

## **Shut Down and Clean-up of Emergency Pet Shelter**

- 1) Determine and publicize date the shelter will stop accepting animals
- 2) Determine and publicize date shelter will close (2 weeks after animals no longer accepted)
  - a) Notify all known owners of the date they must pick up their pets
  - b) Animals left after closing date are transferred to a shelter or foster care (Animal Release to Foster Care)
- 3) Determine and publicize date animals not reclaimed by owners will be available for adoption (3 months after animals no longer accepted?)
  - a) Facilitate reunion of animals with owners
  - b) Keep records of all animals not reclaimed by owners who were transferred out of the emergency shelter
  - c) Set up and maintain web site for animals not reclaimed by owners
- 4) Equipment
  - a) Inventory equipment
  - b) Clean cages and equipment
  - c) Return borrowed equipment
  - d) Maintain record of disposition of equipment
- 5) Supplies
  - a) Inventory remaining supplies
  - b) Determine disposition of unopened supplies
  - c) Maintain record of disposition of supplies
- 6) Records, office equipment and supplies
  - a) Inventory equipment and supplies
  - b) Return borrowed equipment and supplies
  - c) Establish temporary office to support final administrative functions of shelter
  - d) Transfer files to \_\_\_\_\_?
- 7) Facility
  - a) Clean and disinfect all areas
  - b) Check facility for any damages
  - c) Complete and sign Release of Facility form
- 8) De-briefing
  - a) What was achieved
  - b) What went well
  - c) What went wrong
  - d) Innovations that were helpful
  - e) Recommendations for future emergencies
- 9) Thank you letters to volunteers