

## **Saginaw County Animal Care and Control Center Fire Preparedness Plan**

The Saginaw County Animal Care and Control Center (SCACC) Fire Preparedness Plan establishes the policies, procedures, and organizational structure for response to smoke, fire, and related evacuation. These may cause a significant disruption to all or portions of the shelter. This Fire Preparedness Plan describes the roles and responsibilities of SCACC staff (Administration, Animal Control Officers (ACOs), and Kennel Aides), Lead Volunteers, and contract veterinarians.

The purpose of this Fire Preparedness Plan is to:

- Outline response procedures and protocols to protect human and animal lives
- Direct staff and other key members of the SCACC community on how to respond to smoke or fire before first responders arrive
- Instruct on how to work with first responders once they have arrived on site
- Establish procedures and protocols for safely evacuating animals
- Supplement a Fire Department Information Center (FDIC) for the local Fire Department

All SCACC staff and volunteers must be familiar with all elements of the written plan and have conducted training/drilling to assure that they clearly understand their roles in smoke or fire emergencies. It is essential that all staff and volunteers clearly understand their roles and responsibilities in the evacuation of animals. The Fire Department will also become familiar with and train on the plan to expedite their response efforts.

## TABLE OF CONTENTS

1. <a href="#">Overview, Priorities, and Leadership of the Plan</a>	3-4
2. <a href="#">Emergency Phone Numbers</a>	4
3. <a href="#">Smoke-Related Response Actions</a>	5-7
4. <a href="#">Fire Emergency Response Actions</a>	8-11
5. <a href="#">Evacuation Route and Designated Reunification Areas</a>	12
6. <a href="#">Animal Evacuation Protocols and Procedures</a>	13-14
7. <a href="#">Full Evacuation and Temporary Shelter</a>	15
8. <a href="#">Training/Drilling</a>	16
9. <a href="#">Updating the Plan</a>	17

### APPENDICES

A. <a href="#">SCACC Staff Roster and Contact Information</a>	18
B. <a href="#">SCACC Floor Plan</a>	19
C. <a href="#">Recommended Next Steps</a>	20

## **Overview, Priorities, and Leadership of the Plan**

SCACC intends to respond to smoke or fire in a safe, effective, and timely manner. Our mission and priorities in the event of a fire-related emergency are, in this order, to:

1. protect human life;
2. protect animal life;
3. preserve SCACC property and assets;
4. maintain SCACC services;
5. assess damages;
6. restore general shelter operations

While human life is top priority, every attempt to secure the building safely (in the event of smoke) or to extinguish a fire must be made to protect animal lives.

When SCACC undergoes a fire-related emergency, all staff and volunteers must know how to assess the situation and how to respond accordingly to ensure their personal safety and that of animal lives.

### **AUTHORIZATION**

This plan is disseminated under the authority of the Shelter Director. All decisions concerning a fire-related emergency, including the discontinuation of SCACC operations, will reside with the Shelter Director under the direction of the Fire Department at Saginaw Fire Station #2.

The main point of contact for the Fire Preparedness Plan is the Shelter Director, who oversees setting and administering preventative and response policies. The Kennel Manager and Lead Animal Control Officer (ACO)/Occupational Safety and Health Administration (OSHA) Safety Compliance Officer will serve an advisory role in implementing the Fire Preparedness Plan and be involved in key aspects of emergency response.

The chain of command within SCACC is indicated on the SCACC Organizational Chart. All staff must defer to the Shelter Director, Kennel Manager, Animal Control Officers (ACOs), and/or Front Desk/Dispatchers according to the Organizational Chart.

The Shelter Director, Kennel Manager, and Lead ACO/OSHA Safety Compliance Officer will oversee the orientation and implementation of the Fire Preparedness Plan, as well as any routine training or drilling.

The Shelter Director will present the FDIC to the Fire Marshal in the event of smoke or fire. If the Shelter Director is not present or is otherwise unavailable, the Lead ACO/OSHA Safety Compliance Officer will provide the Fire Marshal with the FDIC to facilitate the Fire Department in their response efforts.

The Fire Preparedness Plan and FDIC will be stored in two locations within SCACC:

1. The bookcase in the Shelter Director's Office
2. A binder in the Front Desk/Dispatch Office

## **Emergency Phone Numbers**

A list of the following emergency phone numbers should be placed near each landline and in every room of the building for easy reference.

### **Central Dispatch**

(989) 797-4580

### **City of Saginaw Police Department**

Dial 911

(989) 759-1289

### **Saginaw County Fairgrounds**

(989) 845-2143

### **Saginaw County Maintenance**

(989) 790-5235

### **Saginaw County Risk Management Coordinator – Kelly Suppes**

(989) 790-5590

### **Saginaw Fire Station #2**

(989) 759-1388

## Smoke-Related Response Actions

All staff must know how to identify, report, and respond to a smoke-related incident. The fire alarm should be activated immediately. Smoke detectors are routed through audio central alarms which will automatically alert [Saginaw Fire Station #2 at 1305 Gratiot Ave., Saginaw, MI 48602].

The following steps should be taken when there is an indication of smoke (sight or smell):

- All staff should immediately activate the red fire alarm.
- All staff should alert the Kennel Manager or an ACO to the smoke incident and its location if known.
- All staff (accept ACOs) must evacuate through the nearest exit immediately.
- If smoke detectors go off, the Front Desk/Dispatchers or the Shelter Director will give further instructions over the Public Address system (P.A.).
- The Front Desk/Dispatchers will notify the public and volunteers over the P.A. system to exit the building immediately through the nearest exit and direct them to the Designated Reunification Area outside.
- ***Under no circumstances are the public or volunteers to remain in the building or to assist with animal evacuation.***
- An ACO will attempt to locate the source of smoke and safely remedy the situation (only when it is safe to do so) while awaiting further instructions from the Fire Department.
- ACOs should proceed to secure the base of closed doors (from the outside) with wet towels to prevent smoke from spreading into the following rooms occupied by animals:
  - Cat Isolation Room
  - Dog Isolation Room
  - Cat Adoption Room
  - Cat Stray Room
  - Small Dog Room/Area
  - Main Kennel
  - Medical Room
- An ACO will contact Saginaw County Maintenance, who will investigate the situation further, under the advisement of the Fire Department.

### *Smoke-Related Response Actions (continued)*

- Staff should not attempt to evacuate animals until further instructions have been given by the Fire Department.
- If someone has been bitten, they will be quarantined and given medical attention per EMT (for human) or contract veterinary staff (for animal). The Front Desk/Dispatchers will contact the appropriate service (911 or veterinarian) appropriate for the situation.
- ACOs may provide necessary first aid or perform CPR until first responders arrive. They should then defer to Emergency Medical Technicians (EMTs) once they have arrived.

#### If trapped in a room with smoke, proceed to do the following:

1. Locate a face mask or cover your mouth and nose with a wet towel to facilitate breathing and prevent smoke inhalation. Breathe only through your nose or shirt.
2. Get low to the floor away from the source of the smoke and wait for help.
3. Yell out to alert first responders to your location in the building.
4. Do not attempt to break windows to prevent further injury to self or animals.

### **REUNIFICATION & RESTORATION OF OPERATING CONDITIONS**

All staff, accept the Lead ACO/OSHA Safety Compliance Officer, should take the following response actions:

- **Meet in the primary Designated Reunification Area outside the building on the grass between the main/front parking lot and Wells St.**
- If the primary Designated Reunification Area is unavailable or inaccessible, proceed to safely cross the street (Gratiot Ave.) and meet at the secondary reunification area at Saginaw Fire Station #2.
- The Front Desk/Dispatchers should take the sign-in sheet with them upon exiting the building to account for all public visitors, volunteers, and staff.
- All staff should report to Front Desk/Dispatchers who will take a headcount.
- All staff should alert the Fire Department or an ACO to anyone trapped inside.
- ACOs should turn their radios to the central station for seamless communication.

### *Smoke-Related Response Actions (continued)*

- Wait for further instructions from the Fire Department. Do not attempt to reenter the building until the “All-Clear” signal has been given by the Fire Department.

### **ANIMAL EVACUATION DUE TO SMOKE**

- ACOs and the Fire Department will determine whether to evacuate animals.
- The Shelter Director will give the orders to begin evacuation of animals under the direction of the Fire Department.
- The Front Desk/Dispatchers will begin contacting Lead Volunteers to assist with animal evacuation.
- Lead Volunteers will begin contacting volunteers who are trained to assist with animal evacuation using the “Volunteer Call-Down List.”
- All staff, in conjunction with the Fire Department, will begin evacuating animals in order of priority.
- For further instructions on animal evacuation and order of priority, refer to the plan section on [“Animal Evacuation Protocols and Procedures”](#) on Page 12.

## Fire Emergency Response Actions

Before any incident, it is important that all staff be prepared. All staff must know locations of the:

- Red fire alarm
- Primary (and secondary) exits in proximity to their location
- Fire extinguishers

### IMMEDIATE ACTIONS

When fire or suspected fire threatens all or a portion of the shelter, SCACC will give notice by fire alarms and the P.A. system. All staff and volunteers must activate the fire alarm immediately upon fire or suspicion of fire.

All reasonable attempts must be made to safely contain and/or extinguish a fire to prevent its spread to other areas of the shelter, especially to rooms containing animals.

The following steps should be taken when there is fire or suspected fire:

1. Anyone should immediately pull the fire alarm to alert the Fire Department and alert an ACO to the fire and its location if known.
2. The Front Desk/Dispatchers will instruct the public and volunteers to exit the building immediately through the nearest exit and direct them to the primary Designated Reunification Area.

***Under no circumstances are the public or volunteers to remain in the building or to assist with animal evacuation.***

3. The Front Desk/Dispatchers will call 911 to report the fire.
4. The Front Desk/Dispatchers will call ACOs in from the road.
5. ACOs, who are out in the field, must report back to SCACC immediately upon receiving this call to provide assistance.



## *Fire Emergency Response Actions (Continued)*

### **CONTROLLABLE FIRE**

Fires should be extinguished when they do not pose an immediate threat to personal health and safety, as human life is the top priority. Extinguishing fires is also vital to the protection of animal lives and in continuing normal shelter operations.

When a fire is deemed controllable, all reasonable attempts should be made to contain and/or extinguish it safely using the nearest fire extinguisher at an ACO's discretion. All staff should be trained to use fire extinguishers. Only staff members who have been trained to use fire extinguishers should attempt to extinguish fires to prevent further injury.

Fire extinguishers are located in every room and at key locations throughout the shelter, as well as in all ACO trucks. For fire extinguisher locations, refer to the ["SCACC Floor Plan" in Appendix](#) ). After the fire alarm has been activated or the Fire Department called, locate the nearest fire extinguisher and proceed to control and extinguish the fire as trained.

### **HOW TO USE A FIRE EXTINGUISHER:**

When using a fire extinguisher, position yourself between the fire and the exit and remember the Pull-Aim-Squeeze-Sweep or "PASS" technique:

- **P**ull the pin.
- **A**im low at the base of the fire to extinguish the source of the fire.
- **S**queeze the lever (or button) above the handle. Release to stop the flow.
- **S**weep from side to side. Move toward the fire, aiming low at the base until the fire is extinguished. Repeat as necessary.

Once the fire has been extinguished, place the fire extinguisher on its side on the floor. If using the fire extinguisher does not immediately reduce or extinguish the fire, do not keep trying. Immediately exit the area and, if possible, evacuate the building.

## ***Fire Emergency Response Actions (Continued)***

### **UNCONTROLLABLE FIRE**

An uncontrollable fire is a fire that cannot be reasonably and safely extinguished without immediate threat to personal health and safety. If the fire alarm has been activated and all reasonable attempts have been made by ACOs to safely extinguish the fire but it is uncontrollable, the following steps must be taken:

- The Front Desk/Dispatchers will give further instructions over the P.A.
- If “Code Red” alert is given over the P.A., all staff must evacuate immediately through the nearest exit and meet in Designated Reunification Area.
- The Shelter Director will present the FDIC to the Fire Department once they have arrived. If the Shelter Director is not present or is otherwise unavailable, the Lead ACO/OSHA Safety Compliance Officer will give the FDIC to the Fire Department.
- ACOs will assist the Fire Department in locating the source of the fire.
- The Shelter Director, Kennel Manager, and ACOs may assist with search and rescue (SAR) if granted permission by the Fire Department. All other staff may assist with SAR only if instructed to do so.
- Staff may take personal items while exiting the building, but only those within proximity. Under no circumstances should they reenter the building for personal items or to evacuate animals until instructed to do so.
- Staff may evacuate with an animal only if they are not endangering themselves in doing so such as when already working with or near an animal.

**NOTE: If a person’s clothing catches fire, do not run. This will fan the flames and cause a more serious burn. Remember to “Stop, Drop, and Roll”:**

- **Stop** where you are.
- **Drop** to the floor. Cover your mouth and eyes.
- **Roll** self or others to smother the flames.

If possible, douse the person in water, use a fire extinguisher, or wrap them in a blanket or something else that will smother the flames. Wrap the person to keep them warm and from going into shock. Wait for medical attention. ACOs may provide first aid or perform CPR until EMTs arrive.

## ***Fire Emergency Response Actions (Continued)***

### **SMOKE OR FIRE DURING NON-BUSINESS HOURS**

The SCACC fire alarm will automatically alert the Fire Department. If a smoke-related incident or fire occurs during non-business hours (overnight, weekends, holidays), the following steps should be taken:

- The On-Call ACO will meet the Fire Department at SCACC.
- The Lead ACO will contact the entire staff and Lead Volunteers to report to the shelter at the request of the Fire Department.
- Lead Volunteers will call volunteers in using the Volunteer Call-Down List.
- Staff will then begin evacuating animals under the instruction of the Fire Department if evacuation is deemed necessary.

## Evacuation Route and Designated Reunification Areas

### EVACUATION ROUTE

It is important that staff become familiar with primary (and secondary) evacuation routes and the Designated Reunification Areas.

Staff should always leave the building through the nearest clear exit in the event of a smoke- or fire-related evacuation. Three exits may be used:

1. Main Entrance
2. Rear Exit
3. Garage Exit

***Do not exit through the overhead garage door unless instructed to do so by the Fire Department or if no other exit is accessible.***

If the overhead garage door is open, it should be closed in the event of smoke or fire to prevent air from feeding the source. Staff should use the overhead garage door as an exit or during the evacuation of animals *only* as a last resort or if instructed to do so by the Fire Department.

Never attempt to break windows to escape or to evacuate animals. Only the Fire Department may break windows if necessary.

Animals should be evacuated through the Rear Exit and out into the Play Yards if possible – and only in the order listed above. If the Rear Exit is blocked or otherwise inaccessible, proceed to evacuate animals through the nearest clear exit at the direction of the Fire Department.

### DESIGNATED REUNIFICATION AREAS

Staff will meet in the Designated Reunification Area upon full evacuation due to uncontrollable smoke or fire as directed and/or after evacuating animals.

***The Designated Reunification Area is located on the grass between the main/front parking lot and Wells St.***

The public, volunteers, and staff (except ACOs) must meet here immediately upon evacuation. If the primary Designated Reunification Area is unavailable, safely proceed to cross the street (Gratiot Ave.) and meet at the secondary designated reunification area at Saginaw Fire Station #2.

## **Animal Evacuation Protocols and Procedures**

Evacuation of animals may be necessary to protect animal lives. Animal evacuation will begin only if the Fire Department determines that the building can be safely reentered. Staff may only reenter the building if given the "All-Clear" signal from the Fire Department.

The Fire Department will notify the Shelter Director or another authorized shelter member, who will give instructions to begin animal evacuation. The Fire Department will instruct staff on how to re-enter the shelter safely and will specify the safest route to evacuate animals.

Animals should be evacuated through the Rear Exit out into the Play Yards if possible. An alternate route will be determined by the Fire Department if this exit is blocked or inaccessible.

Animals will be evacuated from the shelter in the following order of priority:

1. Dog Intake Area (if fire is in Garage)
2. Cat Isolation Room
3. Dog Isolation Room
4. Main Kennel
5. Small Dog Area
6. Cat Adoption Room
7. Stray Cat Room

### **EVACUATION OF DOGS**

Dogs in the Dog Intake Area, Dog Isolation Room, Main Kennel, and Small Dog Area will be evacuated on leash unless they are ill or injured and cannot walk on leash. If necessary, use a stretcher located in the Med Room or ACO trucks to assist with evacuation of sick or injured animals.

All non-aggressive dogs will be attached to the far left interior side of the chain link fence of the Play Yards within safe distance from one another. Use a carabiner clip to secure each dog's leash to the chain link fence.

Only ACOs should handle aggressive dogs during evacuation. Aggressive dogs are identified by a red and white tag attached to their crate.

Aggressive dogs will be attached to the chain link fence on the right side of the Play Yards at a safe distance away from cats and non-aggressive dogs.

Volunteers may assist in the handling/holding of animals once they have been evacuated.

## *Animal Evacuation Protocols and Procedures (Continued)*

### **EVACUATION OF CATS**

Cats in the Cat Isolation Room will be evacuated first. Adoption and Stray Cats will be evacuated last. They should be placed in cat carriers. No more than two adult cats should be placed in the same carrier. Multiple kittens may be placed in the same carrier. Cat carriers should be placed or stacked along the far left interior of the wood fence in the Play Yards. Cardboard boxes (used for adoptions) may be taped together to accommodate additional cats or kittens.

**NOTE:** The Fire Department may opt to evacuate cats by breaking the windows of the Cat Adoption Room and Stray Cat Room versus evacuating them out the Rear Exit, as they are the last by order of priority to be evacuated.

### **SICK OR INJURED ANIMALS**

Special accommodations will be made for sick or injured animals once they have been evacuated. Up to six animals may be placed in the ACO trucks.

### **ADDITIONAL INSTRUCTIONS**

The medical cart (located in the Med Room) should be taken out in the event of an evacuation if it is safe to do so. Water buckets should also be placed on the med cart. Food and other supplies will be requested via public service announcement and from other sources.

### **ANIMAL IDENTIFICATION**

- Kennel tags should be removed from kennels and attached to each animal as it is evacuated.
- A kennel inventory will be generated by the Shelter Director or Front Desk/Dispatchers to identify each animal.
- All staff and volunteers will assist in the identification process.
- Animals will also be identified and matched to digital photos and records that are backed up on files at Saginaw County Courthouse and in ACO trucks.

## **Full Evacuation and Temporary Shelter**

The Fire Department will determine whether normal shelter operating conditions can be restored. If repairs need to be made to the shelter or it is deemed inoperable or uninhabitable, the Shelter Director will activate full evacuation of the premises.

Staff will begin to establish temporary shelter located at:

**Saginaw County Fairgrounds, 11350 Peet Rd., Chesaning, MI 48616.**

Volunteers will begin contacting the Foster Network to assist in housing animals.

Animals will be transported to the Temporary Shelter in ACO trucks and in private vehicles provided by Lead Volunteers. No other staff will participate in the transport of animals to the Temporary Shelter site.

Full evacuation to the Temporary Shelter should be completed within two hours.

## **CESSATION OF SHELTER OPERATIONS**

If the shelter becomes inoperable, no owner surrenders will be accepted and no owner-requested euthanasia will be performed until normal operation conditions have been restored. The public will be referred to the nearest veterinary clinic or animal hospital for assistance. Strays will still be accepted.

## **COMMUNICATION WITH THE PUBLIC AND MEDIA**

The Shelter Director will serve as the main point of contact with the public and the media in the event of a fire-related emergency or in suspending normal shelter operations.

The public can get information by calling the shelter or visiting [www.petharbor.com](http://www.petharbor.com), [www.saginawcounty.com](http://www.saginawcounty.com), or Saginaw County Animal Care & Control on Facebook to search for missing or lost pets.

## **Training/Drilling**

- The Shelter Director, Kennel Manager, and Lead ACO/OSHA Safety Compliance Officer will facilitate orientation of the Fire Preparedness Plan.
- Quarterly training will be provided to familiarize staff with the plan.
- Quarterly fire drills will be conducted to ensure that all staff are familiar with the proper procedures and evacuation protocols.
- All staff will be trained quarterly to properly use fire extinguishers. Fire extinguisher training will be coordinated through the Fire Marshal.
- ACOs will be trained to perform basic first aid and CPR and/or to update certification.
- The Fire Department will undergo training semi-annually on how to handle animals and assist staff with their safe evacuation.
- A full on-site mock-evacuation will be conducted once annually. All staff must participate. The Fire Department will also participate.



## **Updating the Plan**

The Fire Preparedness Plan and FDIC will be updated as needed to protect human and animal life in the event of smoke, fire, or a related evacuation. Any staff (or volunteer) changes must be noted in the SCACC Organizational Chart, the SCACC Staff Roster, and/or the Volunteer Call-Down List to update the chain of command and all pertinent contact information. Any changes to the floor plan, regarding the location of staff or animals, will also be reflected in the plan and in the FDIC.

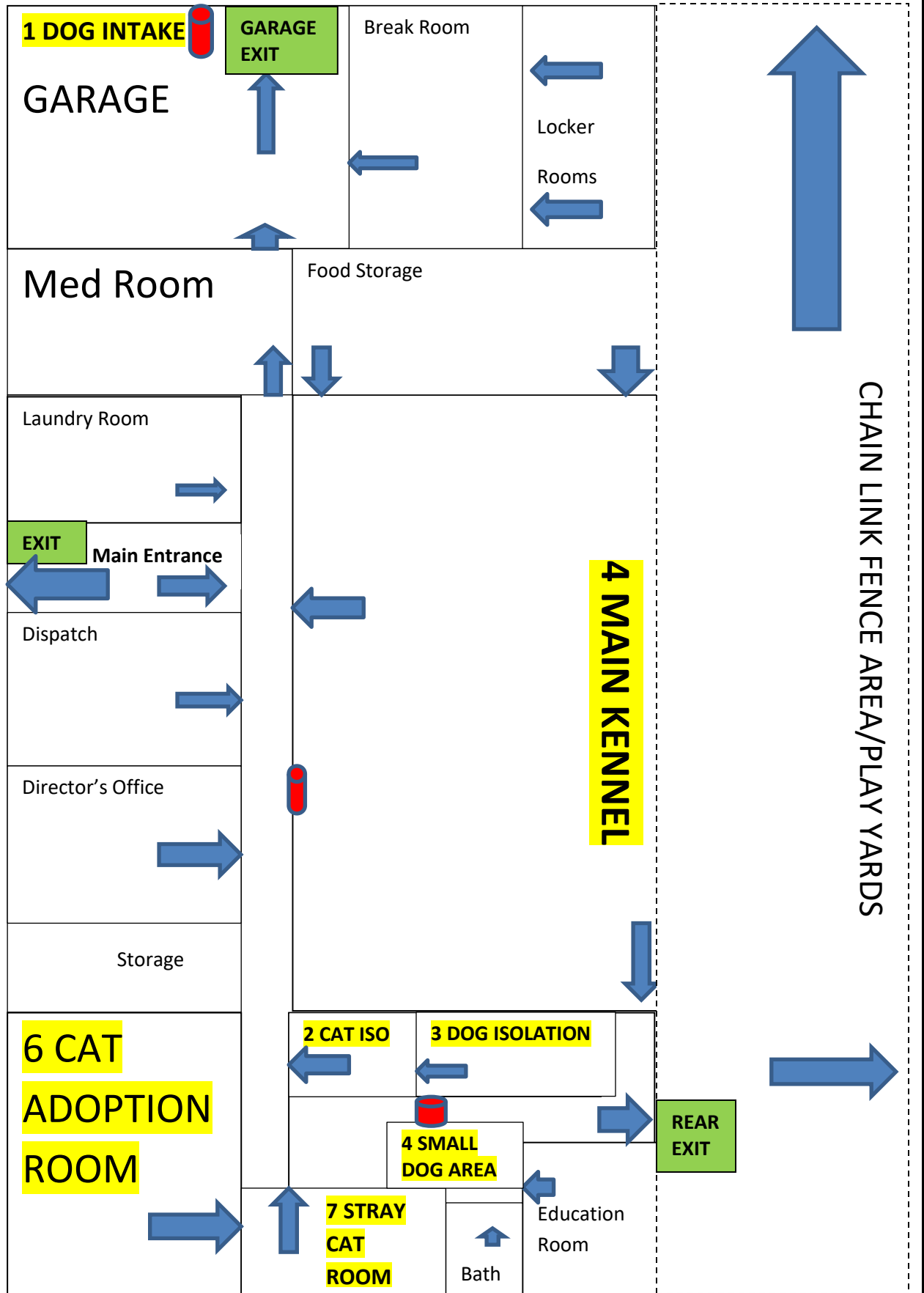
The plan should be updated after conducting training/drilling to improve functionality. The plan should also be updated following a smoke- or fire-related emergency and/or evacuation after debriefing all staff to collect information about the incident.

The Fire Department, in cooperation with the Shelter Director, should perform annual revisions of the plan. Subsequent training will follow any significant changes to the plan.

## APPENDIX A – SCACC Staff Roster and Contact Information

<b>ADMINISTRATION</b>	<b>TITLE</b>	<b>PHONE NUMBER</b>
Lisa Stoffel	Shelter Director	989-295-7483
Tricia Barnes	Kennel Manager	623-570-9932
<b>FRONT DESK/DISPATCH</b>		
Joanie Baxter	Adoption Coordinator	989-274-9523
Rhonda Newman	Bite Coordinator	989-245-7245
<b>ANIMAL CONTROL OFFICERS</b>		
Rodney Ludlom	Lead ACO / OSHA Safety Compliance Officer / Transports	989-928-5051
Joaquine Guerrero	ACO / Law Enforcement Officer / Iron Paws	989-233-8612
Tricia Barnes	ACO / Michigan Dogs of Correction	623-570-9932
Anthony Trevino	ACO	989-820-8494
<b>KENNEL AIDES</b>		
Abbe Balderstone		989-297-0095
Sarah Beebe		989-488-7280
Jessica Herzog	Lead Kennel Aide	989-401-0067
Desiree Sage		989-475-3516
Pamela Thompson	Lead Kennel Aide	989-245-8616
<b>CONTRACT VETERINARIANS</b>		
Animal Alley Veterinary Hospital 7319 Tittabawassee Rd #2, Saginaw, MI 48603	Dr. VanDaele Dr. Varner Dr. Catlin	989-792-4800
<b>CONTRACT SHELTERS</b>	Address	
Bay County Animal Control	800 Livingston St. Bay City, MI 48708	989-894-0679
Humane Society of Bay County	1607 Marquette St. Bay City, MI 48706	989-893-0451
Humane Society of Midland County	4371 E Ashman St. Midland, MI 48642	989-835-1877
Great Lakes Bay Animal Society Donna Remer, Foster Coordinator	PO Box 2891 Midland, MI 48640	989-297-0676

### APPENDIX B – SCACC Floor Plan



## **APPENDIX C – Recommended Next Steps for SCACC January 2018**

The following are recommendations to best facilitate implementation and training on the SCACC Fire Preparedness Plan:

- The Fire Department should review the Fire Preparedness Plan in its entirety, make any recommendations, and become familiar with protocols and procedures, including how to work with SCACC staff in the event of smoke or fire.
- SCACC general counsel should review the plan in its entirety for legal/liability purposes prior to its full implementation and distribution to SCACC staff.
- A training/drilling schedule should be created to begin orientation and training on the plan as well as for fire drills, fire extinguisher training, first aid and CPR training, and the annual mock-evacuation coordinated with the Fire Department.
- An indoor sprinkler system should be installed to extinguish fires.
- Carbon monoxide (CO) detectors should be installed to detect CO gas and to prevent CO poisoning.
- SCACC maps/shelter schematics should be placed in each room and in the hallways for the public to locate the nearest exit in relation to their location.
- Directional arrows should be placed on the walls and/or floors leading toward the exits.
- A complete Emergency Plan should be produced to best protect and serve the shelter community in the event of any emergency. The full plan may include protocols and procedures for the following emergencies:
  - Flood
  - Active Shooter
  - Bomb Threat
  - Terrorist Threat
  - Extreme Weather/Temperatures (i.e., Tornado, Snowstorm, Ice, Heatwave)
  - Transportation/Technological Disaster (i.e., Traffic Accidents, Power Outage)
  - Data Breach or Cyber Attack
  - Social Contingencies (i.e., Health Epidemic, Mass Gatherings, Protests)
  - CBRN (Chemical, Biological, Radiological, and Nuclear) Threats