



Pet-Friendly Hurricane Evacuation Center (PHEC) Registration Guidelines Pre-Registration

Phase 1

All residents living in the qualified areas must pre-register their families and their center acceptable pets (a maximum of three). An adult who will be sheltering at the Pet-Friendly Hurricane Evacuation Center (PHEC) with his or her pet(s) can call the Monroe County Office of Emergency Management at **(305)289-6018** to receive an application packet by mail, or the applicant can complete the online packet and mail it to the address provided. Required information will include:

- Name of each family member sheltering at the Center.
- Home address.
- Daytime phone number.
- Evening phone number.
- Cellular phone number.
- Name of pet(s).
- Description of pet(s) including gender/breed/coloring and weight.
- Medical history of pet including all current medication.
- Description of carrier/cage.

Phase 2

Monroe County's Office of Emergency Management will mail a registration packet which includes:

- A tentative acceptance letter.
- Part 2 of the application which must be:
 - completed in its entirety.
 - notarized.

Phase 3

Applicants must return the following items to be eligible for acceptance into the PHEC:

- Part 2 of the application, completed and notarized.
- A photocopy of the most recent utility bill that reflects the home address provided on the application.
- A picture of each pet being registered (minimum size of 3"x 5").
- A photocopy of a picture identification of the adult registering/sheltering at the PHEC.

Acceptable forms of identification are:

- State of Florida Driver's License
- Current United States Passport
- State of Florida Identification



Pet-Friendly Hurricane Evacuation Center (PHEC)

Application: Part 1

Complete Name of

Adult Applicant: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Family Members (first and last name, if different from above):

1 _____ age: _____

2 _____ age: _____

3 _____ age: _____

4 _____ age: _____

Pets:

Name	Age	M/F	Spayed Neutered	Breed	Color/Markings
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Pet Medications or Dietary Supplements:

Condition	Medication/Dietary Supplement	How is it administered?
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information above will be provided to the animal handler for scheduling medication administration.

Crate/Cage info:

Animal type	Material	Dimensions	Access Panel Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Pet-Friendly Hurricane Evacuation Center (PHEC) Application: Part 2

Instructions

I agree to read all information and follow all instructions as detailed on this registration form. I understand that failure to do so will preclude my and/or my family's, and my pet's(s') acceptance. At the end of each paragraph or section there is a box that must be checked acknowledging that you read, understood, and agree to abide by the provisions therein. This form must be completed in its entirety, notarized, and returned by mail to:

**Pet-Friendly Shelter Application
c/o Monroe County Office of Emergency Management
490 63rd Street, Suite 150
Marathon, FL 33050**

This form must be signed and dated by an adult who is reporting to the PHEC for sheltering. It is the responsibility of the registrant to assure receipt of this form by the Office of Emergency Management. This may be done by calling **(305)289-6018**.

I have read and accept the above.

The information that I provided during my registration is accurate and complete. I understand that only those family members and pets pre-registered are allowed into the PHEC.

I have read and accept the above.

I agree to notify the Office of Emergency Management as soon as possible of any changes in my registrant status. I understand that any changes, additions or deletions, either of persons or animals, must be made prior to a hurricane warning being issued for any one storm.

I have read and accept the above.

I understand that to gain entrance into the shelter I must reside in one of the mandatory evacuation zones. If my residence changes to an area outside a mandatory evacuation zone, or if I am no longer residing in a home that has been deemed unsafe by Monroe County, I understand that I (and my family and pet(s)) will no longer be eligible for sheltering at the PHEC.

I have read and accept the above.

I understand that to gain entrance into the PHEC. I must arrive at the PHEC with all items outlined in the tentative acceptance letter that accompanied this form.

I have read and accept the above.



Application: Part 2 (continued)

My animal(s) are in good health. I understand that even though pre-registered, if my pet(s) is deemed a health or safety risk to any person or animal, entrance will be denied. This includes flea or tick infestation or any active parasitic or fungal infection such as ringworm or mange. I agree to my pet being examined by qualified animal shelter personnel to determine its fitness for entry. I understand and agree that at all times, regardless of compliance with all requirements, Monroe County still retains sole discretion in accepting persons and pets to the PHEC.

I have read and accept the above.

My pet(s) will be current on all required vaccinations as noted on the acceptance letter. I will provide proof of all required vaccinations at check-in as well as current rabies tag(s) as required. I understand that failure to provide these items will preclude entrance into the shelter.

I have read and accept the above.

I understand and agree that at least one (1) adult family member will reside in the shelter with the pet(s) at all times and that if at any time my pet(s) is(are) left in the shelter without at least one (1) adult family member that the animal(s) is then considered abandoned and will be immediately surrendered to Animal Services.

I have read and accept the above.

I understand and agree that if for any reason my animal is left behind, it is thereby considered abandoned and I will be responsible for any and all fees, fines, or monetary remittance payable to Animal Services under their adoption, reunification, or euthanasia policy.

I have read and accept the above.

I understand and agree that upon entrance to the PHEC access to the animal(s) is limited and will be allowed contingent upon the needs of the animals, Animal Services staff, or PHEC staff.

I have read and accept the above.

I understand that the feeding, replenishing of water, and removal of waste materials from the cage is the responsibility of the adult family member. Immediately upon request of PHEC staff to report to the animal area, I will do so and perform any feeding, watering, or waste removal necessary.

I have read and accept the above.



I understand and agree that this PHEC registration program is not a sheltering contract and that there is no contractual, legal or equitable right to sheltering at the PHEC arising from completion and submission of registration documents or otherwise. I hereby agree to hold harmless all persons, organizations, corporations, or government agencies involved in the care and sheltering of my family, my pet(s) and myself at the PHEC and agree to waive any claim against such persons, organizations, corporations or government agencies involved in the care and sheltering of my family, my pet(s) and myself at the PHEC. I further agree to indemnify any persons or entities, organizations, corporations or government agencies which have suffered any loss, damage, or claim related in any way to the care and sheltering of my animal(s) at the PHEC. I also agree to undertake the defense of any claim against the County or other governmental agencies, organizations, or individuals arising out of the sheltering of a pet at the PHEC.

I have read and accept the above.

Print Name

Signature

Date

Notary Public

Date

Stamp seal here



Pet-Friendly Hurricane Evacuation Center (PHEC)

Tentative Acceptance Letter

Dear Applicant:

This letter serves to acknowledge receipt of Part 1 of your application for the Monroe County Pet-Friendly Hurricane Evacuation Center (PHEC). For the registration process to be complete, you must fill out and return Part 2 of the application and return it to:

**Pet-Friendly Shelter Application
C/o Monroe County Office of Emergency Management
490 63rd Street
Marathon, FL 33050**

Failure to return the form negates your application and hurricane evacuation center eligibility. It is your responsibility to contact the Office of Emergency Management at **(305)289-6018** to assure that the form was received and that your registration is complete.

This PHEC is the first of its kind in Monroe County and we are working to assure a successful operation. However, the success of this pet-friendly hurricane evacuation center depends upon you. On Part 2 of the application you acknowledged and agreed to certain provisions regarding shelter management. You are expected to abide by these provisions. Any infraction can result in your removal from the registration database and denial of use of the PHEC for current and future storms. You should understand that this letter, your application, or your compliance with all PHEC requirements do not constitute a binding commitment or contract that you and your pets will be accepted at the PHEC. The purpose of this application process is to facilitate the accommodation of applicants. However, everyone should understand that even if they comply with all application requirements and receive this letter, there is no guarantee or contractual commitment that you and your pets will be accepted at the PHEC.

If you live in one of the County's hurricane evacuation zones, mobile homes, or in a structure that has been deemed unsafe by the County, you must monitor the hurricane event and listen for the mandatory evacuation order. Upon issuance of a mandatory evacuation order for your area, you should report to the PHEC with all of the items listed in this letter. It is important to note that opening of this shelter is at the sole discretion of Monroe County and that you need to have a contingency plan for yourself and your pet(s) if this shelter is not opened for any reason, or if you and your pet are not accepted in the PHEC.

Upon arrival at the PHEC, all animals will be examined by a licensed veterinarian. The veterinarian will only examine the animal and will not vaccinate or offer medical treatment. This examination will determine if the animal presents a health or safety risk to any human or other animal. All proof of vaccinations must be presented at this time. Any animal deemed a risk to humans or other animals, due to illness or behavioral problems, will not be allowed to enter. It is imperative that your animal is clean, healthy, and that all vaccinations are up to date. It is within the County's sole discretion to determine whether any pet will be accepted at the PHEC.

Items you must bring to the PHEC:

- Valid photo identification and recent utility bill showing current address for adult registrant



- Proof of all current required vaccinations for each pre-registered pet (list appears on page 2).
- All personal hygiene items, medications, and bedding supplies for each member of your family.
- A three (3) day supply of non-perishable food and water for each member of your family and each pet; any medications for each pet.
- Appropriate bowls or dishes for each pet's food and water.
- Appropriate crate/cage for each pet; bedding (specifications are below).
- A sheet or other covering material for each crate to reduce the visual stimuli of the animal.
- A secure collar and sturdy leash for each dog.

Although we do not list numeric specifications for the size of any one crate or cage, the following criteria apply for dogs and cats:

Housing must be large enough to allow the animal to stand, turn around, and fully recline. It should be constructed of wire or heavy plastic and must be well ventilated. Crates/cages excessive in size and exercise pens are not allowed. Smaller dogs and cats may be housed together as a species as long as they are fully socialized and the provisions for movement are met for each animal.

All dogs must have the following current vaccinations:

Rabies
Distemper/Parvo
Bordetella
Coronavirus

All cats must have the following current vaccinations:

Rabies
Feline Leukemia
Rhinitis
Calicivirus
Panleukopenia (distemper)

Ferrets: Housing for ferrets must allow ample room for movement, constructed of wire or heavy plastic, and allow for the appropriate bedding material without spillage. Up to three (3) ferrets may be housed together as long as they are fully socialized and the provisions for movement are met for each animal.

All ferrets must have the following current vaccinations:

Rabies
Distemper

Small mammals: Housing for small mammals (gerbils, guinea pigs, hamsters, mice, rabbits, rats) that provides space for ample movement. Cages must be chew-proof, such as wire or plastic, and have a base deep enough to hold appropriate bedding. Small mammals normally housed together may stay together as long as the aforementioned provisions for movement are met for each animal.



Birds: Cages must allow for adequate movement, minimal flight and be fully ventilated. Up to three (3) birds may be housed together as long as they are fully socialized. Food and water dishes must be easily accessible and not require the opening of main access. Covers need to be provided to deter noise and reduce stress.

Thank you for pre-registering your family and pets. Please review all of the criteria listed in this packet before submitting and address any questions to the Office of Emergency Management at 305-289-6018.

Sincerely,

Irene Toner, CPM, PEM
Director
Monroe County Office of Emergency Management



Monroe County Office of Emergency Management
Pet-Friendly Shelter
490 63rd Street
Marathon, Florida 33050

*Here's The Registration Packet You Requested for
Monroe County's...*

Pet-Friendly Hurricane Evacuation Center

Please review all the criteria listed in this packet before submitting.

Return the completed form to:
Office of Emergency Mangement
Pet-Friendly Shelter
490 63rd Street
Marathon, Florida 33050

For questions, call the Office of Emergency Management: 305-289-6018