

Emergency Animal Care Annex



**Approved
Modoc County Disaster Council
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1. Purpose and Scope

1.1 Purpose

- California Government Code Section 8608. (a) states The California Emergency Management Agency shall approve and adopt, and incorporate the California Animal Response Emergency System (CARES) program, developed under the oversight of the Department of Food and Agriculture into the standardized emergency management system
- Each operational area within Cal OES is responsible for incorporating the CARES program into their Emergency Operations Plans This Annex provides for the utilization and coordination of agencies involved in animal control and care
- The purpose of this annex is to delineate policies and procedures for emergency animal care and prepare the community for disaster response
- This Annex provides for the utilization and coordination of agencies involved in animal control and care

1.2 Scope

1.2.1 There will be two focus areas: household pets and/or “barnyard” farm animals, to include livestock such as horses, sheep, goats, pigs, etc., but excluding commercial stock

1.2.2 The Emergency Animal Care Annex Objectives

- Minimize animal suffering, loss of life, and potential disability by coordinating assistance
- Coordinate the care, control, and safety of animals. Within the boundaries of resources, this may include rescue and capture of animals that have escaped confinement; evacuation and transportation; sheltering; medical care for the sick and injured; quarantine of infectious or contaminated animals; and disposal of dead animals
- Assist in providing a system for returning animals to their owners
- It is not intended to be a mitigation document for possible losses to agriculture commercial operations that would normally be handled by the Department of Agriculture

2. Situation and Assumptions

2.1 Situation

- A disaster or major emergency is any occurrence, natural or man-made, that causes substantial suffering to human beings and animals, and catastrophic damage to property
- Activation of this Annex applies primarily to a major situation or potential situation, creating sufficient animal-related problems to exceed the available resources of the Sheriff’s Office Animal Control division. It will be coordinated through the Emergency Operations Center (EOC).
- Level of activation will be scalable; activating or deactivating various teams as necessary
- A representative from cooperating members of the Emergency Animal Care Annex agencies will be an agency representative in the EOC as necessary

- All agencies tasked under this annex will develop and maintain standard operating plans (SOPs) and implement procedures consistent with the current Modoc Emergency Operations Plan (EOP) and annexes.

2.2 Assumptions

- In spite of the county's best efforts to plan for the emergency needs of its residents, the success of this plan depends largely on the preparedness measures that each individual or family takes. It should include a pet disaster supply kit, animal evacuation plan, and pet foster care or shelter arrangements. It is the responsibility of owners of animals, when notified of an upcoming emergency, to take reasonable steps to shelter and provide for their animals' care and control
- It is also the responsibility of pet owners to have their animals current on vaccinations, identification, and licensing (where applicable) to aid in the recovery efforts by animal response personnel
- All livestock owners, whether production animals or farm animals, are responsible for the evacuation and/or care and shelter of their animals during an emergency
- The 2013 Emergency Operations Plan provides a risk assessment for potential threats to the Modoc Operational Area; however, the most common threats that could affect the animal populations are wildfires, winter storms, and flooding
 - Based on 2012 US Census statistics, Modoc County has approximately 4,064 households. Based on formulas developed by the American Veterinary Medical Association, the following are estimates of the numbers and types of animals in Modoc County; *however, due to the agriculture economic basis for this county, the numbers listed below will be significantly lower than what actually exists.*
 - These are general estimates for household animals:
 - 36.5% of households in the U.S. have dogs; in Modoc County that would be approximately 1,500 dogs
 - 30.4% have cats; in Modoc County that would be 1,300 cats
 - 3.1% have birds; in Modoc County that would be 130 birds
 - Estimates from Modoc County Agriculture Department for commercial livestock production are:
 - 50,000 head of cattle
 - 5,000 head of sheep; however, this fluctuates between Nevada and California
 - No significant number of commercial hog, dairy cows, goats, rabbits, and poultry operations
- According to Cal OES, CARES Fact Sheet "Up to 25% of pet owners will fail to evacuate" because they do not want to leave their animals. Approximately 50-70% of people leaving animals behind will attempt to re-enter a secure site to rescue their animals. 10-25% of all individuals who receive an evacuation order will put themselves and rescue personnel at risk attempting to rescue or stay with their animals."

- Abandoned animals, whether household, farm or exotic, are likely to suffer in an emergency and may pose a risk to rescuers and the public
- Livestock are a large part of Modoc’s economy with Modoc being the second in the state for beef cow/calf production. The loss of a large number of livestock would seriously impair the local and state economies.
- The presence of animal carcasses would contaminate water sources and may also lead to an outbreak of diseases. Animal carcasses can create substantial cleanup costs and can delay residents returning to their homes. Timely carcass removal is critical and is the responsibility of Environmental Health.

3. Concept of Operations

3.1 Definitions

For the purposes of responding to animal issues during disasters, Modoc County Animals in Disaster Annex defines “animals” under the following classifications

3.1.1 Household Pet: A domesticated animal such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes and can travel in commercial carriers and be housed in temporary facilities. Common household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals, and birds kept for racing purposes. (FEMA Policy Publications: 9523.19)

3.1.2 Service Animal: Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability

3.1.3 Farm Animals/Livestock: Commercial livestock represent a financial investment and an economic base for the county. If animals are left untended in an emergency, they can pose dangers to rescuers, traffic and possible public health risks from contamination or zoonotic disease. Farm animals in smaller numbers can also cause significant evacuation problems if owners do not have transportation and alternate care arrangements predetermined.

3.2 Overview

- A basic assumption of this annex is that owners of animals are responsible for their animals in an emergency and should take reasonable steps to shelter and provide for their care, control, and evacuation
- For the purposes of this plan, all animal response actions are secondary to human life, health, and safety considerations. Protection of these essential human issues is not to be compromised by response personnel in order to provide rescue, evacuation, veterinary care, or other services to domestic animals, livestock, or wildlife
- Members of the public are discouraged from placing themselves at undue risk in order to provide these services to animals. As incident needs and resources allow, disaster services may be provided to animals in peril or

distress as determined appropriate by incident management staff. All efforts will be made to provide basic services

- Activation of this annex will only be implemented after a local jurisdiction has declared an emergency and the Sheriff has determined that animal related issues have overwhelmed all available local resources
- If a joint EOC has been established between the city of Alturas and Modoc County EOC, the resources from each jurisdiction will be commonly utilized without charge
- Any response will operate under the direction of the Modoc County Sheriff and the Office of Emergency Services, which falls under the larger direction of California Office of Emergency Services (Cal OES)
- Response operations will follow protocol as outlined in the National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS)
- Should response requirements exceed the resources of the Modoc Operational Area, then requests for mutual aid will follow Cal OES protocol

3.3 Policies

- Dealing with animals, particularly in stressful or chaotic situations such as disasters, requires special skills. Volunteers who handle animals need to have experience or training in basic classes in Incident Command System and handling animals in a disaster through their respective agencies or community groups
- Volunteers will be utilized through the Animal Volunteer Coordinator
- All volunteers shall be registered and sworn in as Disaster Service Workers with the County of Modoc

4. Organization: Control and Coordination

4.1 Roles and Responsibilities

4.1.1 All Agencies

- Prepare and maintain Standard Operating Procedures (SOPs) and functional checklists for emergency animal response, including a system for automatic reporting of pre-designated personnel, to include “Grab & Go” supplies
- Train personnel in Incident Command System and agency specific Standard Operating Procedures; participate in emergency exercises
- Maintain communications with other animal response teams as designated in the operational organization
- Any organization in charge of sheltering animals will have an identification system for tagging animals that is supported with documentation.

4.1.2 Modoc County Sheriff’s Office

- Upon a Local Emergency Proclamation, activates the Emergency Animal Care Annex at the appropriate activation level
- Delegates an Animal Disaster Coordinator or designee to coordinates response and recovery through the Incident Command System

- Maintains liaison with the city of Alturas, Cal OES and mutual aid partners
- Provides centralized coordination of animal specific public information press and news releases
- Provides ongoing public education on animal disaster issues
- Plans for emergent domestic animal situations

4.1.3 Modoc County Animal Disaster Coordinator or designee

(Modoc County Code 6.02)

- Assesses the situation to scale operations to the effective level of activation
- Refers to Animal Disaster Coordinator or designee Functional Checklist

4.1.4 Modoc County Agriculture Commissioner

- Estimates damage to livestock and other agricultural resources; prepare and provides information for the California County Agricultural Commissioner Disaster Situation Report; updates the EOC
- Coordinates with the California Department of Agriculture for the possible procurement and distribution of livestock feed
- In coordination with the Veterinary Response Team, works to prevent and/or control outbreaks of animal diseases
- In coordination with Environmental Health, plans and activates an animal disposal plan as necessary following the protocol as outlined by the Department of Agriculture (California Department of Food and Agriculture – CDFA)

4.1.5 Modoc County Departments (as applicable)

Collect animal-related information and report it to the EOC

Provide resources: personnel and equipment as directed through the EOC

4.1.5.a Environmental Health

- Assess animal related public health hazards and provides technical guidance
- Coordinate with Agriculture Commissioner for animal disposal

4.1.5.b Public Health

- Assess possible animal related public health hazards and provide technical guidance

4.1.5.c Public Works

- Assist in transportation and coordination of resources

4.1.5.d Social Services

- In coordination with the EOC and the American Red Cross, provide information for the co-locating of companion pets or the transportation of pets to evacuation shelters

4.1.6 Modoc County - California Department of Fish and Wildlife

- Assists in the recovery, retrieval, rescue, and evacuation of wildlife and exotic animals
- May assist state and local authorities with public safety and security

4.1.7 Veterinary Clinics

- Create a Veterinary Emergency Response team for veterinary services to include triage of evacuated animals, treatment of minor and severe injuries, illnesses and animal contamination
- Recommend necessary actions for duration of the incident
- Provide services as stated in the Memorandum of Understanding

4.1.8 High Plateau Humane Society (HPS)

- HPS will be will provide upon request sheltering for companion animals, and may aid in coordination and sheltering for large animals at the residence, working under the authority of a Memorandum of Understanding with Modoc County Office of Emergency Services
- Assist with coordinating operations for auxiliary shelters for companion animals
- Write a Standard Operation Procedure (SOP) for HPS to shelter animals during an emergency, utilizing the process and forms as recommended by State of California CARES program
- During the demobilization process and after closure of the shelter, HPS will charge pet owners for sheltering and medical services
- Maintain records as specified in the Emergency Animal Care Annex to address liability and public health issues

4.1.9 City of Alturas

- Upon exceeding their resources, the city of Alturas will coordinate with Modoc County OES through mutual aid agreements

4.1.10 Modoc County Local Area Advisory (MCLAA)

Approved September 11, 2012, Modoc County Code Title 2, Chapter 2.4 and Title 19)

- According to Board resolution, the MCLAA acts as an advisory group in matters of livestock during catastrophic events
- Acts as a liaison between the Board of Supervisors, members of the community and the Incident Command Team
- Assists the Director of Emergency Services to provide information, contacts, and facts to safe, practical and economic decisions
- Assists the Director of Emergency Services - Public Information Officer with public meetings by providing a forum for community concerns

4.1.11 Community Groups

Within Modoc County, various formalized groups have interests in animal welfare, and can provide personnel, equipment, and/or supplies in an emergency. These groups may be, but are not limited to:

- 4-H Clubs

- Cattlewoman's
- Cattlemen's
- Farm Bureau

4.2 Mitigation: Pre-Disaster Planning

- Adoption of the Animals in Disaster annex as an addendum to the current Emergency Operations Plan (EOP)
- Completion of Standard Operating Procedures (SOPs) by participating agencies
- Designation of coordinating response teams: evacuation, shelter—both companion and farm animals, medical treatment, and others as needed
- Identification and training of Animals in Disaster Volunteers to include Incident Command System classes, shelter training, and Disaster Service Worker registration

4.3 Preparedness

4.3.1 Completion of Resource and Facility Memorandums of Understanding (MOUs)

- Transportation
- Shelters
- Supplies and equipment

4.3.2 Public Information Releases

Prepare template press releases which may include evacuation options, responsibilities of animal owners, shelter locations, donations and volunteer reporting

4.3.3 Training and exercises

Register and train Animal Volunteers as Disaster Service Workers

- Provide basic ICS 100, 200, & 700
- Provide Animals in Disasters ICS 10.a, 11.a, 111.a
- Conduct exercises to assess the effectiveness of the Animals in Disaster Annex and Standard Operating Procedures for partner agencies
- Biennial updating of plan based on exercises

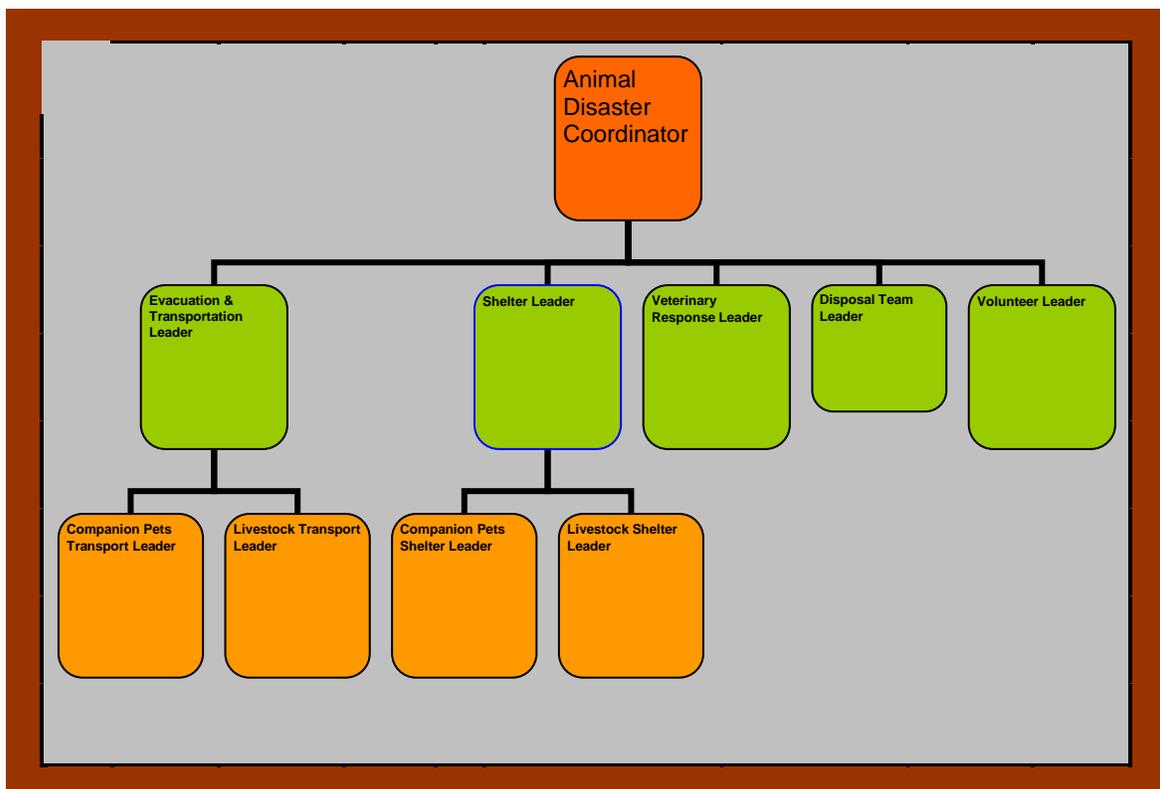
4.4 Response: Synopsis of an Incident: Reference County Code

1. Sheriff's Office, or designee, receives notice of animals in distress and/or a need for animal services beyond the resources of the designated Animal Control Officer
2. Upon the Local Emergency Declaration, the Incident Commander located at the Incident Command Post requests the services of the Animal Care and Welfare Unit Leader, hereafter called Animal Disaster Coordinator or designee (ADC) through the Logistics Section
3. ADC utilizes Animals in Disaster Annex to manage public and private sector efforts to meet the animal needs that arise. They shall facilitate/coordinate resources for the following:

- Rescue and capture of animals that have escaped and displaced wildlife
 - Facilitate evacuation of both companion animals and livestock with cooperating agencies and county departments
 - Sheltering of both companion animals and livestock as feasible
 - Care of the injured, sick and stray
 - Disposal of dead animals
4. ADC completes assessment of situation and activates emergency response teams, as needed. Coordinates:
 - Evacuation
 - Shelter
 - Medical Treatment
 - Disposal
 - Volunteer Coordinator
 - Others as needed
 5. Contacts a liaison member from response agencies to be a part of the EOC
 6. Provides public information releases to the Public Information Officer
 7. Coordinates demobilization efforts
 8. Coordinates recovery efforts with the Incident Command Post

4.5 Organization

In accordance with Incident Command System the organizational structure should only activate those functions needed to complete incident objectives. Thus, in practice, one or all positions/teams could be activated depending on the situation.



4.6 Position Checklists (See Functional Appendix)

- 4.6.1 Animal Disaster Coordinator or designee**
- 4.6.2 Evacuation/Transportation Leader**
- 4.6.3 Shelter Managers leader**
- 4.6.4 Veterinarian Response Team Leader**
- 4.6.5 Disposal Team Leader**
- 4.6.6 Animal Volunteer Coordinator**

4.7 Recovery

4.7.1 Documentation

- Response teams, shelters, and transportation units will only function under the direction of the Incident Command
- Response units will document personnel hours, expenditures, etc. with resource numbers provided by the EOC.
- All forms approved for this annex will be used and submitted daily by responding teams/agencies

4.7.2 After-Action Report (AAR)

Following protocol as outlined in the 2013 EOP, After Action Reporting/Improvement Plan will occur with subsequent modifications as recommended

4.7.3 Recovery Programs

4.7.3.a Secretarial Designation

Requesting a U.S. Department of Agriculture (USDA) Secretarial Designation:

Each county determines which governing entity has the lead in coordinating a request for Secretarial Designation. This may be OES, Agriculture Commissioner, Board of Supervisors, etc. A local proclamation of an emergency is not required to request a USDA Secretarial Designation; however one or more of the following conditions should exist

- A disaster causing severe physical property and/or production losses
- The county is coordinating resources through OES and/ as submitted letter of request through Cal OES for a USDA disaster designation

4.7.3.b Local Assistance Center (LAC)

In the event of an Emergency Declaration, through Cal OES, a Local Assistance Center (LAC) would be established to coordination services and referrals

5. Administration

All annexes follow protocol as outlined in the Emergency Operations Plan. Gathering of information and analysis of data will be part of the Emergency Operations Center's Planning Chief. The Logistics Chief will coordinate all resource requests through the EOC. All resource acquisitions and expenditures will be administered by the Finance Chief.

5.1 Planning: Information collection and data analysis

5.2 Logistics: Coordination of resource requests

5.3 Finance

5.3.1 Reimbursement: Legal Basis

- Robert T. Stafford Disaster Relief and Emergency Assistance Act: specifically Sections 403 and 502
- 42 U. S. C. 5170b, and 5192
- Pets Evacuation and Transportation Standards Act of 2006: specifically sections P.L. No. 109-308, §4, 120 Stat. 1725(2006); and 44 CFR §§ 206.223(a), 206.225(a)
- FEMA Disaster Assistance Policy (DAP) 9523.19 identifies expenses related to pet evacuation and sheltering activities that are eligible for reimbursement
- Cal OES Recovery Division, IA Branch creation of a Local Assistance Center (LAC) to coordinated all available resources

5.3.2 Donations Management

- Because of the emotional component of animal welfare, donations that are both monetary and physical will be accepted for the care and welfare of animals
- A donations system needs to be in place for acceptance of monetary donations through Modoc County Auditor's Office to a designated animal disaster account
- As part of the public information releases, directions for physical donations need to be specified

6. Development and Maintenance

All plans are dynamic. The Animals in Disaster Annex has been approved by the Modoc County Disaster Council and the Board of Supervisors. It is the intent of the Office of Emergency Services and partner agencies to exercise this plan and review it. No plan can be expected to address every potential problem or prescribe the correct action; therefore modifications as a result of exercising and utilization should be an integral part of an annual process

7. Appendices

7.1 Animal Care Functional Checklists (Activated as needed)

- 7.2.1 Animal Control Leader
- 7.2.2 Evacuation and Transportation Leader
- 7.2.3 Shelter Leader
- 7.2.4 Veterinary Response Team Leader
- 7.2.5 Volunteer Coordinator

7.2 Standard Operating Procedures (SOPs) (To be developed)

Documents listed below will also included forms as adopted

- 7.1.1** High Plateau Humane Society
- 7.1.2** Public Information Response
- 7.1.8** Donations Response

7.1 Functional Checklists for Unit Positions

7.1.1 Animal Disaster Coordinator

The Animal Care & Welfare Unit functions as a part of Operations within the Incident Command System. It determines the need for care and shelter of animals displaced or put at risk as a result of an emergency, particularly those belonging to persons who are in a shelter situation. Animals at risk may include domestic pets, farm livestock, and wild animals that may require emergency services. This unit will, in coordination with the Office of Emergency Services (OES), develop and implement a plan for providing services to endangered animals during an emergency.

Responsibilities:

1. Assess the status of animal care needs within all local governments in the operational area
2. Determine status of available shelters and establish locations for additional sheltering
3. Determine the need for county animal care and veterinary services
4. Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency
5. Coordinate as necessary with other EOC positions on Animal Care & Welfare issues and requirements
6. Supervise the Animal Care & Welfare Unit
7. Train and exercise the Emergency Animal Care Annex
8. Track and coordinate animal bite information reports to the public and emergency responders with Environmental Health

Animal Disaster Coordinator Checklists:

Activation Phase:

- Identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- Obtain briefing from available sources
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- Contact jurisdictional animal welfare facilities and determine their status and ability to function
- Ensure that animal control measures are in effect and animal care and sheltering services are appropriate for the emergency
- Determine location and time of any animal welfare facilities that are activated
- Obtain phone numbers for all essential animal care locations and/or personnel that may have contact with the EOC. Utilize resources in Animal Care Annex as necessary. (Blank Animal Emergency forms are located in the Annex.)

- Determine status of available communications systems
- Obtain current level of staffing and anticipated needs for additional personnel. Work closely with Liaison Officer and Volunteer/Service Programs (VSPs) personnel where needed and available
- Determine location and status of major incidents involving a threat to or from animals
- Determine extent of damage to, and the operational capacity of, all animal shelter facilities in the operational area. Provide this information to EOC.
- Coordinate with Care & Shelter Unit the animal care needs of shelter residents
- Participate in EOC planning meetings, as required
- As requested, provide estimate of the emergency's impact on area animals and the need for animal control and care
- Communicate plans developed at the EOC that affect animal control and care to appropriate outside locations
- Assign specific duties to support staff, and supervise staff
- As needed, request additional resources through established ordering procedures

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized
- Complete all required forms, reports, and other documentation. Collect records and documentation from response teams and shelters. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- Be prepared to provide input to the After Action/Corrective Action report
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- Clean up your work area before you leave
- Leave a forwarding phone number where you can be reached

7.1.2 Evacuation/Transportation Leader

The Evacuation/Transportation Leader works under the direction of the Animal Disaster Coordinator and is activated only if necessary. This person is responsible for arranging for the collection, transportation and placement in a shelter or safe environment animals that are displaced or evacuated by owners. The leader works closely with Operations and the Shelter Managers. This position may require transportation coordination for all types of animals from household pets, wildlife, and/or livestock.

Activation Phase:

- Report to Animal Disaster Coordinator (ADC), identify yourself and establish your functional work area and/or staging area.
- Obtain briefing from ADC
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- Determine status of available communications systems
- Determine location and status of major incidents involving a threat to or from animals
- Determine location and opening time for any temporary animal welfare facilities that are activated
- Obtain phone numbers for all essential animal care locations and/or personnel that may be utilized.
- Anticipate number and type of transportation vehicles/personnel that will be needed.
- Request resources through EOC using established ordering procedures
- Establish a transportation staging area as needed
- Coordinate with shelters for a designated drop off/intake area
- Assign specific duties to support staff, and supervise staff
- Work closely with Liaison Officer and Volunteer/Service Programs (VSPs) personnel where needed and available
- Communicate status reports to ADC as requested

Demobilization Phase:

- Notify ADC as to anticipated reduced transportation needs and projected demobilization
 - Deactivate your assigned position and close out logs when authorized by the ADC
 - Complete all required forms, reports, and other documentation. Collect records and documentation from evacuation/transportation personnel. All forms should be submitted through the ADC, prior to your departure
 - Be prepared to provide input to the After Action/Corrective Action report
 - If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
 - Clean up your work area before you leave
 - Leave a forwarding phone number where you can be reached
-

7.1.3 Shelter Leader

Animal shelter managers may be one of two types of managers: a companion animal shelter or a large animal shelter. Both duties for the care and welfare of animals are the same:

- Documentation, registration and assessment of animals at intake
- Triage for animals with medical problems
- Care and shelter of animals during the emergency
- Documentation of operations using approved Annex forms
- Unification with owners and/or placement of animals on closing of shelter

Activation Phase:

- Report to Animal Disaster Coordinator (ADC), identify yourself and establish your functional work area and/or staging area.
- Obtain briefing from ADC
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- Determine status of available communications systems
- Determine location and status of all shelters
- Determine location and opening time for any temporary animal welfare facilities that are activated
- Obtain phone numbers for all essential animal care locations and/or personnel that may be utilized
- Activate shelter teams for each shelter to organize, set up, and maintain shelter operations
- Request resources through EOC using established ordering procedures
- Communicate an “opening” time to ADC and Evacuation/Transportation Leader
- Coordinate with Evacuation/Transportation leader for a designated drop off/intake area
- Assign specific duties to support staff, and supervise staff
- Coordinate operations within shelter for care and feeding of animals
- Maintain standards for care and feeding as set by Annex
- Maintain records utilizing approved Annex forms
- Work closely with Liaison Officer and Volunteer/Service Programs (VSPs) personnel where needed and available
- Communicate status reports to ADC as requested

Demobilization Phase:

- Notify ADC as to anticipated reduced shelter needs and projected demobilization
- Reduce staff as necessary
- Deactivate your assigned position and close out logs when authorized by the ADC
- Complete all required forms, reports, and other documentation. Collect records and documentation from evacuation/transportation personnel. All forms should be submitted through the ADC, prior to your departure
- Be prepared to provide input to the After Action/Corrective Action report
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- Clean up your work area before you leave
- Leave a forwarding phone number where you can be reached

7.1.4 Veterinary Response Team Leader

The ADC will coordinate with the veterinary community for activation of their services, including triage, treatment of minor and severe injuries, illness, and animal contamination issues. A triage veterinarian or technician may be assigned to provide services at a clinic or shelter facility. Veterinarians may charge a fee to pet owners or responding agencies for their services. Memorandums of Understanding (MOUs) will be in place for contractual services for personnel and supplies.

Activation Phase:

- Report to Animal Disaster Coordinator (ADC), identify yourself and establish your functional work area and/or staging area.
- Obtain briefing from ADC
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- Determine status of available communications systems
- Determine location and status of all shelters, staging areas, and medical facilities for triage and treatment
- Determine location and opening time for any temporary facilities
- Obtain phone numbers for all essential animal care locations and/or personnel that may be utilized
- Activate veterinary personnel to staff needed sites
- Appoint one person to coordinate communications with EOC, transportation and shelter sites
- Request resources through EOC using established ordering procedures
- Assign specific duties to support staff, and supervise staff
- Communicate status reports to ADC as requested

Demobilization Phase:

- Notify ADC as to anticipated reduced needs and projected demobilization
- Reduce staff as necessary
- Deactivate your assigned position and close out logs when authorized by the ADC
- Complete all required forms, reports, and other documentation. Collect records and documentation from evacuation/transportation personnel. All forms should be submitted through the ADC, prior to your departure
- Be prepared to provide input to the After Action/Corrective Action report
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- Clean up your work area before you leave

- Leave a forwarding phone number where you can be reached

7.1.5 Disposal Team Leader

In order to reduce the chance of the spread of disease and to protect public health, it is essential that local jurisdictions be responsible for coordinating the pick up and removal of dead animals. Effective control must meet the requirements of the State of California and will fall under the jurisdiction of the Department of Environmental Health.

Activation Phase:

- Report to Animal Disaster Coordinator (ADC), identify yourself and establish your functional work area and/or staging area.
- Obtain briefing from ADC
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- Determine status of available communications systems
- Obtain phone numbers for officials with Modoc County Environmental Health and Agriculture as well as state officials for our operational area.
- Check in with other applicable operational team leaders: evacuation/transportation, shelters, veterinary, and volunteer coordinator
- Assess operational needs and coordinate with EOC Logistics
- Establish safety protocols for Disposal responders and give orientation
- Verify sign in sheets and logs
- Verify Disaster Service Worker status
- If needed, request resources through EOC using established ordering procedures
- Maintain records utilizing approved Annex forms
- Communicate status reports to ADC as requested

Demobilization Phase:

- Reduce staff as necessary
- Deactivate your assigned position and close out logs when authorized by the ADC
- Complete all required forms, reports, and other documentation. Collect records and documentation from evacuation/transportation personnel. All forms should be submitted through the ADC, prior to your departure
- Be prepared to provide input to the After Action/Corrective Action report
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation

- Clean up your work area before you leave
- Leave a forwarding phone number where you can be reached

7.1.6 Volunteer Coordinator

Dealing with animals, particularly in stressful or chaotic situations such as disasters, requires special skill. Effective control of self-responding individuals and rescue groups is critical. Volunteers who handle animals need to have experience or training in this area. The purpose of an Animal Volunteer Coordinator is to identify volunteers, train them in Basic ICS and animal shelter skills and recommend their placement in an emergency situation. All volunteers will register and be sworn as Modoc County Disaster Service Workers and the Volunteer Coordinator will maintain the volunteer roster and training base for the animal volunteers. The purpose of the Volunteer Coordinator's position is to maximize the use of trained volunteers and minimize the intrusion of untrained but, well-meaning, unsolicited volunteers.

Activation Phase:

- Report to Animal Disaster Coordinator (ADC), identify yourself and establish your functional work area and/or staging area.
- Obtain briefing from ADC
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- Determine status of available communications systems
- Obtain phone numbers for all essential animal care locations and/or personnel that may be utilized
- Check in with other operational team leaders: evacuation/transportation, shelters, veterinary, search & rescue, and disposal
- Assess each of the above areas' need for volunteers and allocate volunteers as resources allow
- Verify volunteers registration as a Disaster Service Worker and training certifications
- Document all volunteer personnel placements
- If needed, request resources through EOC using established ordering procedures
- Maintain records utilizing approved Annex forms
- Communicate status reports to ADC as requested

Demobilization Phase:

- Reduce volunteer staff as necessary
- Deactivate your assigned position and close out logs when authorized by the ADC
- Complete all required forms, reports, and other documentation. Collect records and documentation from evacuation/transportation personnel. All forms should be submitted through the ADC, prior to your departure

- Be prepared to provide input to the After Action/Corrective Action report
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- Clean up your work area before you leave
- Leave a forwarding phone number where you can be reached