party using it!**
- Inventory list and item cost included with the CAMET
- Use the trailer inventory form as checklist to ensure all items are restocked

It would be an excellent practice to capture a list of all expendable supplies as they are removed and opened for use from the CAMET. This will provide a re-check list as the CAMET is repacked to verify needed supplies.

All partial use boxes or containers of supplies should be considered as used up and a new unopened supply should be replaced into the CAMET.

Itemized lists of these restocking needs should be supplied to the Logistics Section to allow timely purchases and capture of costs for the event pending any reimbursement actions.

Reloading the CAMET

- Reload in the reverse order that items were unloaded
- Items taken out last (those in front of trailer) replaced first
- Use the trailer inventory form as checklist to ensure all items reloaded

Remember, that this asset may not be pulled out again until the next disaster/event and it should be like new condition and ready for the next challenge.

Reloading the Cages

- Load dry cages onto carts
- Secure cages to carts with straps
- Use at least two people to load cage carts
- Secure carts to walls of trailer



Safety item: carts of cages weigh around 600 #'s and you must use no less than two personnel to load or unload.

When securing carts to the walls of the trailer, be sure to wrap the E-strap around the cart handle and then secure to trailer wall (instead of just placing the E-straps over the cage carts).

Securing the Cages

- Wrap E-strap around cart handle before securing to wall



- Attach E-strap to track on trailer wall



When securing carts to the walls of the trailer, be sure to wrap the E-strap around the cart handle and then secure to trailer wall (instead of just placing the E-straps over the cage carts).

Cage Reload Process (1)

- Load 4 cage carts & secure carts to wall
- Replace brackets in wall (if removed)
- Replace containment boards behind carts
 - Side marked “top” goes up



Cage Reload Process (2)

- Replace spacer board in middle of trailer

- Between two rows of carts



- Load last cage cart and generator

- Secure cart to wall



Closing the Rear Door

- Remove hinge filler board and ramp extensions
 - Store on spacer board in middle of trailer

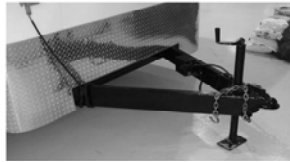


- Carefully close rear door
- Secure rear door with locks



Preparing to Move

- Remove lock from trailer tongue
- Remove rear jack stands & store
- Use tongue jack to replace trailer on truck hitch
- Remove wheel chocks & store



Rear jack stands and wheel chocks are stored in the side door of the CAMET

For more information about moving the CAMET see the module titled “Moving the CAMET”.

Before Leaving

- Ensure all items stored and side door closed and locked
- Close vent on top of the trailer
- Wash down exterior of the CAMET (if necessary)
- Do a walk-around safety check of trailer and vehicle
- Send trailer key with the driver!

For more information about moving the CAMET see the module titled “Moving the CAMET”.

Please, please, do a final walk around check for movement readiness prior to moving.

-Forgotten jacks can severely damage the undercarriage.

-Include a light check again too.

-Remember to give the key to the driver.

Conclusion

- Thoughtfully plan the check out process
- Properly clean and decontaminate shelter equipment and facility
- User must restock the CAMET supplies
- Use the CAMET inventory to ensure all items are reloaded
- Prepare the trailer to be returned to staging location