

APPENDIX J
State and Local Emergency Operations
Plans and Other Emergency Planning
Documents That Include Pets

**STATE SUPPORT FUNCTION (SSF) ANNEX 11
AGRICULTURE AND NATURAL RESOURCES**

VTEOP
April 29, 2013

PRIMARY: Agency of Agriculture, Food and Markets and Agency of Natural Resources

SUPPORT: Secretary of State; Agency of Commerce & Community Development; Agency of Transportation; Department of Buildings & General Services; Department of Health; Department of Public Safety, Division of Emergency Management and Homeland Security, and State Police; Office of the Adjutant General, VT National Guard; University of Vermont Extension; Vermont Farm Bureau; USDA APHIS Veterinary Services; USDA APHIS Plant Protection and Quarantine; USDA Farm Service Agency; American Veterinary Medical Association; animal support groups (see Animal Disaster Emergency Plan – ADEP which is Tab 4 of this annex).

I. INTRODUCTION

Should a significant natural or man-made emergency occur, it could quickly overwhelm local government resources and their capability to provide necessary services, leading to a disaster situation. Such an emergency necessitates a plan to mitigate the situation utilizing State and/or Federal assistance. An emergency of this magnitude could pose a threat to all facets of Vermont agriculture and natural resources and could involve crops, agricultural wastes/discharge, nurseries, pesticides, maple groves, animal feeds, animal welfare, injured/displaced animals, dead animals, zoonotic disease, natural resources, and other related issues.

State government, private sector, and volunteer agencies assigned responsibilities involving emergency agriculture and natural resource issues are expected to have established operating procedures specifying their emergency support actions and be able to communicate and coordinate these actions in an emergency to best utilize available capabilities.

The multi-level, interagency response to an incident of this nature will be coordinated as outlined in the Base Plan of this document.

II. MISSION

The mission of this state support function is to provide the mechanism for coordination of state, local and private resources to control and to eradicate an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infectious exotic plant disease, or economically devastating plant pest infestation in response to a significant emergency involving animals (livestock and companion), and plants in Vermont. Additionally, the SSF provides emergency support to farms in Vermont. It further provides for protection of natural and cultural resources and historic properties resources prior to, during, and/or after an incident in Vermont.

III. CONCEPT OF OPERATIONS

The Agency of Agriculture, Food and Markets and the Agency of Natural Resources are responsible for the coordination of all SSF-11 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining SSF-11 annex or implementing procedures within the scope of the functional responsibilities of each agency. All SSF-11 supporting agencies will assist the Agency of Agriculture, Food and Markets and the Agency of Natural Resources in the planning and execution of the above. The Agency of Agriculture will commit to respond to incidents under our purview and request the assistance of our support agencies when required.

- A. In coordination with, and in support of, the State-Rapid Assessment & Assistance Team (S-RAAT), SSF-11 will assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency.
- B. As the primary coordinating agency, SSF-11 will gather information from support agencies and other agricultural-related organizations throughout the state concerning their level of preparedness, and level of risk in the face of various emergencies.
- C. The Agency of Agriculture, Food and Markets, in partnership with animal support agencies (see ADEP), will coordinate pet evacuation, sheltering, rescue, and disposition. The Agency of Agriculture, Food and Markets will develop memorandums of understanding (MOUs) with these associations and any other appropriate organizations.
- D. The Agency of Agriculture, Food and Markets will coordinate equine, livestock, poultry and plant emergency response. The Agency of Agriculture, Food and Markets will develop MOUs with appropriate livestock related organizations.
- E. The Agency of Agriculture, Food and Markets, in coordination with VDH, will oversee public health, arboviral, and zoonotic disease issues.
- F. The Agency of Natural Resources with the support of the State Archivist is responsible for coordinating the implementation of the natural and cultural resources and historic properties elements of this function which include but are not limited to:
 - 1. Coordination of natural and cultural resources and historic properties identification and vulnerability assessment.
 - 2. Facilitate development and application of protection measures and strategies.
 - 3. Assist in emergency compliance with relevant Federal environmental laws during emergency response activities, such as emergency permits/consultation for natural resources use or consumption.
 - 4. Manage, monitor, and assist in or conduct response and recovery actions to minimize damage to natural and cultural resources and historic properties resources.
 - 5. Coordinate with SSF-3 and 10 on the removal of debris affecting natural and cultural resources and historic properties resources.
 - 6. Coordinate with ESF #3 to manage, monitor, or provide technical assistance on emergency stabilization (and during recovery, restoration) of shorelines, riparian buffer, zones, and hillsides to protect natural and cultural resources and historic properties resources

- G. The Agency of Agriculture, Food and Markets, in coordination with appropriate support agencies, will provide limited assistance, if available, to exotic animal owners, in case of emergency. Exotic animal owners are urged to maintain full preparation and response capabilities, as specialty facilities for their animals may not be available through regular support channels.
- H. The Agency of Natural Resources, Department of Fish and Wildlife is responsible for the coordination of native wildlife emergency surveillance, monitoring and response.
- I. The SEOC will be the point of contact for all requests for animal and plant related assistance. The Agency of Agriculture, Food and Markets personnel will coordinate and staff SSF-11 the SEOC.
- J. The Department of Buildings and General Services will manage donated materials in accordance with SSF Annex 7 (Resource Support) of this plan.
- K. If criminal or terrorist activity is suspected in connection with an outbreak, the Vermont State Police or Division of Emergency Management and Homeland Security will be advised immediately. They will work closely with the responding veterinary or plant diagnostics staff to ensure the proper handling and packing of any samples and their shipment to the appropriate research laboratory for testing and forensic analysis.

IV. SSF 11 ACTIONS

A. Preparedness:

- 1. Provide for surveillance of emergency issues related to crops, animal feeds, fertilizers and pesticides.
- 2. Provide for surveillance of plant pests of unknown or questionable origin, which may pose a potential or substantial threat to agriculture, horticulture, economy, the environment generally or public health of the state.
- 3. Provide for surveillance for an animal disease, chemical, poison or toxin that may pose a substantial threat to the animal industries.
- 4. Participate in state exercises and periodically conduct, SSF-11 exercises to validate this annex and supporting SOPs.
- 5. Coordinate the identification of natural, cultural and historic resources in Vermont.
- 6. Provide for surveillance of plant and animal disease and infestation that may pose a substantial threat to wildlife and other natural resources.

B. Response

1. Advise the Governor and appropriate support agencies of recommended protective actions should the results of surveillance indicate that those actions may be necessary.
2. Provide for inspection and assessment of livestock production facilities and products storage through VT Meat and Poultry Inspection and related food protection units in order to protect public health. Request federal support, as needed, for food-borne disease surveillance, inspection and verification of meat, poultry, egg and milk products in the affected areas. Laboratory support needs may also be identified and requested.
3. Provide consultation and coordinate response on animal and plant issues which impact public or animal health (disease outbreak, bio-terrorist attack, waste and carcass disposal); take reasonable measures to protect animals under emergency care from disease and injury.
4. Provide SSF-5 (Emergency Management, Recovery & Mitigation) with summarized information on the status of recommended and ongoing protective actions.
5. Coordinate with SSF-7 (Resource Support) regarding storage sites and staging areas for animal food and medical supplies.
6. Serve as a coordination point for livestock and equine related disaster assistance and assists with identification and location of housing and other related services for livestock.
7. In coordination with SSF 14 (Public Information), establish a Joint Information Center (JIC) that functions as the principal source of information about the disease outbreak or pest infestation response in the State. The JIC coordinates closely with Federal officials to ensure consistency in the information released to the communications media and the public.
7. Coordinate with SSF 6 as needed for mass care issues (ie. Coordination with DART teams).

C. Recovery

1. Continue response activities, as required.
2. Coordinate damage assessment of reported animal and plant facilities.
3. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
4. Assist support agencies for long term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners.
5. SSF-11, with support agencies, will coordinate the animal medical services needed for animal shelter and confinement areas.

6. Coordinate with SSF-1 (Transportation), SSF-3 (Public Works & Engineering), SSF-8 (Health & Medical Services), and SSF-11 (Natural Resources-DEC) for the removal and proper disposal of animal waste and dead animals. When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.
7. SSF-11, with support agencies, will provide a reasonable level of assistance and care for livestock and animals impacted by disaster.
8. The Vermont Secretary of Agriculture, Food and Markets may request funds from USDA contingency or program accounts as needed to indemnify producers for animals and suspect animal and plant products seized or facilities held to control a disease as well as to pay the operational costs of the eradication of disease.
9. Ensure SSF-11 team members or their agencies maintain appropriate records of costs incurred during the event.
10. Ensure donated goods are handled through SSF-7 (Resource Support) with appropriate guidance from SSF-11.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Agency of Agriculture, Food and Markets

1. Preparedness and Mitigation
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation. On order, staff SSF-11 in the SEOC.
 - b. Develop operating procedures, response plans, and response teams to implement the Animal and Plant Emergency Services functions of SSF-11, including an alerting list of the appropriate response teams from supporting agencies for the EOC.

- c. Participate in exercises to test operating procedures, and will see that all support agencies are included in training/test functions as appropriate.

2. Response

- a. Provide Agency of Agriculture, Food and Markets staff to SEOC, as requested, and alerts response teams from supporting agencies as necessary.
- b. Coordinate with agencies to assess and respond to animal and plant needs in the emergency area, and compile a situation report for the SEOC.
- c. Relay and delegate assistance requests to proper agency through Operations Section, and assures final disposition of tasks assigned. This may include, but is not limited to, providing emergency transportation, medical care, or shelter and food for animals in need.
- d. Coordinate activities of support agencies, and gather pertinent statistics and data for compilation.
- e. Coordinate location of food and arranging for and feeding distressed, disaster impacted, and evacuated animals.
- f. Coordinate animal disease diagnosis, control, and eradication consistent with agency mission. Utilize the Agriculture Laboratory for this purpose whenever possible.
- g. Obtain samples for livestock hay and feed and perform laboratory tests for contamination and pesticide residues. Utilize the Agriculture Laboratory for this purpose whenever possible.
- h. Conduct preliminary damage assessments of farms and farmlands to determine the nature and extent of crop damage.
- i. Assist in clean up of unusually large agricultural wastes/discharge releases.
- j. Conduct animal health, meat, dairy, feed, fertilizer and pesticide testing.
- k. Perform DNA Sequencing for West Nile Virus and Plant Pests.
- l. Identify unknown insects or arthropods and unknown plant pathogens.
- m. Assist in developing GIS maps of quarantine or contamination sites.

3. Recovery

- a. Coordinate the phase-down of animal emergency services through various support agencies, and within framework of EOC and SSF guidelines.
- b. Coordinate with local contacts involved to collect appropriate data on animal services rendered, and to compile such data for a final report.

- c. Coordinate return to owner or final disposition of unclaimed animals.
- d. Coordinate animal disease diagnosis, control, and eradication consistent with agency mission.

B. Agency of Natural Resources

1. General:

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation. On order, staff SSF-11 in the SEOC.
- b. Develop operating procedures and response teams to implement the natural and cultural resources and historic properties resources functions of SSF-11 as indicated in the Concept of Operations above, including an alerting list of the appropriate response teams from supporting agencies for the EOC.
- c. Coordinate native wildlife and natural resources emergency response.
- d. Provide scientific/technical advice, information, and assistance to help prevent or minimize injury to and to restore or stabilize natural and cultural resources and historic properties resources. Areas covered include aquatic ecosystems; biological resources, including fish and wildlife, threatened and endangered species, and migratory birds; soil surveys; drought preparedness and mitigation; critical habitat, including environmentally sensitive and culturally significant areas; watershed survey, planning, protection, and rehabilitation; and reforestation and other erosion control; geology; hydrology, including real-time water flow data; earthquakes and other natural hazards.
- e. Provide technical assistance to landowners and communities as appropriate to help assess the restoration needs for important fish and wildlife habitat and population restoration.

2. Department of Environmental Conservation

- a. Approve sites and methodologies for the disposal of animal carcasses.
- b. Provide advice as needed to mitigate environmental impacts of response and recovery operations.

3. Department of Fish and Wildlife

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation. On order, staff SSF-11 in the SEOC.
- b. Provide native wildlife support within agency policy and statutory guidelines.

- c. Provide limited assistance if available to coordinate zoo/exotic situations.
 - d. Provide transportation and equipment, if available.
 - e. Address issues of susceptibility and impact of disease in wildlife species.
- 4. Department of Forests, Parks and Recreation
 - a. Provide technical expertise, laboratory support, and survey personnel for forest pest related emergencies during response and recovery operations.
 - b. Provide forest, state park and recreation facility support within agency policy and statutory guidelines during response and recovery operations.
 - c. Provide transportation and equipment, if available.
- C. Secretary of State
 - 1. Assist with temporary licensing of veterinary care workers.
 - 2. Develop and be prepared to provide a list of cultural resources and historical records.
 - 3. Be prepared to provide and/or coordinate technical assistance and information concerning cultural resources and historical records threatened or impacted by disaster situations.
- D. Agency of Commerce and Community Development
 - 1. Develop and be prepared to provide a list of historical and archeological resources.
 - 2. Be prepared to provide and/or coordinate technical assistance and information concerning historical and archeological resources threatened or impacted by disaster situations.
- E. Agency of Transportation
 - 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
 - 2. Provide heavy equipment for excavating burial sites, moving animal carcasses for disposal and hauling materials for burning or fill.
- F. Department of Buildings and General Services
 - 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
 - 2. Be prepared to assist SSF-11 with the receipt and distribution of donated goods (an SSF-7 function).

3. Be prepared assist with identification of State facilities that are cultural resources or historical properties.

G. Department of Health

1. General

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
 - b. Provide public health guidelines including guidance for the diagnosis, prevention and control of zoonotic diseases, including rabies.
 - c. Investigating potential bioterrorism events, which may include human/animal health issues.
 - d. Develop and execute the State of Vermont Arbovirus Surveillance and Response Plan, and assist in developing and executing the Low Path / High Path Avian Influenza Plans and Highly Contagious Disease Plan (FMD).
2. Disease Control: Provide epidemiological and public health support investigating human/animal health issues, including the transmission of zoonotic diseases and potential human rabies exposure.
 3. Waste Management: Provide sanitation and disposal support.
 4. Environmental Health
 - a. Provide vector control support.
 - b. Provide dairy product and producer support, and sampling.
 - c. Provide water inspection and protection.

H. Department of Public Safety

1. Division of Emergency Management and Homeland Security

- a. Make notifications of supporting agencies as requested by the lead agency.
- b. Provide communications and equipment to support operations in the SEOC.
- c. Provide information to SSF-11 concerning Threat Condition Levels.
- d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.

2. State Police

Through SSF-13 (Law Enforcement), coordinate assistance to SSF-11 for investigation of animal bites to humans and potential rabies exposure and enforcing

animal ordinances or assist with establishing and maintaining bio-security checkpoints and traffic control on public highways in movement control zones.

I. Office of the Adjutant General, VT National Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
2. In support of the USDA-APHIS and Vermont Cooperative Emergency Response Plan for a Highly Contagious Animal Disease when other private and public resources have been exhausted: provide heavy equipment and personnel for excavating burial sites, moving animal carcasses for disposal and hauling materials for burning or burial.
3. Assist with establishing and enforcing movement and quarantine restrictions as requested by SSF-13 (Law Enforcement).

J. University of Vermont Extension

1. Preparedness and Mitigation

- a. Develop operating procedures to implement SSF-11, including an alerting list of UVM Extension responders including appropriate expertise at UVM in other departments.
- b. Act as the primary point of contact to access appropriate expertise at UVM.
- c. Coordinate with local UVM Extension personnel to participate in and provide information for the Animal Emergency Response Committee to be developed locally as outlined in Tab d to this annex.
- d. Maintain web page for plant and animal emergency information and links.
- e. Provide education and technical service to Vermont farmers, processors, and retailers and their communities.
- f. Provide Plant Diagnostic Clinic Services as a part of the National Plant Diagnostic Network.

2. Response

- a. Provide UVM Extension personnel to SEOC as requested.
- b. Assist in producing and releasing public service information through UVM and the SSF-14 (Public Information) and the SEOC.
- c. Act as the primary point of contact to access appropriate expertise at UVM.

- d. Coordinate through local UVM Extension personnel to assess local situation and identify animal emergency coordinator locally (assigned under the local emergency management director).

3. Recovery

- a. Provide education and technical service to Vermont farmers, processors, and retailers and their communities to speed recovery.
- b. Assist Agency of Agriculture, Food and Markets in monitoring recovery efforts and collecting data on damage assessment and ongoing needs and activities at impacted plant, livestock and equine locations.
- c. Collaborate with the Agency of Agriculture, Food and Markets of to issue recovery assessments and reports.

K. Vermont Farm Bureau

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions which are in excess of the capabilities of the bureau.
5. Identify Vermont farmers and provide them with education on emergency preparedness.

L. Animal support groups (see ADEP, Tab d to this annex)

M. USDA APHIS Veterinary Services

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.
5. Providing technical and epidemiological expertise and laboratory diagnostic support for animal disease related emergencies

6. Providing veterinary and veterinary technician support for emergencies in general.

N. USDA APHIS Plant Protection and Quarantine

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.
5. Provide technical, epidemiological, laboratory, and financial support for plant pest related emergencies

O. USDA Farm Service Agency

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.
5. When requested, providing staffing, coordination of resources, and documentation.

P. American Veterinary Medical Association

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.

VI. FEDERAL INTERFACE

- A. This Annex is designed to function cooperatively and in coordination with United States Department of Agriculture (USDA) Animal Plant Health Inspection Service (APHIS)/Veterinarian Service (VS) and USDA Food Safety Inspection Service (FSIS) animal and animal product protection plans that exist or are in development and addresses those elements of Emergency Support Function #11 (Agriculture and Natural Resources) that deal with control and eradication of an outbreak of highly contagious animal disease or highly infective exotic plant disease or an economically devastating plant pest infestation.
- B. ESF-11 is designed to coordinate with national public health organizations such as the American Red Cross and Centers for Disease Control (CDC) for public health support.
- C. Medical and rescue efforts associated with ESF-11 are supported by a variety of national agencies/organizations such as the American Veterinary Medical Association (AVMA), the American Humane Association (AHA), the Humane Society of the United States (HSUS), and the American Horse Protection Association (AHPA).
- D. SSF-11 will coordinate with federal/national organizations to obtain federal assistance when required.

**SSF ANNEX 11
AGRICULTURE AND NATURAL RESOURCES**

| LEAD/ SUPPORT | | LEAD | |
|-----------------------|--|--|------------------|
| Agency or Dept | | Agency of Agriculture, Food and Markets | |
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| Primary | | Chuck Ross, Secretary | 802-828-1619 |
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| Agency or Dept | | Agency of Natural Resources | |
| Rep | | Contact(s) | Telephone |
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| Alternate | | David Mears, DEC Commissioner | 802-828-1556 |
| Alternate | | Justin Johnson, DEC Deputy | 802-828-1556 |

| LEAD/ SUPPORT | | SUPPORT | |
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| Agency or Dept | | Dept. of Buildings & General Services | |
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| Primary | | Mike Obuchowski, Commissioner | 802-828-3519 |
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**STATE OF VERMONT EMERGENCY OPERATIONS PLAN
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| Alternate | Tracy Dolan, Deputy Commissioner | 802-863-7281 |
| Agency or Dept | DPS, Division of Emergency Management and Homeland Security | |
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| Primary | Joe Flynn, Director | 800-347-0488 |
| Alternate | Ross Nagy, Deputy Director | 800-347-0488 |
| Agency or Dept | DPS, State Police | |
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| Primary | Colonel Tom L'Esperance | 802-241-7345 |
| Alternate | Maj. Bill Sheets, Executive Officer | 802-241-5312 |
| Agency or Dept | Office of the Adjutant General, Vermont National Guard | |
| Rep | Contact(s) | Telephone |
| Primary | LTC Randall Gates | 802-338-3342 |
| Alternate | LTC Michael Papariello | 802-338-3968 |
| Agency or Dept | USDA APHIS Plant Protection & Quarantine | |
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| Primary | Mark Michaelis, State Plant Health Director | 802-828-4490 |
| Agency or Dept | USDA APHIS Veterinary Services | |
| Rep | Contact(s) | Telephone |
| Primary | Dr. William Smith, Veterinarian-in-Charge | 508-363-2290 |
| Agency or Dept | USDA Farm Service Agency | |
| Rep | Contact(s) | Telephone |
| Primary | Robert Paquin, State Executive Director | 802-658-2893 |
| Agency or Dept | University of Vermont Extension Services | |
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| Primary | Gary Deziel, Associate Dean & Director | 802-656-5426 |
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**STATE OF VERMONT EMERGENCY OPERATIONS PLAN
2013**

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STATE OF VERMONT EMERGENCY OPERATIONS PLAN

October 17, 2012

TAB A TO SSF ANNEX 11 (SSF-11) AGRICULTURE AND NATURAL RESOURCES

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| Alternate | Catherine Gjessing | 241-3753 |
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| <u>Agency of Transportation</u> <i>1 National Life Drive, Montpelier, Vt 05633-5001</i> | | |
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| Alternate | Gary Shelley | 828-0425 |
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| <u>American Humane Association</u> | | |

**STATE OF VERMONT EMERGENCY OPERATIONS PLAN
2013**

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| <u>American Red Cross</u> 29 Mansfield Ave, Burlington, VT 05401 | | |
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| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Tim Stetson, Chief Response Officer | 802-660-9130 x110 |
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| <u>Dept. of Buildings & Gernal Services</u> 2 Governer Aikin Ave, Montpelier, Vt 05620 | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Michael Obouchowski | 828-3314 |
| Alternate | Bill Laferriere | 828-1115 |
| Alternate | Rob Rea | 828-5651 |
| <u>Dept. of Health</u> 108 Cherry Street, Burlington, Vt 05402 | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Dr. Harry Chen, Comminsioner | 802-863-7280 |
| Alternate | Barbara Cimaglio, Deputy | 802-951-1258 |
| Alternate | Tracy Dolan, Deputy | 802-951-5181 |
| Alternate | Patricia King, Medical Director | 802-657-4220 |
| <u>DPS, Division of Emergency Management and Homeland Security</u> 103 South MainST. Waterbury, Vt 05676 | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Joe Flynn, Director | 828-1331 241-5412/839- 0053 |
| Alternate | Ross Nagy, Deputy | |
| <u>DPS, Vermont Information and Analysis Center</u> 103 South Main ST. Waterbury, Vt 05676 | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |

STATE OF VERMONT EMERGENCY OPERATIONS PLAN
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|---|---|------------------|
| Primary | Rick Hopkins, Director | 241-5357 |
| <u>DPS, State Police</u> <i>103 South MainST. Waterbury, Vt 05676</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Tom L'Esperance, Colonel | 875-2112 |
| Alternate | Bill Sheets, Major | 241-5312 |
| <u>Office of the Adjutant General, Vt National Guard</u> <i>789 Vermont National Guard Rd. Colchester, Vt 05446-3099</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Dwight DeCoster, LTC Direct Military Support | 802-338-3342 |
| <u>The Humane Society of the United States</u> <i>2100 L St. NW, Washington DC. 20037</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Joanne Bourbeau | 802-368-2790 |
| Alternate | <i>See last page for list of Vt Animal Rescue*</i> | |
| <u>The International Fund for Animal Welfare</u> <i>290 Summer ST. Yarmouth Port, MA 02675</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Fred O'Regan, President | 508-744-2000 |
| Alternate | Azzedine Downes, Vice President | 508-744-2000 |
| <u>United Animal Nations</u> <i>RedRover PO Box 188890, Sacramento, CA 95818</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Nicole Forsyth, President | 916-429-2456 |
| Alternate | Beth Gammie, Emergency Services Management | 916-429-2456 |
| <u>University of Vermont Extension Services</u> <i>19 Roosevelt Highway, Colchester, Vt 05446-5933</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Gary Deziel, Associate Dean & Director | 802-656-5426 |
| Alternate | Susan LeVitre, Asst to the Asso. Dean & Director | 802-656-0733 |
| <u>USDA APHIS Plant Protection & Quarantine</u> <i>Plant- 617 Comstock Rd, Suite 3, Berlin Vt 05602-8927</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Mark Michaelis, State Plant Health Dir. | 828-4490 |
| <u>USDA APHIS Veterinary Services</u> <i>Animal - 160 Worcester-Providence Rd. Sutton Square Plaza, Suite 20, Sutton MA 01590-9998</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Dr. William Smith, Veterinarian-in-Charge | 508-363-2290 |

STATE OF VERMONT EMERGENCY OPERATIONS PLAN
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| <u>Vermont Farm Bureau</u> <i>117 West Main St. Richmond, Vt 05477</i> | | |
|--|--------------------------------|-------------------------|
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Tim Buskey, Administrator | 434-5646 X 23 |
| Alternate | Ginny Wheeler, Admin Asst | 434-5646 |
| <u>Vermont Humane Federation</u> <i>PO Box 311, Waterbury, Vt 05676 244-5895</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Joanne Bourdeau | 802-368-2790 |
| Alternate | Mary Taylor | 802-476-3811 |
| <u>Vermont Veterinary Medical Association</u> <i>88 Beech Street, Essex Jct, Vt 05452</i> | | |
| <u>Rep</u> | <u>Contacts</u> | <u>Telephone</u> |
| Primary | Kathryn Finnie, Executive Dir. | 878-6888 |
| Alternate | Deborah Glottman, President | 229-2041 |

| Vermont Animal Rescue | | |
|------------------------------|--|----------------|
| City, State | Organization | Phone |
| Arlington, VT | Luckydog Animal Aid Adoption Program | (802) 375-6121 |
| Brattleboro, VT | Windham County Humane Society | (802) 254-2232 |
| Brownsville, VT | Lucy Mackenzie Humane Society | 802-484-5829 |
| Burlington, VT | Ivana Iguana Wisdom and Rescue | 802-651-6863 |
| Chester, VT | TARPS (The Animal Rescue and Protection Society) | 802-875-7777 |
| East Montpelier, VT | Central Vermont Humane Society | 802-476-3811 |
| Ferrisburgh, VT | Heidi's Haven Rescue | 802-363-3593 |
| Huntington, VT | SOS Save Our Strays | e-mail only |
| Jericho, VT | Poodle Rescue of Vermont | 802 497 4144 |
| Lunenburg, VT | Riverside Rescue | 802-892-5300 |
| Lyndonville, VT | Green Mtn Pug Rescue | 802-626-8280 |
| Middlebury, VT | Addison County Humane Society | 802-388-1100 |
| Montpelier, VT | Good Karma Rescue Inc. | 802-595-5110 |
| Montpelier, VT | GRR, Inc Getting All Rescued And Rehomed | 888-236-8718 |
| Morrisville, VT | Justice For Dogs | 802-472-3894 |

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| Morrisville, VT | North Country Animal League | 802-888-5065 |
| Newport, VT | P.E.T.S. of the Kingdom Inc. | 802-754-6530 |
| Orleans, VT | Pope Memorial Frontier Animal Shelter Inc. | 802-754-2228 |
| Pittsford, VT | Rutland County Humane Society | (802) 483-6700 |
| Reading, VT | Turtle Hill Farm Animal Sanctuary of VT | 802-484-9034 |
| Shaftsbury, VT | Second Chance Animal Center | 802-375-2898 |
| South Burlington, VT | All Breed Rescue, Inc. | 802-324-0762 |
| South Burlington, VT | Humane Society of Chittenden County | 802 862-0135 |
| South Royalton, VT | North Star Dog Rescue | 8025223882 |
| Springfield, VT | Springfield Humane Society Inc. | 802-885-3997 |
| St Johnsbury, VT | Caledonia Animal Rescue | 802-633-2700 |
| St. Albans, VT | Franklin County Humane Society | 802-524-9650 |
| St. Albans, VT | Vermont Rabbit and Dog Resources | 802-524-4574 |
| St. Johnsbury, VT | Kingdom Animal Shelter, Inc | 802-741-7387 |
| Townshend, VT | Animal Aid, Inc. | 802.874.7212 |
| Whitingham, VT | Collie Rescue League of New England | 802-222-5124 |
| Williamstown, VT | Random Rescue | (802)433-5912 |
| Woodstock, VT | Save A Pet Rescue (SAP) | 802-457-2608 |

**TAB B TO SSF ANNEX 11
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-11**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

TAB D TO SSF ANNEX 11
AGRICULTURE AND NATURAL RESOURCES
ANIMAL DISASTER EMERGENCY PLAN

An Annex to the Vermont Emergency Operations Plan

I. PURPOSE

- 1.A** The purpose of this plan is to provide for the coordination of local and state resources in response to pet, farm, and wild animal care needs before, during, and following a significant emergency.

II. SITUATION AND ASSUMPTIONS

11.A SITUATION

- 11.A.1 The population of pet animals and livestock in the state of Vermont surpasses the population of humans. Should a significant natural or man-made emergency occur, it could quickly overwhelm local government resources and their capability to provide necessary services, leading to a disaster situation. Such an emergency necessitates a plan to mitigate the situation utilizing state and/or federal assistance. An emergency of this magnitude will pose certain public health threats and animal welfare issues, such as injured and displaced animals, dead animals, rabies and other animal-related disease, care and shelter of animals, and related issues. Additionally, these problems could tax human needs response and resources.
- 11.A.2 Generally, when an emergency is imminent in the state of Vermont, the State Emergency Operations Center (EOC) is activated, and representatives from selected state agencies gather for decision-making. The Department of Health (DOH), the Department of Environmental Conservation (DEC), the Department of Public Safety (DPS), Vermont Emergency Management (VEM), and the Department of Fish and Wildlife (DFW) will be the conduits for information and assistance for animal-related needs as delineated in this appendix. The DOH is the primary agency for public health issues, the DEC is the primary agency with regard to the approval of sites and methodologies for the disposal of animal carcasses, and the DFW is the primary agency for wildlife issues.
- 11.A.3 The Vermont Agency of Agriculture (VAAF), with the State Veterinarian as team leader, and with assistance from primary and support agencies, will address animal issues in an emergency in a coordinated fashion.
- 11.A.4 State emergency support services to implement this plan include the volunteer sector.

11.B ASSUMPTIONS

- 11.B.1 All appropriate Vermont state agencies and departments will be involved in emergency operations, consistent with their functions and responsibilities, with respect to emergency animal issues.
- 11.B.2 State government, private sector, and volunteer agencies assigned responsibilities involving emergency animal issues will have established operating procedures specifying their emergency support service actions and

be able to communicate and coordinate these actions in an emergency to best utilize available capabilities.

- 11.B.3 Each agency/organization will operate under their mandated federal, state or organizational regulations and will maintain complete administrative and financial control over their activities.
- 11.B.4 Whenever possible, VAAFM should establish memoranda of understanding (MOU's) with private sector and volunteer agencies involved with emergency animal response so that responsibilities and expectations of both parties are clearly understood.

111. CONCEPT OF OPERATIONS

111.A GENERAL. Emergency animal issues may be overlooked in the emergency planning process. This lack of planning, caused by the belief that animals can fend for themselves leads to serious problems when they are forced from their habitats due to abandonment, injury and hunger. In addition, human safety may be at risk when pet owners refuse to leave a disaster area without their animals. The Pets Evacuation and Transportation Standards Act of 2006 (PETS Act) amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

111.B PHASES OF EMERGENCY MANAGEMENT. The State Emergency Operations Plan depicts the potential hazards to which Vermont could be exposed. The four phases of emergency management, which provide the framework in which emergency support services are delivered, are Preparedness, Response, Recovery and Mitigation.

111.C DIRECTIONS AND CONTROL

111.C.1 General. This annex shall be placed into effect when it is determined that there is a potential for an emergency which could lead to its use to deal with animal issues in Vermont. The final decision to implement the plan is at the discretion of the Team Leader, in coordination with the DPS, VEM, for full effectiveness. It is assumed (but not required) that the following activities have occurred prior to initiating the actions outlined in this document.

111.C.1.1 The local government has taken all necessary actions to respond to the emergency prior to requesting assistance from the State.

111.C.1.2 Local government has responded to the emergency by activating its emergency response plan and response teams.

111.C.1.3 Local government has exhausted its local resources.

111.C.2 Response Requirements

- 111.C.2.1 The primary and support agencies indicated must plan to be as self-sufficient as possible during the first 72 hours following an event, as there may be only limited assistance.
- 111.C.2.2 The Team Leader will allocate animal assistance resources using primary and support agency authorities and capabilities to each mission based upon priorities identified by the Vermont Animal Disaster Emergency Plan (ADEP).
- 111.C.2.3 After having received a request from the local Incident Commander, if different than the Team Leader, the Team Leader will mobilize appropriate national animal rescue and support groups and will make the decision to respond to that request based on the criteria outlined below.
- 111.C.2.4 With the advice and consent of the Secretary of Agriculture, the Team Leader will implement this plan at the EOC.

111.C.3 Scope. The scope of this plan is the overall management, coordination and prioritization of state-wide resources that support pet, farm and wild animal needs in the event of a declared emergency or disaster.

111.C.4 Animal-related services under this annex are categorized in functional areas and are included in Appendix A of this plan. All primary and support agencies should have thorough, up-to-date emergency plans of their own in order to remain effective. Copies of these documents will be provided to the State Veterinarian as the team Leader for this plan.

1V. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

1V.A TEAM LEADER AND PRIMARY AGENCIES

The following individuals/agencies have been identified as having primary roles within this planning effort:

- Vermont State Veterinarian (Team Leader)
- Vermont Agency of Agriculture, Animal Health Section
- Department of Public Safety, Vermont Emergency Management
- Vermont Department of Health
- Vermont Department of Environmental Conservation
- Vermont Department of Fish and Wildlife
- Law Enforcement Officers
- Vermont Veterinary Medical Association
- Vermont Humane Federation

1V.B RESPONSIBILITIES OF DESIGNATED TEAM LEADER AND PRIMARY AGENCIES

1V.B.1 The State Veterinarian, or his/her designee, is designated as the Team Leader for this plan. The Team leader is responsible for the following:

- 1V.B.1.1 Notifying, activating, and mobilizing all appropriate agencies and support groups involved in animal emergency response efforts.

- 1V.B.1.2 Quarantining livestock for disease control and observation.
- 1V.B.1.3 Coordinating requests for assistance and additional resources necessary during performance of the mission with appropriate agencies.
- 1V.B.1.4 Coordinating with the appropriate agencies and support groups the removal and disposal of livestock carcasses in accordance with Acceptable Agricultural Practices and other state/federal regulations.
- 1V.B.1.5 Coordinating with the appropriate Public Information Officer (DOH, VEM, etc.) for the release of public information regarding animal emergency issues.
- 1V.B.1.6 With the assistance of appropriate VAAFM employees;
 - 1V.B.1.6.a Developing and maintaining a list of volunteer organizations, agencies, and individuals willing to assist in emergency response situations according to their specific mission (search, rescue, shelter, etc) through Memorandums of Understanding; maintaining and updating this resource list.
 - 1V.B.1.6.b Developing lists of equipment necessary to provide effective communications links, adequate facilities, transportation vehicles, and necessary supplies; other responsibilities will include maintaining and updating these resource lists.
 - 1V.B.1.6.c Recruiting regional coordinators to assist in developing, maintaining, and updating lists of volunteers, organizations, equipment, and any other necessary supplies in the event of an emergency.
- IV.B.1.7 Working in cooperation with the DPS, VEM to maintain, improve, and refine this plan.
- IV.B.1.8 Receiving and evaluating reports of severe animal disease or animal disease outbreaks.
- IV.B.2 Vermont Agency of Agriculture, Animal Health Section
 - IV.B.2.1 Assist with providing for management of livestock.
 - IV.B.2.2 Assist with arranging for the delivery of equipment and resources necessary to manage livestock in a disaster situation.
 - IV.B.2.3 Assist with providing or arranging for the transportation of livestock in the aftermath of a disaster.
 - IV.B.2.4 Assist in the establishment of housing for displaced livestock and companion animals.
- IV.B.3 Vermont Emergency Management Agency (VEM)
 - IV.B.3.1 Providing notification of impending disasters to Team Leader
 - IV.B.3.2 Providing initial notification to the Team Leader that the State EOC is open and operational and that there is a need to implement all or portions of this plan.

- IV.B.3.3 Assisting in coordinating requests for support between other agencies represented in the State EOC and the federal government, if deemed necessary.
- IV.B.3.4 Working in cooperation with the Team Leader to maintain, improve and refine this plan.
- IV.B.4 Vermont Department of Health
 - IV.B.4.1 Investigating human/animal health issues, including the transmission of zoonotic diseases and potential human rabies exposure.
 - IV.B.4.2 Providing guidance for the diagnosis, prevention and control of zoonotic diseases, including rabies.
 - IV.B.4.3 Investigating potential bioterrorism events, which may include human/animal health issues.
- IV.B.5 Vermont Department of Environmental Conservation
 - IV.B.5.1 Working with the Vermont Agency of Agriculture, Food and Markets to designate disposal options.
 - IV.B.5.2 Reviewing and approving recommended sites and methodologies for the proper disposal of animal carcasses.
- IV.B.6 Vermont Department of Fish and Wildlife
 - IV.B.6.1 The Commissioner, or designee, will be consulted if a natural or man-made emergency is expected to substantively impact wildlife populations.
 - IV.B.6.2 The Commissioner, or designee, will be consulted if public health hazards could occur due to impact on wildlife from a natural or man-made emergency.
 - IV.B.6.3 The Commissioner will provide oversight authority with other licensed wildlife organizations' activities as Support Agencies.
- IV.B.7 Law Enforcement Officers (which include, but are not limited to, town constables, Sheriffs, Vermont State Police, Game Wardens)
 - IV.B.7.1 Assisting the Department of Health and the Agency of Agriculture in investigating animal bites to humans and potential human rabies exposure.
 - IV.B.7.2 Assisting in directing those who need services to the appropriate authorities.
 - IV.B.7.3 Enforcing animal ordinances if part of the normal duties of the particular agency.
- IV.B.8 Vermont Veterinary Medical Association
 - IV.B.8.1 Distributing instructional/educational material to veterinary members to assist them in participation with local animal emergency programs.

- IV.B.8.2 Assisting Agency of Agriculture, Food and Markets in planning and carrying out volunteer/public education and training programs for animal emergency response.
- IV.B.8.3 Monitoring veterinary medical care status in affected areas and providing status reports to SSF-11 if asked.
- IV.B.8.4 Coordinating with the Agency of Agriculture and the SEOC the processing of requests for animal medical assistance.
- IV.B.8.5 Assisting with public information dissemination of pet care and medical information in coordination with SSF-14 (Public Information).
- IV.B.8.6 Assisting and supervising in the establishment of triage units for the care of injured animals.
- IV.B.8.7 Assisting and supervising in the administration of rabies vaccinations for animals in shelters.
- IV.B.8.8 Assisting in the relay of information about reportable animal diseases to the VT State Veterinarian.
- IV.B.8.9 During the recovery period, continue with providing veterinary medical care, assisting the Agency of Agriculture, Food and Markets and VDH in informing public of, and carrying out proper, public health protection measures, assisting in providing morbidity and mortality figures as requested, and assisting in return to owner or other disposition of unclaimed animals.
- IV.B.9 Members of the Vermont Humane Federation (VHF), with support from the Vermont Veterinary Medical Association and Law Enforcement Officers, are responsible for the following:
 - IV.B.9.1 Facilitating the transportation of injured or stray domestic animals to animal care facilities or appropriate foster homes.
 - IV.B.9.2 Assisting emergency response teams with animal related problems
 - IV.B.9.3 Assisting with the disposal of pet animal carcasses (shelters with appropriate facilities)
 - IV.B.9.4 Coordinating with appropriate law enforcement agencies in the investigation of animal abuse and neglect complaints.
 - IV.B.9.5 Quarantining pet animals for observation regarding potential human rabies exposure (shelters with appropriate facilities)
 - IV.B.9.6 Facilitating the capture of, and impounding, domestic animals at large.
 - IV.B.9.7 Euthanizing sick and/or injured animals, through assigned and authorized persons, in accordance with the rules adopted pursuant to section 3193 of Title 20.
 - IV.B.9.8 Providing emergency animal shelter staffing assistance.
 - IV.B.9.9 Assisting with the return of owned animals in coordination with participating American red Cross chapters.

IV.C SUPPORT AGENCIES

Support agencies are assigned based on known capabilities and training and in accordance with their own operating procedures. The following agencies have been identified as having support roles within this planning effort:

- Vermont Animal Control Association
- Vermont Audubon
- The Humane Society of the United States
- The American Humane Association
- The International Fund for Animal Welfare
- United Animal Nations/Emergency Animal Rescue Service
- Vermont Farm Bureau
- USDA, APHIS, Wildlife Services
- USDA, APHIS, Veterinary Services
- AVMA Veterinary Medical Assistance Team (VMAT)
- University of Vermont and Extension Services
- Wild in Vermont
- Vermont Institute of Natural Science
- Vermont Veterinary Medical Association

IV.C.1 Support Agencies (General). All support agencies identified in this plan are responsible for the following:

IV.C.1.1 Notifying, activating, and mobilizing appropriate personnel and equipment to perform or support assigned functions as designated within this plan.

IV.C.1.2 Designating and assigning appropriate personnel as requested to staff designated facilities that are required, and providing representation when requested if possible.

IV.C.1.3 Coordinating all actions with the appropriate primary agencies when performing their assigned missions.

IV.C.1.4 Identifying all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.

IV.C.2 Support Agencies (Specific)

IV.C.2.1 Vermont Animal Control Association

IV.C.2.1.a Preparedness phase:

- Advising members on required FEMA Incident Command Structure courses.
- Providing animal disaster training to members in cooperation with State agency trainings
- Assisting with public education on the topics of individual preparedness by providing literature and other information to citizens on the VACA website.

IV.C.2.1.b Response phase:

- Facilitating transport of stray, nuisance, injured or loose domestic animals to appropriate animal care or medical triage facilities.

- Investigating domestic animal bites and following appropriate quarantine protocols, with support from the Vermont Department of Health and Law Enforcement Officers.
 - Assisting Vermont Disaster Emergency Response Teams with animal-related problems.
 - Enforcing local and state laws pertaining to domestic animals.
 - Capturing and impounding domestic animals at large.
 - Assisting domestic animals in need of rescue.
 - Coordinating and assisting in the euthanasia of sick or severely injured domestic animals with support from the VVMA and local VHF shelters pursuant to Title 20, section 3913.
 - Providing staffing for VHF shelters as needed.
 - Providing records associated with the location of rescued or impounded animals to lead agencies if requested.
 - Coordinating the disposal of domestic animal carcasses with support from VHF, VVMA, and DEC.
- IV.C.2.1.c Recovery phase
- Returning animals to their owners with support from VVMA, VHF, and the participating Red Cross chapters.
 - Continuing to assist the Agency of Agriculture, Food and markets as directed.
- IV.C.2.2 Vermont Audubon
- IV.C.2.2.a Providing advice with regard to management and handling of birds.
- IV.C.2.3 The Humane Society of the United States, The American Humane Association, The International Fund for Animal Welfare, and The United Animal Nations/Emergency Animal Rescue Service, Vermont Horse Council (Large Animal Technical Rescue)
- IV.C.2.3.a Providing staffing, coordination of resources, and documentation when requested.
- IV.C.2.3.b Providing damage assessment personnel to assist in determining what resources are needed from outside the state when requested.
- IV.C.2.4.c Assisting in the facilitation of outside assistance and relocation of animals within or outside the affected area when requested.

- IV.C.2.4.d Providing certified technical rescuers for animals when requested.
- IV.C.2.4.e Providing rescue equipment designed specifically for animals when requested (agencies with those capabilities).
- IV.C.2.4.f Providing a mobile facility as support for the technical rescuers or other agencies if possible, when requested (agencies with those capabilities).
- IV.C.2.4.g Providing equipment and personnel resources in accordance with the terms of the most recent version of the Memorandum of Understanding between VAAFM and HSUS (a copy of the MOU can be found in Attachment B).
- IV.C.2.5 Vermont Farm Bureau
 - IV.C.2.5.a Identifying and educating commercial and noncommercial animal owners in animal emergency safety and animal emergency needs for food, water, power, etc.
- IV.C.2.6 USDA, APHIS, Wildlife Services
 - IV.C.2.6.a Capturing, sedating and handling of nuisance wildlife species.
 - IV.C.2.6.b Providing expertise and assistance to the Team Leader, as requested, for wildlife concerns.
- IV.C.2.7 USDA, APHIS, Veterinary Services
 - IV.C.2.7.a Providing technical and epidemiological expertise and laboratory diagnostic support for animal disease-related emergencies.
 - IV.C.2.7.b Providing veterinary and veterinary technician support for emergencies in general.
 - IV.C.2.7.c Providing assistance with animal carcass disposal procedures.
 - IV.C.2.7.d Providing an Incident Management Team or other support (including National Veterinary Stockpile supplies and/or personnel), at the Team Leader's request, to aid in emergency response.
- IV.C.2.8 AVMA, Veterinary Medical Assistance Team (VMAT)
 - IV.C.2.8.a As a federal resource, assisting local veterinarians in providing care for animals at the site of a Presidentially declared disaster.
- IV.C.2.9 University of Vermont and Extension Services
 - IV.C.2.9.a Identifying and educating commercial and non-commercial animal owners in animal emergency safety and animal emergency needs for food, water, power, etc.
- IV.C.2.10 Wild in Vermont, Vermont Institute of Natural Science

- IV.C.2.10.a Providing for the management and care of displaced and injured wild animals, including protected and endangered species.
- IV.C.2.10.b Returning captured wild animals to their natural environment.
- IV.C.2.10.c Providing expertise and assistance in the capture and control of wild animals.
- IV.C.2.11 Vermont Veterinary Medical Association
 - IV.C.2.11.a Preparedness and Mitigation Phases
 - Distributing instructional and educational material to veterinary members to assist them in participation with local animal emergency programs.
 - Assisting the Agency of Agriculture, Food and Markets in planning and carrying out volunteer/public education and training programs for animal emergency response.
 - IV.C.2.11.b Response Phase
 - Monitoring veterinary medical care status in affected counties and providing status reports to the Team Leader if requested.
 - Coordinating with the Agency of Agriculture and the SEOC in the processing of requests for animal medical assistance.
 - Assisting with public information dissemination of pet care and medical information in coordination with SSF-14 (Public Information).
 - Assisting and supervising in the administration of rabies vaccinations for animals in shelters and for those for which the rabies vaccination status is unknown.
 - Assisting and supervising in the establishment of triage units for the care of injured animals.
 - Assisting in relaying information about reportable animal disease to the State Veterinarian.
 - IV.C.2.11.c Recovery Phase
 - Continuing to provide veterinary medical care as needed.
 - Assisting the Agency of Agriculture, Food and Markets and VDH in informing public of, and in carrying out, proper public health protection measures.
 - Assisting in return to owner or other disposition of unclaimed animals.

IV.D PLAN DEVELOPMENT AND MAINTENANCE

This plan was developed by the Vermont Agency of Agriculture, Food and Markets with input from representatives of the Primary and Support agencies. Maintenance of the plan is assigned to the DPS, VEM, in cooperation with the Team Leader.

V. VERMONT ANIMAL DISASTER EMERGENCY PLANNING PHASES OF OPERATION

V.A PREPAREDNESS

- V.A.1 Should this plan be approved for the State and Federal Recovery, it will be represented at the Incident Command Post. In addition, when a regional reception and staging area has been established, representation of the program at that location could be initiated.
- V.A.2 VAAFM will develop, maintain, and regularly update a database of available animal shelters and medical and non-medical agencies that will provide animal care assistance. This will include type of service being offered, resources available, contact telephone numbers, and logistical abilities of each.
- V.A.3 Participate in State emergency exercises and other training opportunities as needed.

V.B RESPONSE

- V.B.1 Depending on the nature of the emergency, DPS, VEM and VAAFM will establish communication concerning the impact on the State of Vermont and other animal-related issues.
- V.B.2 The Team Leader will alert appropriate primary and support agencies of impending emergencies.
- V.B.3 The JIC, with input from DPS, VEM, the Team Leader and VAAFM will be responsible for issuing an initial press release updating the public, and additional releases as needed.
- V.B.4 Obtain status reports as needed from appropriate primary and support agencies for purposes of tracking the available animal shelter facilities and confinement areas identified before, during and after the emergency.
- V.B.5 Coordinate with DPS, VEM to provide information on the location and availability of shelter space, equipment, food and water for animals.
- V.B.6 Coordinate with DPS, VEM regarding storage sites and staging areas for animal food and medical supplies.

V.C RECOVERY As the Team Leader, the State Veterinarian will notify all participating agencies to begin mobilization of resources and personnel and to commence recovery operations.

- V.C.1 Immediately following notification to activate the recovery phase of this plan, all participating agencies will complete the following actions commensurate with emergency priorities within the state, and based on availability of resources.
 - V.C.1.1 Assure necessary emergency operating facilities reporting systems continue to operate.
 - V.C.1.2 Provide appropriate representation to the DPS, VEM.
 - V.C.1.3 Maintain communications with DPS, VEM, obtain status reports, and keep them informed of progress.

- V.C.2 Immediately following communication to commence response actions, each participating agency will complete the following actions:
 - V.C.2.1 Staff facilities in accordance with each agency's disaster recovery plan.
 - V.C.2.2 Provide for replacements of each agency's staff.
 - V.C.2.3 Provide for ongoing needs relative to each agency's designated area of responsibility.
 - V.C.2.4 Provide personnel and resources for field assessment and recovery teams as necessary.
- V.C.3 All primary and supporting agencies will coordinate directly with the Team Leader.
- V.C.4 VAAFM will identify personnel to staff the SRAAT to determine the specific animal health and safety needs and priorities and will coordinate with other primary and support agencies represented at the DPS, VEM to provide support to relieve nuisance and health-related problems involving animals and their impact on human relief efforts.
- V.C.5 The Team Leader will coordinate the consolidation or closing of the animal shelters or confinement areas, personnel and supplies as the need diminishes.
- V.C.6 All primary and support agencies shall maintain appropriate records of costs incurred during the event.
- V.C.7 The primary and supporting agencies will continue to provide assistance in the following areas: capture of injured and displaced animals, their sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other primary and secondary agencies for timely and proper carcass disposal, and continued care of sheltered animals. They will also provide an extended network for the adoption of unclaimed animals and the relocation of sick and injured animals.
- V.C.8 Ensure donated goods and monies are handled appropriately.

V.D. MITIGATION

- V.D.1 VAAFM will update this Appendix to the State Emergency Operations Plan and provide lists of animal care facilities to the American Red Cross and Support agencies.
- V.D.2 A copy of this Appendix will be maintained at the DPS, VEM
- V.D.3 VAAFM will provide public education materials related to animal issues, disaster preparedness and response to the Team Leader for public release.

VI. AUTHORITY AND REFERENCES

VI.A. AUTHORITY

VI.A.1 Federal

- VI.A.1.1 The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- VI.A.1.2 Public Law 100-707, (Robert T. Stafford Disaster Relief and Emergency Assistance Act)
- VI.A.1.3 Public Law 109-308, (Pets Evacuation and Transportation Standards Act of 2006)

VI.A.2 State

VI.A.2.1 General laws of Vermont, 20 V.S.A. Internal Security and Public Safety

VII. DEFINITIONS. Acronyms and Terms.

VII.A. ACRONYMS

| | | |
|-----------|-----------------|--|
| VII.A.1. | AVMA | American Veterinary Medical Association |
| VII.A.2. | ACO | Animal Control Officer |
| VII.A.3. | AHA | American Humane Association |
| VII.A.4. | APHIS | Animal Plant Health Inspection Service |
| VII.A.5. | ARC | American Red Cross |
| VII.A.6. | DART | Disaster Animal Response Team |
| VII.A.7. | DEC | Department of Environmental Conservation |
| VII.A.8. | DFW | Department of Fish and Wildlife |
| VII.A.9. | DOA | Department of Agriculture |
| VII.A.10. | DOH | Department of Health |
| VII.A.11. | DPS-VEM | Department of Public Safety, Vermont Emergency Management |
| VII.A.12. | EOC | Emergency Operations Center |
| VII.A.13. | EOP | Emergency Operations Plan |
| VII.A.14. | HSUS | Humane Society of the United States |
| VII.A.15. | IFAW | International Fund for Animal Welfare |
| VII.A.16. | PIO | Public Information Officer |
| VII.A.17. | SOE | State of Emergency |
| VII.A.18. | SWMC | Solid Waste Management Corporation |
| VII.A.19. | UAN | United Animal Nations |
| VII.A.20. | USDA, APHIS, VS | United States Department of Agriculture, Animal Plant Health Inspection Service, Veterinary Services |
| VII.A.21. | USDA, APHIS, WS | United States Department of Agriculture, Animal Plant Health Inspection Service, Wildlife Services |
| VII.A.22. | USFWS | United States Fish and Wildlife Services (Federal Agency) |
| VII.A.23. | VAAFM | Vermont Agency of Agriculture, Food and Markets |
| VII.A.24. | VMAT | Veterinary Medical Assistance Team |
| VII.A.25. | VFB | Vermont Farm Bureau |
| VII.A.26. | VVMA | Vermont Veterinary Medical Association |
| VII.A.27. | VHF | Vermont Humane Federation |
| VII.A.28. | VINS | Vermont Institute of Natural Science |

VII.B. TERMS

- VII.B.1. Animal** - All living sentient creatures, not human beings (Vermont Title 13)
- VII.B.2. Disaster**-Any catastrophe (natural hazard including hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, severe disease outbreak that significantly affects humans or animals), or regardless of cause, any fire, flood, or explosion, in any part of Vermont, which in the determination of the Governor causes damage of sufficient severity to warrant disaster assistance from the State or Federal government to supplement the efforts and available resources of

communities, local governments, and disaster relief organizations to alleviate damage, loss, or hardship of suffering cause thereby.

- VII.B.3. Emergency-** Any occasion or instance for which, in the determination of the Governor, requires State assistance to supplement local resources, efforts, and capabilities to save lives, protect property, and the public health and safety, or to lessen or avert the threat of a catastrophe in Vermont. Such occasions or instances may include, but are not limited to natural or manmade hazards or severe disease outbreaks that significantly affect humans or animals.
- VII.B.4. Emergency Operations Center (EOC)** - a site from which civil government officials (municipal, county, state, or federal) exercise direction and control in a disaster.
- VII.B.5. Emergency Support Function (ESF)** - Administrative system used to plan, prepare and organize an effective disaster response and recovery effort. Twelve Emergency Support Functions are used in the Federal Response Plan. Some states using this system have expanded the number of ESFs in their State Plan.
- VII.B.6. Euthanasia** - The act of humanely ending an animal's life.
- VII.B.7. Federal Disaster Declaration-** A determination by the president of the United States that disaster is of such magnitude and severity to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
- VII.B.8. Livestock** - All cattle, bison, horses, sheep, goats, swine, cervidae, ratites and camelids. (VT Title 13)
- VII.B.9. Mitigation-** The process of planning and preparation for the purpose of preventing the occurrence of a disaster or minimizing the severity of its impact. Activities that can help avoid a disaster or minimize its impact include locating buildings outside of flood-prone areas or instituting appropriate building codes for severe storms, earthquakes, and wildfires.
- VII.B.10. Participating Agency** - Any agency defined as having a role in either a primary or support agency's structure.
- VII.B.11. Preparedness** - Activities that enhance the abilities of individuals, communities, and businesses to better respond to a disaster. Preparedness activities include public education, disaster training, and disaster exercises/drills.
- VII.B.12. Primary Agency** - The governmental agency or department assigned primary (lead) responsibility to manage and coordinate a specific Emergency Support Function (ESF). Primary agencies are designated on the basis of having the most resources, capabilities, or expertise relative to accomplishment of the ESF. Primary agencies are responsible for overall planning and coordination with their support agencies and other ESFs.
- VII.B.13. Recovery** - Activities associated with the orderly restoration and rehabilitation of persons and property affected by disasters.
- VII.B.14. Rehabilitation** - To restore to a former state or condition.

- VII.B.15. Response** - Activities, during the immediate aftermath of a disaster (usually considered the first 72 hours in a major event), that use all systems, plans, and resources necessary to adequately preserve the health, safety and welfare of victims and property affected by the disaster, with emphasis on meeting emergency needs and restoring essential community services. NOTE: In non-major events, even in smaller tornadoes, the response may be far less than 72 hours.
- VII.B.16. State of Emergency**-Declaration by a Governor or the Chief Elected Official of a local community (i.e. mayor, select board, town manager) when an emergency is beyond the scope of state or local governments ability to respond/protect population and property.
- VII.B.17. State Veterinarian**- staff member of the State Department of Agriculture, Animal Health Division.
- VII.B.18. Support Agency** - Organization or agency designated to assist a primary agency with available resources, capabilities, or expertise to accomplish the mission of the Emergency Support Function response and recovery operations under coordination of the primary agency.
- VII.B.19. Triage**- A system designed to produce the greatest benefits from limited treatment facilities by degree of injury/stress.
- VII.B.20. Quarantine**- A period of time during which an animal suspected of carrying a contagious disease is detained/observed under enforced isolation to prevent disease from entering into the general population or natural habitat.
- VII.B.21 Wildlife or Wild Animals**-All animals including birds, amphibians, and reptiles other than domestic animals, whether or not native to Vermont.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- VIII.A. The team leader will review this annex to ensure that necessary updates and revisions needed are prepared and coordinated, based on deficiencies identified in emergencies and/or exercises.
- VIII.B. Changes to this annex will be coordinated by VEM and distributed to all holders of the State Emergency Operations Plan.

ADEP Appendix A

Agency responsibility assignments based on animal-related service functional areas

- *Investigate animal bites and provide rabies control.*
 - Vermont Department of Health
 - Law Enforcement Officers
 - USDA, APHIS, Wildlife Services
 - Wild in Vermont
 - Agency of Natural Resources Division of Fish and Wildlife
 - Vermont Animal Control Association
- *Assist in the capture of animals (within the scope of their expertise) that have escaped confinement, or have been displaced from their natural habitat.*

- Members of the Vermont Humane Federation
 - Wild in Vermont
 - **Vermont Institute of Natural Science**
 - USDA, APHIS, Veterinary Services
 - USDA, APHIS, Wildlife Services
 - The Humane Society of the United States (HSUS)
 - The American Humane Association (AHA)
 - United Animal Nations/Emergency Animal Rescue Service (UAN)
 - The International Fund for Animal Welfare (IFAW)
 - Vermont Animal Control Association
 - University of Vermont Extension Services
 - Large Animal Technical Rescue
- *Assist emergency response teams with animal-related problems.*
 - Members of the Vermont Humane Federation
 - USDA, APHIS, Veterinary Services
 - USDA, APHIS, Wildlife Services
 - Vermont Veterinary Medical Association
 - Wild in Vermont
 - Vermont Institute of Natural Science
 - The Humane Society of the United States
 - The American Humane Association
 - The United Animal Nations/Emergency Animal Rescue Service
 - The International Fund for Animal Welfare
 - AVMA Veterinary Medical Assistance Team (VMAT) AVMA,(Presidentially declared emergency only)
- *Provide appropriate equipment, care and shelter to animals (within the scope of their expertise) before, during and after an emergency*
 - Members of the Vermont Humane Federation
 - Vermont Veterinary Medical Association
 - The Humane Society of the United States
 - The American Humane Association
 - The United Animal Nations/Emergency Animal Rescue Service
 - The International Fund for Animal Welfare
 - AVMA, VMAT (Presidentially declared emergency only)
 - Vermont Agency of Agriculture, Animal Health Division
 - USDA, APHIS, Veterinary Services
 - USDA, Farm Service Agency
 - Wild in Vermont
 - Vermont Institute of Natural Science
- *Investigate unusual animal illness and death*
 - Vermont Department of Health
 - Vermont Agency of Agriculture, Animal Health section
 - USDA,APHIS, Wildlife Services

- *Removal and proper disposal of animal carcasses or review of recommended sites and methodologies for proper disposal areas for animal carcasses*
 - USDA, APHIS, Veterinary Services
 - Vermont Agency of Agriculture, Animal Health section
 - Agency of Natural resources, Division DEC, Waste Management Division, Solid Waste Management Program
 - Department of Fish and Wildlife (All Wildlife)
- *Release of information by responsible spokesperson from indicated agencies, to the general public, regarding such issues as quarantine areas, rabies alert, severe animal disease outbreaks, public service information announcements, etc.*
 - Vermont Agency of Agriculture Public Information Officer
 - Vermont Department of Health Public Information Officer
 - Joint Information Center

ADEP
Appendix B

This Agreement is made between The Humane Society of the United States, a Delaware not-for-profit corporation with headquarters located at 2100 L Street, N.W., Washington, D.C. 20037 (hereinafter “The HSUS”) and, The Vermont Agency of Agriculture, Food and Markets, located at 116 State St., Drawer 20, Montpelier, VT 05620-2901, (hereinafter “VAAFM”).

RECITALS

WHEREAS, The HSUS is a not-for-profit corporation with a mission to promote the humane treatment of animals and to foster respect, understanding, and compassion for all creatures;

WHEREAS, The HSUS recognizes that animals play a central role in the emotional and economic well-being of people, and that a wide range of natural and technological disasters place animals in jeopardy around the world;

WHEREAS, The HSUS desires to rescue and care for both companion animals and farm animals (whenever possible) trapped in these circumstances whenever local and regional capacities have been overwhelmed;

WHEREAS, The VAAFM is responsible for the coordination of all Agricultural functions for animal and plant emergency services under SSF-11; and

WHEREAS, The VAAFM and The HSUS wish to enter into an agreement that provides for coordination and cooperation between The VAAFM and The HSUS in responding to a disaster to ensure the safety, rescue, transportation, and care of evacuated, stray, abandoned or rescued animals when local capacity is overwhelmed, as well as assist VAAFM with regard to the recently enacted Pet Evacuation and Transportation Standards (PETS) Act.

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Request for Assistance.

- (a)** VAAFM shall contact the Authorized Representative of The HSUS — identified in Exhibit “A” of this Agreement — and shall provide the following information, in writing. VAAFM agrees that to the extent any of the following information is not available at the time of the request for assistance, VAAFM shall assist in the development of such information:
 - (i) A general description or nature of the Disaster — as defined below — including damage sustained or threatened and the authorizing agency or person designated to handle the animal issues;
 - (ii) Identification of the type of assistance needed;
 - (iii) An estimate of the amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time that each will be needed;
 - (iv) Location for staging and set up of the appropriate services;
 - (v) An estimated time and a specific place for a representative of VAAFM to meet with HSUS personnel.

- (b) VAAFM agrees that any request for The HSUS's assistance shall also include information detailing the nature of the request from local authorities for VAAFM assistance and authorizing VAAFM response.
- (c) For purposes of this Agreement a "Disaster" shall be defined as "the threat or occurrence of an event of destructive magnitude and force that dislocates — or threatens to dislocate — people and animals, separates family members, damage or destroys homes, and injures or kills people and animals, including, but not limited to: floods, tornadoes, hurricanes, typhoons, winter storms, tsunamis, hail storms, wildfires, windstorms, epidemics and earthquakes, fires, building collapses, transportation accidents, hazardous materials release, explosions and domestic acts of terrorism."
- (d) The HSUS shall respond to VAAFM's request for assistance by the quickest practical means and shall inform VAAFM of the scope of assistance to be provided by The HSUS. The HSUS agrees that any response it provides shall comply with the National Incident Management System (NIMS) model. The parties agree that this Agreement does not obligate The HSUS to provide any assistance to VAAFM.

2. Scope of Assistance.

- (a) At the request of VAAFM as described above, The HSUS may, based on available resources, capabilities and expertise, provide and or supervise any or all the following:
 - (i) Emergency search and rescue of animals (household pets and livestock);
 - (ii) Retrieval, evaluation, and care for displaced animals that are separated or left behind;
 - (iii) Veterinary care for animals requiring emergency medical care ;
 - (iv) Temporary emergency animal shelters;
 - (v) Evacuation support for animals;
 - (vi) Damage assessment to assist in determining what resources may be needed;
 - (vii) Relocation and support for disaster-affected animal facilities;
 - (viii) Transition support to local management of response;
 - (ix) Assistance for the Emergency Operations Center (established pursuant to NIMS) regarding animal-related issues, donations, and volunteer management, and/or media issues; and
 - (x) Establish communications methods for various responders through our extensive network of equipment.

3. Authority/Cooperation.

- (a) The parties agree that in the event The HSUS's assistance is requested and The HSUS agrees to provide such assistance, The HSUS shall:
 - (i) Be designated by VAAFM as an organization to assist it, subject to available resources, capabilities and expertise;
 - (ii) Deploy within twenty-four hours of receipt of VAAFM's request for assistance;
 - (iii) Ensure that designated HSUS representatives receive and/or maintain proper training and will work under the direction of VAAFM as requested;
 - (iv) Operate under NIMS and Incident Command System (ICS) at all times.
- (b) In order that the resources of VAAFM and The HSUS may be coordinated and used to the fullest advantage in rendering disaster relief, the parties agree to communicate frequently through the use of meetings, telephone conferences, email and any other practicable means. Each party agrees to share data regarding disaster, disaster declarations, and changes in personnel and policies with the other party in a timely manner. The parties agree to distribute this Agreement internally within their respective organizations and encourage cooperation at all levels within each party's organization.

4. Relationship of the Parties.

- (a) No Joint Venture. Nothing herein contained shall be construed to place the parties in the relationship of partners, joint ventures, or agents, and neither party shall have the power to

obligate or bind the other in any manner whatsoever. Each party shall be responsible for the operation and maintenance of its own equipment or any other resources provided.

- (b) Authority. The HSUS agrees it shall report to, and take direction from, VAAFM pursuant to the NIMS standardized ICS, but that The HSUS shall have discretion in how assigned tasks shall be performed and that the control of HSUS personnel, equipment, and other resources shall remain with The HSUS at all times. The HSUS agrees to provide VAAFM at least twenty-four (24) hours notice — if practicable — of its intent to withdraw personnel or resources.
- (c) Food and Shelter. The HSUS agrees, to the extent possible, to provide food and shelter for HSUS personnel as well as any resources necessary for the operation of HSUS equipment. The parties agree that each party is responsible for establishing its own policies and financing its own activities.
- (d) Publicity. Each party agrees to use reasonable efforts to acknowledge the participation and role of the other party (and shall identify the other party) in media communications; however, in recognition of the financial burden of disaster response, the parties agree that each party may promote its individual activities and solicit funds for current and future disaster responses.

5. Insurance & Indemnification.

- (a) Insurance. The HSUS agrees to maintain insurance covering its organization and operations.
- (b) Indemnification. The HSUS agrees to indemnify and hold VAAFM, its directors, officers, employees, and agents harmless from and against all third-party claims, damages, judgments, expenses (including reasonable attorneys' fees and costs of litigation) penalties, or liabilities arising out of acts performed by HSUS or acts performed at HSUS's direction pursuant to this agreement.

6. Term & Termination.

- (a) Term. This Agreement shall be effective upon the date the party second to consent executes the agreement and shall remain in effect for one year. This Agreement shall automatically renew for consecutive one year terms until such time as either party provides the other party with thirty (30) days written notice of cancellation.
- (b) Termination. This Agreement may be terminated at any time upon thirty (30) days written notice.

7. General Provisions.

- (a) Notices. All notices and other communications required to be given pursuant to this Agreement must be in writing and delivered by hand; mailed by United States registered or certified first class mail, postage prepaid; or delivered by regulated commercial carrier having provisions for proof of receipt (such as Federal Express) as follows:

If to The HSUS:

The Humane Society of the United States
Attn: Disaster Services
700 Professional Drive
Gaithersburg, MD 20879-3418

If to The VAAFM:

The Vermont Agency of Agriculture, Food and Markets
Attention: State Veterinarian
116 State St., Drawer 20
Montpelier, VT 05620-2901

Each party to this Agreement may change an address relating to it by written notice to the other party. Notices shall be effective upon receipt.

- (b) Integration. This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, agreements, and understandings, whether written or oral. This Agreement may not be modified or amended

**STATE OF VERMONT EMERGENCY OPERATIONS PLAN
2013**

except by written agreement executed by the parties hereto and expressly identified as an amendment to this Agreement.

- (c) Paragraph Headings. The headings of the sections and paragraphs of this Agreement are provided solely for convenience of reference and shall not be used in interpretation of this Agreement.
- (d) Waiver. No waiver of any term or provision of this Agreement shall be deemed effective unless such waiver is in writing and signed by the party to be charged with such waiver. The failure or delay of any party to exercise in any respect any right provided for in this Agreement shall not be deemed a waiver of any right under this Agreement.
- (e) Severability. In the event any of the terms or conditions of this Agreement are deemed invalid by a competent tribunal, such terms shall be deemed severed from this Agreement, which shall, as so modified by the severance, in all other respects remain in full force and effect.
- (f) Choice of Law. This Agreement, including the agreement to arbitrate herein, shall be governed by, and interpreted under the laws of the state of Vermont.
- (g) Authority. Each party warrants that the person signing below is authorized to sign this Agreement on behalf of such party and to bind such party to the terms of this Agreement.

IN WITNESS WHEREOF, the parties have authorized this Agreement to be executed by their duly authorized representatives in duplicate counterparts, each of which shall constitute an original.

Approved by:

The Vermont Agency of Agriculture,
Food and Markets

Date

The Humane Society of the United States
2100 L Street, NW
Washington, DC 20037

Date

**STATE OF VERMONT EMERGENCY OPERATIONS PLAN
2013**

Vermont Agency of Agriculture, Food & Markets

Mailing Address: _____

City, State, Zip Code: _____

Authorized Representatives to Contact for Emergency Assistance

Primary Representative

Name: _____

Title: _____

24 hour Telephone number: _____

Address: _____

Day Phone: _____ Night Phone: _____

Pager: _____ Fax: _____

First Alternate Representative

Name: _____

Title: _____

Address: _____

Day Phone: _____ Night Phone: _____

Pager: _____ Fax: _____

Second Alternate Representative

Name: _____

Title: _____

Address: _____

Day Phone: _____ Night Phone: _____

Pager: _____ Fax: _____

Please note: the signed copy of this agreement is maintained with the Agency
of Agriculture's Animal Health office

TAB E TO SSF ANNEX 11
AGRICULTURE AND NATURAL RESOURCES
EMERGENCY MILK MOVEMENT
An Annex to the Vermont Emergency Operations Plan

This plan is created with the New England States Animal Agricultural Security Alliance, and is currently in draft form, under considerations, awaiting completion, revision, and approval. The most current version of this draft can be found at the following website:

<http://nesaasa.weebly.com/ne-sms-plan.html>

ESF-16, ANIMAL HEALTH

Primary: Hanover Animal Response Team (HART)

Support: Local Veterinarians; Upper Valley Humane Society; Hanover Health Officer; American Red Cross Central Vermont-NH Valley Chapter; Public Information Officer; Volunteer Coordinator; Hanover Department of Public Works; NH State Veterinarian; NH Fish and Game; NH Department of Public Health.

I. Introduction

A. Purpose

ESF 16 establishes procedures to create an Animal Response Team for Hanover, which will coordinate volunteer groups, mutual aid, emergency responders, and veterinary medical personnel to respond to the needs of animals affected by disasters. The Animal Response Team provides:

- 1) The coordination of local resources, emergency collection, veterinary triage and supportive care to animals during and after a disaster, prior to activating additional services and personnel.
- 2) A coordinated response in the management and containment of a communicable disease resulting in an animal health emergency affecting the health, welfare and safety of Hanover's wildlife, livestock, and Town population.

B. Scope

Under the direction of the local emergency authorities, the HART will respond at the request of an emergency response agency to crisis situations.

Once activated, HART will provide for emergency veterinary care, evacuation, identification of strays and return to owners, and transportation to veterinary clinics or alternate housing sites and temporary care of animals. Services may also involve diagnosis, treatment and control of disease of public health significance and the burial of dead animals.

Emergencies involving wildlife are under the jurisdiction of NH State Fish and Game.

ESF 16, Animal Health provides the framework for managing and coordinating the activities and resources required to effect the rapid containment of any reportable and/or communicable disease that poses a significant threat to the health and welfare of animals and people.

Hanover Animal Response Team activities are separate and independent of the Animal Control Officer's responsibility. This ESF does not address animal rescue, only matters of shelter, health care and transportation.

For the purposes of this ESF and plan, it was agreed to start with a plan and capability for 10 large and 10 small animals in Hanover.

It is anticipated that the local plan for the Town of Hanover will evolve into a regional Animal Response Network within the Upper Valley.

II. Situation and Planning Assumptions

A. Situation

There are approximately 10 farms with livestock in Hanover including horses, cattle, sheep, and poultry. The Town of Hanover registers dogs. In 2003, 935 licenses were issued. It is estimated that there are at least the same numbers of cats (which are not required to be registered) in Hanover. The Morton Farm on Laramie Road belongs to Dartmouth College and has approximately 33 horses. The Upper Valley Humane Society serves as the designated, primary shelter for Hanover.

Pets are not allowed in Red Cross operated shelters, other than those animals used for special needs assistance.

There is no designated Animal Control Officer for the Town of Hanover; it is a function of the Police Department who help as they can.

B. Planning Assumptions

- Disasters occur that require citizens to evacuate their home and property. This may necessitate the sheltering of many of the disaster victims some of whom own domestic animals/livestock such as horse, cattle and exotic animals.
- Some residents of Hanover will not enter shelters without their pets.
- Up to 25% of pet owners will not evacuate because of their pets. This 25% represents 5-10% of the total population directed to evacuate.
- Approximately 30-50% of pet owners leave their pets behind even if they are given advance notice to evacuate.
- Approximately 50-70% of those who leave their pets behind attempt to rescue them later.
- There is frequently a bond established between animal owners and their animals to the point that the owners may risk their lives to save them. Because of this, it should be anticipated that persons with animals may be reluctant, if not uncooperative, when asked to evacuate without their animals in times of an emergency. Separation of animals and owners may cause traumatic separation anxiety that may generate conflict and delays.
- During the short-term absence of an owner, animals remaining at home must be supplied with assistance.
- Facilities designated as animal housing facilities prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to humanely house and care for animal victims.
- Utility, water, sewer, and other infrastructure systems may not be available at housing facilities for several days following a disaster, thereby necessitating

alternative arrangements to insure the maintenance of a healthy living environment for the animals.

- In an emergency involving livestock, the livestock community is well prepared and coordinated to respond, having their own alert networks, and response and support capabilities. This is not as true of the horse community, which is generally fragmented, and unprepared for emergencies.

III. Concept of Operations

A. General

1. HART will coordinate with local authorities in the establishment of emergency aid stations and staging of emergency relief and for evacuation. It will also provide an organizational structure, chain of command and outline of duties of animal-care personnel involved in the implementation of the response to a disaster.
2. A current directory of recognized animal health care providers and licensed veterinarians practicing in the Hanover area will be developed and maintained.
3. There will be close communications with the NH State Veterinarian.
4. Coordinate with EOC in matters of equipment use, provision of transportation, and public information operations to communicate alert status, volunteer mobilization and damage information.
5. Emphasis should be placed on having prior arrangements for evacuation, including routes and host sites. Residents with animals need to enact their own personal animal disaster plan in advance. The Public Information Officer may assist in developing such a program.
6. All persons participating in the collection and supervising care of animals during an emergency will be credentialed and identified as competent by the Animal Coordinator.
7. Red Cross operated shelters do not take animals. The Public Information officer will notify the public of the designated animal shelter site(s). In addition, transportation may be available from the Red Cross shelter to the animal shelter.
8. *Collection sites* may be established for the purpose of giving the public easy access to places to drop off their animals during an emergency. Transportation will be provided from these sites to the actual shelter sites.
9. Stranded animals: In the event that animals cannot be brought to shelter due to the emergency situation, food and medical assistance may be delivered to the animals when possible.
10. *Disaster Welfare Inquiries*: Lists of animals and copies of intake forms will be provided to the Team responsible for inquiries about lost/missing pets.

B. Functional Areas of Responsibility

The primary components and responsibilities of the Hanover Animal Response Team are:

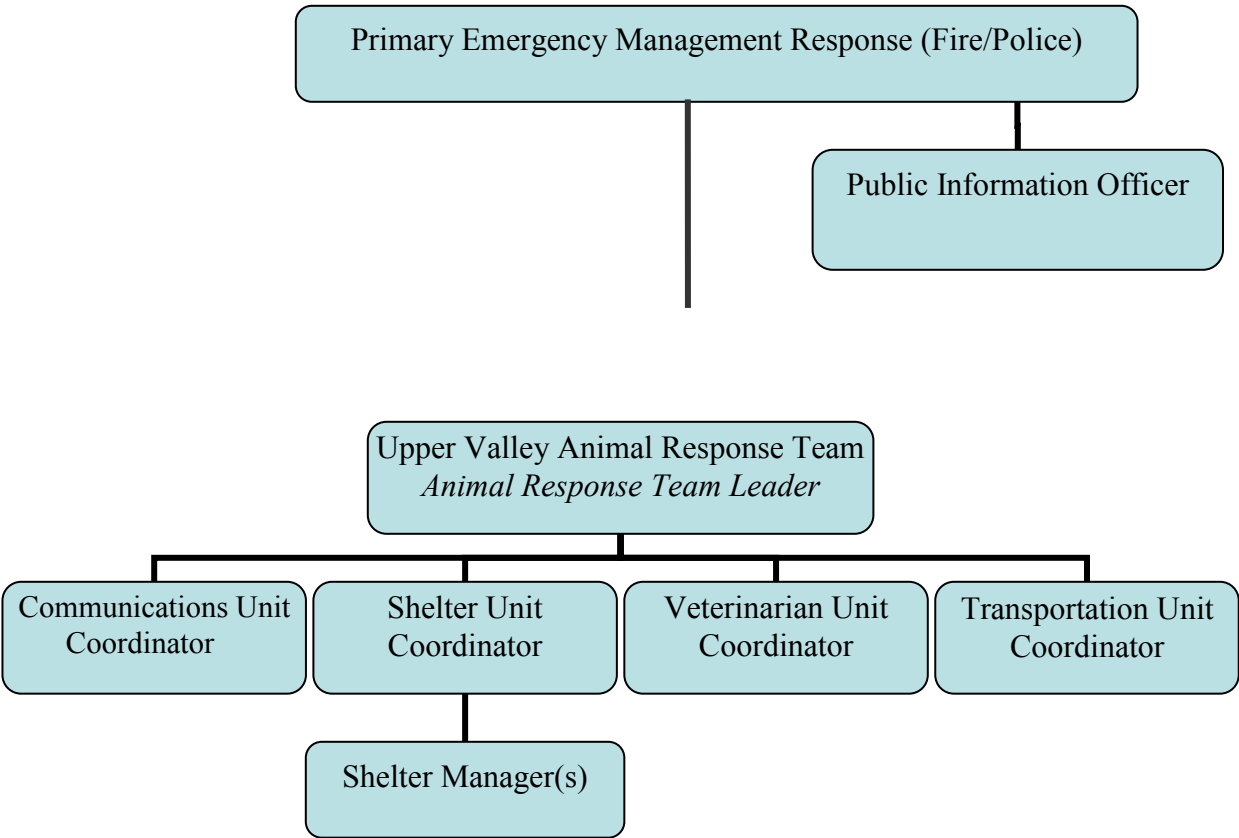
- Communications Unit Coordinator
 - Identifies types of communications to be used. (radio/cell)
 - Coordinates with the ham radio volunteers. (SGARES, Southern Grafton Amateur Radio Emergency Service)

- Serves as a contact person for animal transportation.
 - Ensures essential team members can communicate with one another.
- Shelter Unit Coordinators
 - Inventory supplies.
 - Train and supervise volunteers.
 - Responsible for shelter set-up, maintenance, and cleanup.
 - Posts signs for shelter area.
 - Implements *Animal Intake Procedure*.
 - Identifies a Small Animal/Exotic Area.
 - Identifies an Infirmary Area/Quarantine Area.
 - Identifies a Morgue called “AREA TWO”.
 - Assigns responsibilities for exercise schedule, feeding, and care.
 - Schedules work hours of shelter staff.
 - Supervises recovery activities (tear down of Shelter, cleanup of cages, crates, stalls, catalogues supplies/equipment, inspects shelter before formally closing, evaluates shelter activities).
- Transportation Unit Coordinators
 - Maintains lists of volunteers, vehicles, and equipment.
 - Ensures animal transportation is provided from the incident site or to and from *Collection Sites*.
 - Coordinates with the Department of Public Works for use of large vehicles to bury dead animals.
- Veterinarians and Trained Volunteers providing emergency health care
 - Coordinates “medical backpacks”.
 - Provides training and materials regarding shelter layout and prevention of spreading disease to humans and animals.
 - Defines first aid supplies to be carried by team and volunteers.
 - Performs triage and decides if animals should be transported to medical facilities.
 - Assumes authority for all decisions regarding additional medical assistance.
 - Makes shelter inspections to ensure health and safety and wellbeing of animals.
 - Provides temporary small animal shelters in Veterinary offices.
 - Provides medical documentation.
 - Provides medical care instructions on released animals.
 - Reviews medical supplies and equipment for restocking.
 - Reviews incident for improvement.
- Upper Valley Humane Society
 - Provide shelter for small animals.
 - Assist in the recruitment of volunteers.
 - Offer training for shelter volunteers.
- NH Department of Public Health
 - Investigates human/animal health issues, including the transmission of zoonotic diseases and potential rabies exposure.
 - Provides guidance for the diagnosis, prevention and control of zoonotic diseases.
 - Investigates potential bioterrorism events, which may include human/animal health issues.

- Public Information Officer
 - Notifies the public of appropriate shelters to drop lost/stray animals, animals they cannot care for, or animals that need medical assistance.
 - Delivers instructions to the public to prepare their pets for an impending emergency.
 - Initiates a system to direct inquiries on lost pets to the appropriate animal shelters.

C. **Organization**

1. ***Functional Organization*** of ESF-16



2. ***Interagency Coordination*** - The Animal Response Team follows the incident

command system and makes recommendations to the Incident Commander for additional support at the State level which is, specifically, the State Veterinarian. The team acts independently to support the care and sheltering of animals.

Coordination with other ESF's includes:

- *ESF 15 - Volunteers and donations: refer volunteer personnel and donated items to appropriate locations or contacts.
 - Coordinate efforts to provide food, water and shelter for animals, and store and distribute animal food and medical supplies that may arrive via mutual or State aid.
- * ESF 14- Public Information, providing public information regarding animal shelters, and other animal related matters before and following a disaster. A large part of ESF 16's effectiveness will be determined by pre-disaster education and community outreach training of citizen groups concerned with animal welfare.
- *ESF 8 – Health and Medical: Assist with the prevention and control of diseases of animals which have public health significance (i.e. investigate animal bites and provide rabies control). Provide disaster mental health services to members of the community and animal team members.
- *ESF 6 – Shelter (people): Because no animals are permitted in Red Cross Shelters, there will be alternative arrangements available at the Red Cross Shelters and through public information efforts to designate shelters for animals.

3. ***Specialized Teams/Units*** - The HART is the specialized team with specific skills and training to support animals during a disaster.

There are five teams established:

1. Transportation
2. Veterinarian/ Medical support
3. Shelter (large animal)
4. Shelter (small animal)
5. Communications(within the Animal team and to the IC)

VMAT- Veterinary Medical Assistance Teams

A federal resource assisting local veterinarians in providing care for animals at the site of a Presidential declared disaster.

3. *Operational Facilities/Sites* –

- a. Small animal shelter (kennel area)
- b. Large animal shelter (barn area)
- c. Collection sites

. *Activation and Notification*

The Incident Commander will activate the HART through the 911 dispatch emergency systems. The HART may make recommendations to the IC to request the assistance of the State Veterinarian. The information will be shared with the other support organizations and services as needed. Each Unit Coordinator will create and maintain an *Emergency Contact List* for their unit.

E. Communications

A short wave radio operator ,through the Southern Grafton County Amateur Radio Team, will be assigned by the local OEM manager to the HART during an emergency. Hand radios will be assigned to functional team members for inter-team communications. The ham radio operator will dedicated to interagency communications.

F. Emergency Response Actions

1. ***Mitigation:***

- Measures are handled at the Town, State or Federal levels.

2. ***Preparedness:***

- Assemble an animal response team which has evaluated the high risk threats to Hanover and the surrounding areas.
- Support the training and drill exercises to enable the team to respond effectively.
- Create shelter signs.
- Identify volunteers to work in the individual teams.
- Organize resources (i.e. crates, forms, locations for food donations).
- Coordinate with short wave operators for disaster planning.
- Identify shelters for large and small animals.
- Design forms for use in shelters.
- Identify resources for shelters including potable water, food, medical and cleaning supplies.
- Identify means of transportation for large and small animals.
- Conduct public education programs for disaster preparedness for large and small animals.
- Veterinarians:
 - provide training and consultation on shelter layout, and the prevention or spreading of disease to animals and humans.
 - Educate and consult on water and food contamination, vaccinations, and infectious disease isolation procedures.
 - Identify medical (i.e. vaccines) recommendations for teams and volunteers.
 - Defines first aid supplies to be carried by team and volunteers.
- Identify burial sites for animals on Town or private land.
- Maintain lists of volunteers, skills, vehicles, and equipment.

- Identify a network of animal response teams in other communities. Establish mutual aid agreements.
- Develop a “telephone tree” for emergency notifications and activation by the team members.

3. Response

- When ESF-16 is activated, the Animal Response Team Leader (or Communications Unit Coordinator?) will report to the EOC.
- Animal Response Team leader performs on-site evaluation(s).
- Define incident level and activate appropriate Team members.
- Recommend to Incident Command whether Mutual Aid or State assistance is needed.
- Communications Coordinator ensures all team members can communicate with one another.
- Notify Red Cross shelters of animal shelter and sites.
- Shelter Coordinators establish shelters.
- Veterinarians
 - perform triage, and assume authority for all decisions regarding additional medical assistance and mutual aid.
 - conduct shelter inspections to ensure health, safety and well being of animals.
 - Administer, direct, and provide animal medical care on-site and at Shelters.
- Transportation coordinator ensures animal transportation is provided from the incident site and establishes collection sites.
- Maintain complete logs of actions taken, reports, and resource capabilities and needs.

Animal Intake Procedure

- Complete a HART Intake and Release form for each animal.
- Each animal shall have an ID tag, linked by a number to the Intake form, and the cage or location of the animal.
- All forms will be filled out and signed by both the owner and the HART volunteer before HART takes custody of the animal.
- The last four digits of the responsible person’s pre-disaster telephone number shall be used as identification for pickup.
- All paperwork will be put into a plastic pouch and remain with the animal until the animal is returned to the owner.
- In the Shelter, the animal(s) receive:
 - Safe shelter
 - Food and water
 - Emergency medical care
 - 24 hour observation
 - Exercise as directed by veterinarian
 - Grooming as possible

- Dogs without rabies tags will be isolated from other animals

4. ***Recovery***

When the incident is declared over by the IC, the Shelters will be closed and animals returned to their owners or to _____.

Procedure for Returning Animals:

- The individual claiming the animal must have personal identification, and must leave a phone number where they can be reached. If the Team Member has serious doubts about someone claiming an animal, a Team Coordinator is to be notified immediately, and a joint decision will be made.
- If someone other than the owner is there to claim the animal, the volunteer will check for a documented record from the owner regarding who is designated to claim the animal. If no one has been designated, every effort must be made to contact the owner before releasing the animal.
- Initiate foster pet care.
- Ensure all medical records and medication go with animal.
- If an animal is transferred to another facility (i.e. Humane Society), this information is noted in the _____.

H. Deactivation

Deactivation of ESF 16 occurs when the incident is declared over and all animals have been claimed or transferred. Team members will help with the tear down and clean up of the area used, cleaning of the equipment, and transportation of equipment back to storage areas.

I. Debriefing:

The incident review will include the following information:

1. Where did incident take place?
2. What kind of incident was it?
3. Who was involved?
4. Number of animals handled?
5. How long did incident last?
6. Follow up forms going to any officials.
7. Photographs documenting the event.
8. Resources needed.
9. Lessons learned.
10. Summarize medical problems, deaths and disposition of animals
11. Suggestions for future response efforts, and for preparedness activities.
12. Personal debriefing for team members will be offered by the Disaster Mental Health

team.

V. Resource Requirements

Animal Team SET UP Box:
(Stored in the EOC)

Name tags
Shelter signs
Forms
List of Upper Valley Veterinarians

Equipment:

Cages
Xerox machine
Phones
Radios
Food for animals
Portable horse stalls
Portable fence

VI. ESF Development and Maintenance

The Hanover Director of Assessing is responsible for maintaining this ESF and will review and update it annually.

VII. References

A. Plans

NH Emergency Operations Plan
VT Emergency Operations Plan

B. Standard Operating Procedures/Guides (SOPs/SOGs)

C. Interagency Agreements

- Upper Valley Humane Society
- Area Veterinarians

VIII. Attachments

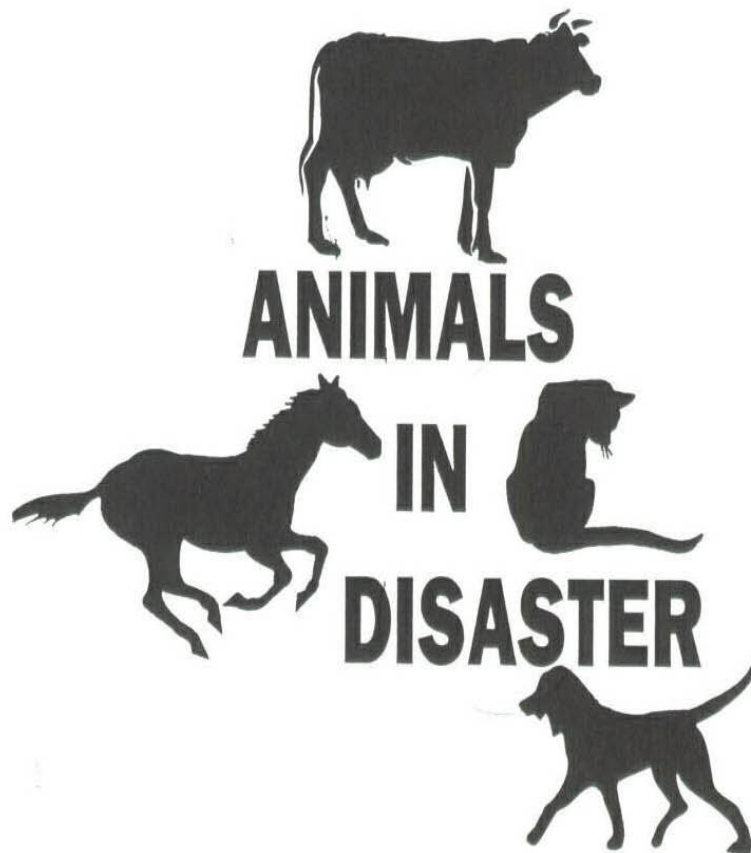
A. Forms

- Animal Disaster Response Volunteer Contract
- Volunteer Request Survey
- Veterinary Personnel Resources
- Call-in List for Volunteers
- Sign-in Sheet for Volunteers
- Master Intake/Registration List for Animals
- Animal Relocation Log
- Animal Intake Form
- Lost Pet /Found Pet
- Animal Rescue Request Form
- Animal Release Form
- Housing Unit/Animal Care Log
- Supply Resource List
- Supply Checkout List
- Controlled Drug Log
- Site Survey

Phone numbers:

NH State Veterinarian
NH Department of Agriculture
Concord, NH
Stephen Crawford, DVM
scrawford@agr.state.nh.us
phone: (603) 271-2404

NEW IPSWICH
EMERGENCY MANAGEMENT PLAN
Support plan for farm, pet and exotic animals



Animals in Disaster

This plan is dedicated to the animals in our care and the organizations and individuals who are committed to their safety, health and well being. We want to acknowledge and thank Mr. William Edmonds, New Ipswich Emergency Management Director for his forward thinking; Rick Hewitt, New Ipswich Fire Chief; Michael Maki, Veterinarian; Clifford McGinnis, D.V.M., New Hampshire's State Veterinarian; and Ms. Joanne Bourbeau, New England Regional Director, the Humane Society of the United States for their assistance, encouragement and support. My personal thanks to Ms. Kleta Dudley for her dedication and help.

Our special thanks to the Animals' Disaster Team of Cuyahoga County, Ohio for their willingness to let us use some of the material they developed. We are grateful for their support.

**Lora dePlante, Community Contact
New Ipswich Animal Disaster Plan
disaster@monad.net
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New Ipswich Animal Disaster Manual

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1.0) PURPOSE

The New Ipswich Animal Response Team (ART) provides the coordination of local resources, emergency veterinary triage and supportive care to pet, farm and exotic animals before, during and after a natural or man-made emergency or disaster, prior to activating additional services and personnel.

The Animal Response Team (ART) will be activated through the 911 emergency system by the on-site Incident Commander at his/her discretion. Under the direction of the local emergency authorities, the New Ipswich ART will respond to any crisis situation such as flood, fire, hurricanes, winter storms, drought and technical disasters such as dam failure, hazardous material, power outage, water contamination and structural damage.

Once activated the New Ipswich ART will provide for the rescue, emergency veterinary care, and transportation to veterinary clinics or alternate housing sites and temporary care of animals.

Note The ART is separate and independent of the Animal Control Officer's responsibilities.

1.1) SERVICES

- Organizing animal rescue teams
- Picking up animals at or from the incident site
- Evacuating animals
- Organizing temporary animal shelters
- Providing for the pets of special needs people during an incident
- Providing volunteers for the care, feeding, walking, cleaning area, etc. to shelters during an incident
- Providing emergency veterinary care
- Animal 24-hour care during recovery period (not to exceed 72 hours)
- Providing accurate recordkeeping and identification of animals and their owners during an incident

1.2) RESPONSE LEVELS

Critical Incident/Emergency Response

Level 1 Single source response

Level 2 Team leader plus one or two response members

Level 3 Full team engagement

Level 4 Full team engagement plus selected mutual aid resources

Level 5 Full team plus significant mutual aid resources

Level 6 Initiate State Veterinarian Response Team (at this level, the State Veterinarian becomes the Team Leader and may or may not utilize the local team)

1.3) VOLUNTEERS

- Must complete a volunteer application (includes medical liability statement)
- Must be accepted into the program
- Must be inoculated
- Must agree to adhere to “Organization and Operations Procedures”

1.4) CONDITION OF VOLUNTEERS AT THE INCIDENT

Signs of job related stress

It is the responsibility of every Team member to observe other volunteers for signs of stress related to their assignment. Any signs of stress are to be reported to a staff member immediately. Signs of stress include, but are not limited to emotional outbursts, anger, physical illness, depression, an inability to do the assignment, shaking and fainting.

The Staff Member should immediately make time to spend with the volunteer. The Staff Member should talk to the volunteer, ask them what they are feeling, ask what they need, and then suggest a 15 minute break from the assignment. The Staff Member may ask coworkers what they have noticed. If necessary, consult with other Staff members as to whether the volunteer should continue in the current assignment, move on to another assignment, or possibly leave for the day. Discuss these options with the volunteer and make a decision based on what is best for the volunteer.

Remember that we work as a team. Taking care of each other is part of the job.

1.5) INJURIES ON THE JOB

Injuries to volunteers are to be reported to a Staff Member immediately. The Staff Member is to assess the situation for extent of injuries. Each injury will be dealt with on an individual basis, and appropriate action will be taken.

1.6) NEW IPSWICH ANIMAL RESPONSE TEAM ORGANIZATION

The Animal Response Team shall consist of:

- Animal Response Team Leader
- Communications Coordinator
- Administrator
- Veterinarian
- Transportation Coordinator
- Shelter Coordinator

Each team member will have available to them support people or groups who are knowledgeable in any or all types of animal handling and care Pet, Farm or Exotic.

Chain of Command

Primary Emergency Management Response Team (Fire/Police)

New Ipswich Animal Response Team

Animal Response Team Leader

| <i>Communications coordinator</i> | <i>Administrator</i> | <i>Shelter Manager</i> | <i>DMV</i> | <i>Transportation coordinator</i> |
|---------------------------------------|----------------------------------|--------------------------------------|-----------------------|---------------------------------------|
| Ham radio operators | Shelter and volunteer manager | Pet/Farm /Exotic | Support veterinarians | Transportation volunteers |
| Large animal ambulance | Recordkeeping/ forms/supplies | Dedicated barn & other facilities | | |

1.7) RESPONSE TEAM ROLES AND RESPONSIBILITIES

Animal Response Team Leader

Planning Phase

- Appoints core team members
- Appoints core team backups
- Approves support team(s)
- Contributes to Shelter Manager's roles and responsibilities with the Management Director. The Animal Response Team Leader will be the primary interface to outside agencies, unless s/he designates another.
- Coordinates drills directed by Fire Chief

Response Phase

- Performs on-site evaluation
- Defines incident level and activates appropriate Team members
- Responsible to the Primary Incident Commander
- Directs on-site ART activities
- Recommends to Incident Command whether Mutual Aid or State assistance is needed

Recovery Phase

- Reviews incident with team
- Submits incident report
- Utilizing the team, ensures that all animals processed by the team are accounted for and returned to owner or the proper authorities, if unclaimed
- Approve all changes to the Plan
- Serves as team spokesperson
- Communicates input from the primary response team
- Ensures problems arising from the incident are addressed, resolved and properly recorded

Communications Coordinator

Planning Phase

- Responsible for communications equipment
- Identifies what type of communications will be used: radio, cell phone, etc.
- Complies with all short wave radio regulations
- In charge of maps and evacuation routes
- Arranges contingency evacuation plans
- Organizes ham radio volunteer coordination and training
- Assigns roles and responsibilities to ham radio volunteers
- Serves as contact person for Animal Ambulance
- Maintains equipment
- Inspects transportation vehicles

Response Phase

- Communicates activities to other team members based on the Team Leader's directives
- Coordinates central communications
- Serves as coordinator of New Ipswich ART command post
- Ensures all team members can communicate with one another

Recovery Phase

- Submits summary report
- Maintains equipment

Administrator

Planning phase

- Ensures all procedures are updated in the Plan
- Distributes the Plan and pertinent information to team and maintain in a central area
- Responsible for all record keeping
- Ensures all emergency team supply kits are stocked properly
- Responsible for shelter management plan
- Responsible for acquisition and distribution of supplies
- Liaison between the Primary team and the shelter

Response Phase

- Directs team players to respond to the incident
- Oversees the Shelters and ensure procedures are followed
- Alerts off site team in case of shelter emergency such as medical care or animal control issues
- Ensures adequate level of supplies to shelters, e.g., water, medical supplies, maintenance, etc.
- Serves as central focus for administrative or processing questions
- Maintains log of active Team members/volunteers and their assignments
- Makes assignments based on the direction of the Team Leader or his/her designee
- Serves as shelter backup manager

- Assigns support personnel to Shelter Manager
 - Field/On Site Teams
 - Water Rescue Team, under Command Supervision
 - Communications
 - Directs support personnel First Aid/Medical Assistance

Recovery Phase

- Assists in return of animals to their owners, or arrange for proper disposition of unclaimed animals to appropriate foster and permanent placement agencies
- Ensures proper procedure is followed in the disposition of animals from the shelter(s)
- Collects, maintains and ensures all required forms are completed and filed
- Ensures that all shelters, carriers, cages, etc. are cleaned and put in proper order according to Plan
- Meets with all shelter people to review response and prepare a report
- Inventories all supplies (administrative, shelter, team response kits, etc.) and restock as necessary. Maintains proper records.

Veterinarian

Planning phase

- Coordinates medical backpacks
- Approves medical support team
- Provides training and materials regarding shelter layout and the prevention or spreading of disease to humans and animals
- Educates and consults on water and food contamination, vaccinations, and infectious disease isolation procedures.
- Identifies supplies for volunteers' animal first aid kits as needed
- Training as needed
- Identify medical (vaccines, etc.) requirements for team and volunteers
- Develops training requirements
- Defines first aid supplies to be carried by team and volunteers

Response Phase

- Performs triage
- Advises team leader on medical and nonmedical evacuation requirement
- Assumes authority for all decisions regarding additional medical assistance
- Makes site recommendation to change Response Level
- Makes shelter inspections to ensure health, safety and well being of animals
- Administers, directs and maintains animal medical care on-site and at the shelter
- Decides if animals should be transported to medical facilities rather than Shelter

Recovery Phase

- Provides medical documentation
- Provides care and medical instructions on released animals as required
- Provides incident summary to team with recommendations for improvement
- Reviews medical supplies and equipment for restocking
- Provides recommendations and corrective action to incident review report

Transportation Coordinator

Planning Phase

- Coordinates shortwave operators with EMS Director and Communications Coordinator
- Ensures communication mechanisms in place for Team members
- Writes procedures
- Maintains list of volunteers, their skills, vehicles, equipment and special needs

Response Phase

- Ensures proper animal transportation is provided from the incident site
- Works closely with Communications Coordinator when alternate routes are required or unforeseen incidents involving traffic, equipment or animal emergencies en route

Recovery Phase

- Provides input to incident review report
- Reviews volunteer requirements and ensure call list is up-to-date

Shelter Coordinator

The Managers are the people in charge of all on-site operations, and are ultimately responsible for all activities conducted by the volunteers. This includes the care of all cats, dogs, and small animals suitable for care in crates or small cages, such as rabbits, ducks or pocket pets, as well as farm animals.

Planning Phase

- Reports to Administrator
- Catalogue supplies
- Trains Volunteers
- Defines responsibilities of volunteers and kennel structure. Work up a check list for jobs
- Updates Procedures
- In charge of shelter maintenance, cleanup and any follow-up clean up
- Works with Administrator to develop long term plan for foster care
- Ensures recordkeeping is up to date and accurate
- Procures signs for shelter area.

Response Phase

- Organizes the shelter.
- Sets up area- Signs will be displayed over or near each area. (Responsible for all Incoming Areas)
- Implements Animal Intake Procedure:
 - √ Introduce yourself to the animal's owner
 - √ Explain how the ART can help, but be brief
 - √ If the client accepts help, a Green New Ipswich ART Release Form must be filled out.
 - √ The general rule is to use one form for each animal.
 - √ Each animal must have an ID tag

- √ Every effort must be made to have all forms filled out and signed by both the owner and the ART volunteer before the ART takes custody of the animal.
- √ The last four digits of the responsible person's SS# or telephone number shall be used as identification for pickup. **Very important You must make this clear to the pet owner. If they designate someone else to pick up the pet, they must notify the ART, and that person must provide the owners ID# number as well as personal identification at the time of pick up.**
- √ Tag the pet(s), cage, etc.
- √ All paperwork is put into a plastic pouch and stays with the animal until it is returned to the owner.
- √ While in the ART shelter, the animal(s) receive
 - i. Safe shelter
 - ii. Food and water
 - iii. Medical care as needed
 - iv. 24 hour observation
 - v. Exercise as directed by veterinarian
 - vi. Grooming as needed
- √ Cages with animals not usually collared can receive only one ID tag, which will be attached to the outside of the container
- Identifies a **Small Animal Area**. Males and Females must be separated. Animals from the same family may be housed together, if the owner approves, and if there is adequate space for each animal.
- Identifies a **Very Small Animal Area** for Rabbits, gerbils, hamsters and "pocket pets"
- Identifies an **Infirmiry Area/Quarantine Area** for injured, sick or pregnant animals
- Identifies a **Morgue**, which needs to be separated from all other areas, and should have chairs and privacy. The sign over this area **will not say "MORGUE"**. It will be designated "**AREA TWO**."
- Identifies Medical and Nonmedical Supply Areas
- Delegates work assignments
- Ensures each animal has proper paperwork and ID tag
- Checks in and assigns each incoming cage or designated holding area
 - √ Assigns responsibilities for exercise schedule, feeding, care, grooming, observation and tracking progress of animals
 - √ Supervises all workers
 - √ Ensures all supplies are on hand
 - √ Schedules work hours for remainder of event
 - √ Checks the credentials of all people coming into the shelter
 - √ Reports to the Vet and coordinates all medical care in shelter
 - √ Ensures proper filing of all forms at shelter.

All animals must be processed through this area, unless there is a medical emergency situation, in which case the animal must go directly to the Infirmiry/Quarantine area.

Recovery Phase

- Supervises tear down of Shelter
- Cleans all cages, crates, stalls and facilities
- Catalogues supplies and equipment

- Returns all equipment, medical supplies and general supplies to Administrator for proper disposition
- Inspects shelter with Administrator or designee before formally closing shelter
- Delivers all forms to the Administrative Team member for filing.
- Evaluates shelter responsibilities with Team Members
- Attend any reviews after the incident and submit a written report to Primary Team member.

1.8 ORGANIZATION AND OPERATION PROCEDURES

Setting up the ART Command Post

The ART Command post will be set up in the Emergency Management Offices of the Town Office Building. Responsibilities are assigned as follows:

- Close off command post and shelter areas to public.
- Set up communications.
- Maintain check-in point for Response Team members. Team members must sign in and have their vest and identification cards to receive an assignment.
- Maintain off-site check-in and response log for those reporting directly to the incident site. Check-in is mandatory for all members of the response team.
- Incoming Area is where victims may bring their animals and register for first aid or shelter
- Check that Kennel Area is set up and staffed according to procedure.
- Barn area set up and staffed according to procedure.
- Ensure supply area for carriers/cages open and available.
- Ensure General Supply area stocked and available under strict supervision
- Secure all areas.
- Immediately communicate medial emergencies which may arise after transportation to the shelters.

Shelter Operations - General Rules - Barn/Kennel

*This area is to be pet friendly and safe, however the ART shelter area is a **RESTRICTED AREA**. Only authorized personnel will be allowed in. Authorized personnel include any team member, owner of the animals being held and Medical Staff. There will be a Registration Book at the entrance to the shelter, and anyone entering the shelter, other than Team Members, must sign in, and will be issued a "VISITOR" badge. This badge must be worn the entire time the person is in the Kennel.*

Shelters are off limits to the general public and must be secure at all times. This is a priority.

- All visitors must sign in and get a "Visitor" badge before entering. Anyone who is not authorized to be there will be escorted out.
- Animals are to be housed in separated cages/stalls according to area breakdown Types of animals, small animals, and Area 2 (Morgue). Dogs and cats are further broken down by sex.
- All animals must have an **ART ID tag** and proper paperwork.

All animals must be monitored every 15 minutes for the first hour in the shelter.

- Look for signs of stress, illness or injuries. These things need to be reported to the medical staff immediately.
- Animals will not be fed the first hour they are in the kennel. Water should be available at all times, unless the medical staff decides otherwise. All “Animal Care Sheets” must be filled out accordingly.
- Accurate records must be kept for each animal. After the first hour, animals are checked hourly.
- Any animal taken out for a walk must be leashed. There are no exceptions.
- An “**All Hands Alert**” means that everyone needs to assist immediately.
- If an animal should escape from the cage or designated area, it must be captured immediately. If this happens, any member may call an “**All Hands Alert**” by announcing very loudly “**Dog out...**” or “**Cat Out...**” or “**Horse Out...**” etc. **Everyone is to respond immediately** when this announcement is made.
- An “**All Hands Alert**” may also be issued if someone is being attacked or bitten. The announcement for that is “**Help.**”
- The Communications Coordinator is to be notified immediately if a volunteer is bitten, attacked or seriously injured in order to notify the Team Leader and appropriate Team members. The Team Leader will determine if outside assistance will be deployed to the shelter.
- Male and female animals must be separated and there must be adequate space between them, even if they are caged.

Housing Animals off site

No matter where the animals are housed, they remain in the care of the ART until their owners claim them.

Important things to remember for volunteers taking an animal, or when animals must be moved to another location for any reason

- ART volunteers will be given first opportunity to house these animals
- Distribution of animals will be based on how much a volunteer knows about caring for the particular animal.
- All efforts should be made to keep pets from the same households together.
- The Staff will make travel arrangements for all animals being moved to another location
- No animal is to be moved without proper handling apparel/equipment
- ART paperwork will move with the animal, as well as the ART ID Tag
- While in the care of the ART volunteer, all animals will be monitored on a daily basis, and records will be kept, just as they would be at the kennel. Volunteers are to have regular contact with the animal’s owner, and allow visits if requested. Animals can be claimed by the owner directly from the volunteer, using the same procedure as stated in the section “Returning Animals to Owner” When it is time for the owner to claim the animal(s) the owner will be notified and they must make arrangements with the ART Team Member responsible for that animal. It is the responsibility of the owner to pick up the animal.

Important things to remember when outside facilities are taking animals

- Only outside facilities approved by the ART will be used.
- An ART Team Member will be assigned to monitor any outside facility used.
- Outside facilities must follow ART rules and regulations regarding handling and housing of animals
- Outside facilities must allow the ART Team Member assigned to them easy access to the premises.
- Outside facilities must allow the owner to visit their pets.
- Outside facilities must instruct their personnel to keep accurate records.
- Every effort will be made to abide by the requirements of the outside facility.
- Owners may claim their pets directly from the outside facility, using the same procedures as stated in the section “Returning Animals to Owner.”
- Payment for charges incurred at the outside facility will have been prearranged between the ART and the pet owner, before the pet is transferred to that facility
- As the ART policy states unclaimed animals will be declared homeless and will be turned over to the local Animal Control Department, or an appropriate facility that accepts and adopts homeless animals

Rules of Conduct while Involved with an Incident

- No team member is ever to work alone
- No team member is to go off on their own
- Field crews must work in groups of no less than two (2). Larger groups may spilt up into smaller groups
- Field crews going out more than ½ mile from the ART Command Post must use at least one motor vehicle
- Field crews must have appropriate attire for the type of incident
- If crews encounter an injured animal, they need to make an assessment of the animal’s condition, and call in for instructions immediately
- **No members are to talk to the media while on assignment, unless authorized in advance.**
- **No team member is to respond to a water rescue without coordination with Command.**

When an Animal is Dead (DOA)

Unfortunately, animals that have died may be brought to us from the incident. In addition, animals may be brought to us in critical condition, and may die while in our kennel.

These situations are very delicate and must be handled with the utmost care and concern for both the animal and the owner.

A dead animal will be described as a CODE 2. At no time is any member to use the terms “Dead on arrival” or “Morgue” when speaking to, or in the vicinity of, the general public. The morgue is to be described as “AREA 2.”

Until another system can be established, dead animals will be processed on the green New Ipswich ART Release Form, marked with a red dot. It will be filled out for each animal and stays with that animal until an owner claims it.

1. A dead animal will be taken to “Area 2” (morgue) for processing. No dead animal is to be left outside, or anywhere near the public areas around the Command Post.
2. A Medical Staff person on duty must examine a dead animal. If there is no Medical Staff person on duty, the volunteer in charge of First Aid and one helper must examine the animal and declare it dead.
3. If the animal has not been covered or put in a plastic bag, it needs to be. If clear plastic bags, or tarps/blankets to cover the body are available, they should be used, until the animal can be identified. The clear bags make it easier to see the coloring of the animal’s fur. For small animal boxes, cardboard carriers and coolers will be made available as well.
4. After the DOA has been processed, and placed in the Morgue, a Team Member needs to check the “New Ipswich ART Release Form” (green) and a sticker showing the number 2 should be placed in the upper right hand corner to signify the death of the animal. If a Team Member believes that a certain DOA is a match, the Kennel Manager should be notified for further verification. If the DOA is a probable match, then, alerting all members in the registration area in case the owner shows up unexpectedly, proper precautions can be taken to assist the owner. All matches are “probable” until the owner confirms that the animal is their pet.

Notifying the Owner

If there is a possible match, and we have the red dots on the New Ipswich ART Animal Release Form, (green) sheet, then the owner will need to be contacted. **Again, this is a very delicate matter and must be handled carefully.** (The same type of message can be given to someone who is standing right there at the Registration table)

A sample message is “(Mrs. Jones), this is (your name), with the Animal Response Team. We have a listing for your missing (dog, cat, etc.) We have received more animals since you were here, however, I need you to know that some of them are deceased.”

Pause here, in case there is a response. Continue with “We have a (dog, cat, etc.) that is similar to your pet’s description. Are you able to come over for identification purposes, or are you able to designate someone to help you with this?”

Depending on the answer, make notes on the back of the form, as to what the client’s intentions are. It is hard to predict what will happen.

Give people every opportunity to talk, cry, ask questions, or say nothing at all. Ask if there is anyone there with them. If not, ask if you can call someone for them. The person may come right over, or they may not. They may send someone else. (If they do, make sure that the person coming can positively identify the pet.)

Express our/your condolences. A simple *I'm sorry for your loss* is often enough.

Clients arriving to identify DOAs, or clients who are about to learn that their pet did not survive, are to be taken to a special “private” section, in or near “Area 2,” for the purpose of identifying the animal. **Two ART Team members should be present to assist the owner.** Anything can happen. The client may not be able to actually view the remains. While the client should never be forced to do this, someone has to make the identification. Use your own judgment. Some clients may want to spend some time with the pet. Some clients may want to touch or hold the pet. This is allowed. They may have as much time with the pet as they need. You should only leave if they request to be left alone.

A Pet Bereavement Packet will be made available to all clients who have lost a pet due to death. Owners may not want to take it with them at the time, but let them know it will be available should they want it at a later time.

Disposal of the Deceased Animal

Some people will want to take the animal's body, while others will not. Some people will not have any idea what to do with the body. The animal's body may remain at our kennel for a brief time, while the owner makes arrangements. The ART can arrange for the town where the event happened to dispose of the body. However, this disposal option may be a group burial, and the owner should be made aware of this. The ART can suggest local pet cemeteries and crematories, but the cost would be the responsibility of the owner.

No matter what the owner decides, a “Release of Deceased Animal” form (gray Sheet) must be filled out and signed by the client or their designee.

The ART will arrange for disposal of all unclaimed animals

Thoughts for Team Members

- This assignment will be the hardest, but most necessary, part of this entire program.
- The death of an animal is always difficult. It can be as hard on the Team Member as it is on the client.
- Do what you can to help.
- If at any time during this assignment, you should feel the need to remove yourself from the situation, tell someone immediately. Do not wait until you are overwhelmed. All of us understand, and we will be there to help each other, as well as the clients and their pets.

Disposition of Animals During Recovery

Supervise the returning of animals to owner. When an owner comes to claim their animal(s), there is a strict procedure that needs to be followed. We must safeguard against the wrong person taking a pet out of the ART shelter, and must never give an owner the wrong animal. This procedure applies to not only the ART Kennel, but also to any holding facility we use.

The procedure is as follows:

- The owner is referred to the Shelter Manager
- The Kennel Manager examines the owner's copy of the NIART Release Form (Green) and asks for personal identification
- The Shelter Manager assigns a Team Member to find the animal and match up the two copies
- The owner is asked to identify the animal as their own
- The Team Member reviews the care given to the animal while in the ART shelter, and also informs the owner of anything they may need to know for follow-up care
- If the animal is any type other than a dog or farm animal, it may only leave in some type of carrier or covered box (the ART will provide this if necessary)
- The owner signs the Pet Return to Owner Form.
- The animal is returned to the owner
- **All paperwork for the animal is stapled together and put in the special file for returned animals.**

Special Notes

- If the holding facility is one other than the ART kennel at the scene, the only difference is that there will not be a Shelter Manager available. The Team Member responsible for the animal will follow the same instructions as listed above.
- If someone other than the owner is there to claim the animal, check for a documented record from the owner regarding whom he or she has designated to claim the animal. If we do not have that record, every effort must be made to contact the owner before the animal can be released. In addition, the person claiming the animal must have personal identification, and must leave a phone number. If the Team Member has serious doubts about someone claiming an animal, a Staff Member is to be notified immediately, and a joint decision will be made.
- Initiate foster pet care personnel if necessary.
- Ensure all medical records and medication go with animal.
- Ensure medical review and sign off by vet.

When The Incident Is Declared Over

When the incident is declared over and all the animals have been claimed or transferred, all members at the scene will be expected to help with the tear down and clean up of the area used, cleaning of the equipment and transportation of equipment back to the storage unit. These must be done in an orderly manner, and everyone will be asked to help where they can. The Administrator or their designee is responsible for assigning responsibilities.

All paperwork is to be turned in to the Administrator.

Paperwork Reports are to be filled out by the Staff, after an incident is over. All information about the event should include, but is not limited to:

- Where did incident take place?
- What kind of incident was it?
- Who was involved?

- How many animals did the team handle?
- How long did incident last?
- Follow up forms going to any officials we worked with
- Other documents
- Develop any photos taken
- Summarize medical problems, deaths and disposition of animals

A debriefing meeting will be held within ten (10) days after the event is declared over, to finalize the following business:

- Do any of the team members need stress debriefing? If so, arrangements need to be made as soon as possible
- How did the program work?
- How was the volunteers' response time?
- What were the problem areas?
- What would or should change?
- What were our strengths?
- What supplies and equipment need restocking?

All Team Members involved in the incident will fill out a survey asking about how the incident went for them.

The ART will request a 'report card' from all services we worked with. If necessary, we will convene a meeting to discuss the report.

1.9. RESPONSE TEAM CHECKLIST *(available through New Ipswich ART)*

2.0. APPENDICES

A. General Equipment, Supplies, Vehicles

- Area map
- Mobile radios
- Portable radios (hand sets)
- Cell phones
- Base station equipment
- Ham radios
- Fax machines
- Pagers
- Fresh batteries
- Team identification shirts and badges
- Animal medical emergency bag
- Generators

Vehicles

- Animal control trucks
- Four-wheel-drive trucks
- Horse trailers
- Recreational vehicles
- Boats

B. Evacuation Equipment and Supplies

- Leashes
- Muzzles
- First Aid supplies
- Leads and halters (all types)
- Tags for small, medium and large animals; leg tags for birds and reptiles
- Cage or stall identification tags
- Portable cages and fencing
- Tarps and supplementary equipment to raise temporary shelter
- Water
- Food
- Containers for medication requirements and correspondence tracking form(s)
- Plastic bags for records, feeding, care and medical instructions
- Record sheets, pencils and supplies for recording info vaccination, history, etc.
- Color-coding devices for records to flag
- Disposal bags

C. Medical Requirements for Volunteers*Vaccinations and boosters*

- Tetanus: Required
- Rabies and Hepatitis-Viral-A It is the responsibility of the Animal Response Team Leader and the Veterinarian to determine pre-exposure vaccination procedure.

D. Animal First Aid & Tips for Pets, Livestock and Wildlife

(available through New Ipswich Animal Response Team)

E. New Ipswich Animal Response Forms

(available through New Ipswich Animal Response Team)

All forms maintained with the animal shall be enclosed in a large pink plastic zip lock bag with the animal's name, owner's information and responsible team member's name on the label.

- **New Ipswich Animal Release Form** This green sheet is used when we are taking in an animal.
- **Pet Returned to Owner Form** In addition, a central log is maintained with animal's name, owner, release date and responsible team member's initials
- **Missing Animal from Incident site** Use Yellow Missing Animal Release Form.
- **Missing Animal** When an animal comes in without an owner. Check Animal Missing box, on the NIART Form (green) sheet . If the animal remains unidentified, then a

‘NIART Release Form’ shall be used and a white label marked ‘Owner Unknown’ shall be placed in Owner Information section.

- **Animal Care Form** - This white sheet is used to document the care given to the animal while it stays in the shelter.
- **Owner Release of Deceased Animal Form** This gray sheet is used when an animal is deceased. There is a section for the owner to sign if they are claiming the animal’s remains, and there is a section for the owner to sign if they are not claiming the animal’s remains. The latter section allows for the New Ipswich ART to arrange disposal of the animal.

At the completion of the incident, all paperwork is to be maintained at the Command Center by the Administrator or his/her designee.



Office of Emergency Management
Monroe County, New York

Maggie Brooks
County Executive

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Animal Emergency Plan

A Functional Annex to the

Monroe County Comprehensive Emergency Management Plan

APPROVED, June 10, 2007
REVISED, June 10, 2008

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ANIMAL EMERGENCY PLAN

Revision Log

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INTRODUCTION

The Monroe County community is indeed fortunate to have multiple public and private-sector agencies which individually and jointly provide valuable service in response to animal emergencies.

This plan has been developed and coordinated with the cooperation of Public Safety Officials and emergency service responders, regulatory agencies for state and local governments, animal care givers, Veterinarians, Public Health Officials, agricultural representatives, legal advisors, the American Red Cross and the County Office of Emergency Management.

The purpose of this plan is to: (1) protect the public health, the public food supply, domesticated and wild resources, and the environment; (2) ensure the humane care and treatment of animals during emergencies; and, (3) formulate a comprehensive action of rescue, evacuation, transportation, shelter and/or recovery operations for animals within Monroe County.

The plan does not obligate any agency or local community to a financial commitment. It does provide resources to an Incident Commander whenever there is a need to provide care and control to minimize animal suffering during emergencies. These resources may assist domestic (owned and stray) and wild animals, and will include animals that can not be cared for by their owners, or are a danger to themselves or the public.

Based on that premise, the plan is directed to response agencies involved with animal emergencies and to supporting resources which can provide assistance when called. Not knowing beforehand which agencies will be affected, and which will be supporting, each should be prepared to respond in either a primary or supporting role.

The jurisdictional autonomy of each individual agency must be respected at all times. Responding units, while under direct supervision of their own superiors, must coordinate their activities with all involved.

AUTHORITY

Authority for this plan is contained in:

- H.R. 3858, the “Pets Evacuation and Transportation Standards Act of 2006,” signed by President Bush on October 6, 2006, which amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- NYS Executive Law, Article 2-B., “State and Local Natural and Man-Made Disaster Preparedness,” as amended by the Pets Evacuation and Transportation Standards Act of 2006, effective January 1, 2007.

This plan is integrated as a functional annex to the *Monroe County Comprehensive Emergency Management Plan*.

MISSION

To establish methods and procedures designed to protect life and property by providing effective and coordinated means for animal evacuation, shelter and transportation during emergencies.

SITUATION AND ASSUMPTIONS

A. Situation

1. The animal population within Monroe County includes: service animals, pets, Livestock/agriculture, a zoo, wildlife, and animals for retail, special events, and scientific research.
2. Housing is provided by individual households, Veterinary facilities, boarding facilities, and other congregate care facilities. In these circumstances, animals may roam freely, or be leashed or caged for climatic and/or security purposes.
3. Animals may also be found in transit within the County. They may be moved individually, or enmasse intra-County or interstate for commercial purposes.
4. This animal population has a recognized social value in our community. Pets are considered companions. The Zoo and special event venues provide an educational component. Animals appear in parades, special events like circuses and sporting events. And, emergency service animals in mounted patrols and canine units are an integral component of the community's Public Safety infrastructure.
5. Animals also have an economic value in our community. They are a commodity in agriculture, they appear in our retail market, and they are in our wholesale market as consumables.
6. Animals are regulated by local, state and federal laws. They may be subject to licensing, registration, and/or inspection by government agents.
7. Animals can affect Public Health. They can be disease vectors for other animals, and they can infect humans.
8. Animals can be equally affected by emergencies that adversely impact the human population within the County. Animals can also generate emergency conditions within the County, e.g. disease which prompts emergency activity through the *Responding to the Threat of Foot & Mouth Disease* Annex to the *Monroe County Comprehensive Emergency Management Plan*.
9. There are organizations within our community for animal advocates and professional care givers.

B. Assumptions

1. Under normal circumstances, animals are the responsibility of their owners and, they are under their care and control. During an emergency, owners will take reasonable steps to shelter and provide care for their animals.
2. Emergency conditions may impose hardships on animal populations as well as the human population within the County.
3. Animals may need community resources for rescue, emergency medical treatment, temporary housing/shelter and mass care & feeding. These resources may or may not be readily available for their needs.
4. Business interruptions within the community may cause hardship for animals and/or animal owners.
5. Animals may need specialty resources that are not readily available within our community.
6. Animal resources within our community may be utilized to their limits.
7. The movement of animals and/or animal products may be disrupted or curtailed by an emergency or by government regulations.

ORGANIZATION

Federal and state agencies, including the U.S. Public Health Service, the Federal Emergency Management Agency (FEMA), the New York State Department of Agriculture and Markets and the State Emergency Management Office have already launched efforts to raise public awareness and to encourage planning partnerships at the local level. These efforts aim to promote public awareness of animal problems during emergencies, and to engage the community in dialogue that considers mitigation, readiness, response, and recovery activities to lessen the severity to humans and animal victims of emergencies.

Federal and state emergency plans make it clear that local officials will be actively involved in animal emergency response. Local resources will be used to implement important elements of the federal and state response. The community can take steps in advance to identify local resources and improve coordination with the public, local agencies and municipalities.

CONCEPT OF OPERATIONS

A. Preparedness

1. Community emergencies may affect the well-being of animals.
2. Local preparedness follows federal mandates, state guidelines and involves planning and training designed to save lives and minimize damage. It occurs prior to an emergency to facilitate appropriate response when an emergency occurs.

3. Americans have a strong sense of responsibility toward animals, and many consider their pets as family members:
 - a. Sixty percent (60%) of American households have pets.
 - b. Animals are personal property with high emotional value. Many people will not leave their pets during emergency conditions, and/or they return for them placing themselves at risk.
 - c. Service animals are protected within the Americans with Disabilities Act.
4. When notified of an impending emergency, the owners of pets or livestock will take reasonable steps to shelter and provide care and/or control for their animals.
5. All local responders will develop and maintain Standard Operating Guidelines/General Orders to:
 - a. Maintain a resource inventory of equipment and personnel for their agency.
 - b. Train personnel in their responsibilities and emergency duties required under this plan.
 - c. Conduct periodic exercises to test the effectiveness of this plan.
 - d. Communicate the need for review and update of the plan based on exercises, emergency response or changes in policy.
 - e. Follow the established communications network identified in this plan.

B. Emergency Response

Emergency Response begins as soon as an animal emergency is identified or reported. The numbering sequence is not meant to establish priority as all actions should be undertaken as soon as possible.

1. In the event an agency other than 911/ECD receives a call reporting an animal emergency, that agency will immediately relay this information to 911/ECD.
2. 911/ECD will dispatch/notify emergency responders as specified in their protocol.
3. The first responder on scene will make a preliminary assessment and notify the dispatcher of any need for specialized animal resources identified in this plan.
4. The Incident Commander will assess the need for additional resources.
5. All animals will be handled in accordance with established animal control regulations and procedures.

6. Care for wild animals is the responsibility of the NYS Department of Environmental Conservation and their licensed wildlife rehabilitators.
7. The seriousness, and /or the magnitude of the emergency may require additional resources. Requests for mutual aid and additional resources will follow local protocol and the Emergency Management Chain-of-Command.
8. If the County Emergency Operations Center (EOC) is activated, requests for assistance and resources will be coordinated at that location. The EOC will maintain communication with response agencies.
9. Public information will be coordinated through the Public Information Officer established by the Incident Command System structure for the emergency.
10. The “Animal Emergency Plan” may be used in conjunction with other emergency response plans, i.e. the animal emergency could be a consequence of the primary incident.

C. Recovery

1. Recovery immediately follows emergency response. It involves direction to restore the community to normal conditions. Recovery considerations for animals may include:
 - a. The ability and authorization for people to return to their residences.
 - b. Restoring public utilities.
 - c. Clearing debris and salvage.
 - d. Reuniting animals with their owners.
 - e. Demobilizing emergency personnel and resources.
 - f. Investigation of the incident.
 - g. Economics/industry continuation.
 - h. Providing interment and/or disposal services.
 - i. Providing resident counseling.
 - j. Rebuilding.
 - k. Processing insurance claims.
 - l. Leaving wild animals to their own survival instincts as much as possible.

D. Direction and Control

The Incident Commander will control and direct all activities.

A Command Post will be established and staffed by the Incident Commander using the Incident Command System (cross reference the *Monroe County Incident Management System Plan*).

If a disaster is declared, the Chief Executive will exercise Executive Authority over all disaster operations in the affected municipality in accordance with mission assignments contained in this plan. Lines of succession with municipal officials will follow standard municipal practice.

MISSION ASSIGNMENTS

A. The Monroe County Public Health Department will participate in the Emergency Response portion of the Plan in accordance with its Mission.

1. Assists companion animal care needs at Special Needs (human) Shelters.
2. Assist people with disabilities in coordinating transportation and temporary housing for their pets by linking them with animal emergency responders to ensure service delivery.
3. Assist County Emergency Workers in securing alternate care locations and /or transportation for their pets.
4. Communicate with local animal shelters and area Veterinarians with any questions regarding companion animals and their needs.
5. Communicate with NYSDOH about laws or codes pertaining to companion animals during an emergency event.

B. The Monroe County Parks Department participates through the Seneca Park Zoo. The Zoo will participate in the Emergency Response portion of the Plan in accordance with its Mission:

1. As available, provides personnel to support emergency response activity.
2. Provide expertise with venomous and non-venomous reptiles, birds ranging from small perching birds to psitticines and raptors, small mammals, cats, primates and hoofstock.

C. The Humane Society at Lollypop Farm will participate in the Plan in accordance with its Mission:

1. Preparedness
 - a. Promotes a readiness plan for pet owners that outlines preparedness planning for household evacuation or for extended confinement to their residence.

- b. Maintains an inventory of hotels/motels that will accept animals.

2. Emergency Response

- a. As capacity allows, offers the Humane Society at Lollypop Farm's facilities as a temporary shelter to domestic pets.
- b. Assists in establishing additional temporary animal shelters.
- c. Provides a list of private boarding kennels and veterinary clinics outside of the emergency area that can serve as overflow shelters.
- d. Coordinates with animal shelters outside of the emergency area.
- e. Through the agency's staff and its volunteers, provides technical assistance for the care of domestic pets.
- f. Assists with coordinating support agencies and private businesses to aid in the management and care of domestic pets.
- g. Assists OEM/EOC agencies in assessing needs for additional resources and/or supplies.

3. Recovery

- a. Assists in coordinating the reunion of domestic pets with their owners.

D. New York State Agriculture and Markets (Ag & Markets) facilitates and coordinates the services of the Department's divisions and regional offices with responsibilities for consumer protection, food safety, and maintenance of livestock health. The Department includes the divisions of Food Safety and Inspection, Milk Control and Dairy Services, Animal Industry and the Food Laboratory. These offices and divisions ensure the delivery of services as dictated by the following key public and animal health safety functions:

1. Preparedness

- a. Promulgates laws and regulations to protect human and animal health and safety.
- b. Participates in the State's Animal Response Plan.

2. Emergency Response

- a. Participates in the Empire State Animal Response Team.
- b. Investigates and diagnoses animal health problems and hazards.
- c. Monitors and identifies food safety and inspection issues.

3. Recovery
 - a. Informs and educates the food industry and the public about food safety issues.
 - b. Ensures a safe and wholesome food supply for consumers.
- E. New York State Department of Environmental Conservation (NYSDEC) will participate in the Plan in accordance with its Mission:
 1. Preparedness
 - a. Licensing wildlife rehabilitators.
 2. Emergency Response
 - a. Caring for wild animals.
- F. The Genesee Valley Veterinarians Association (GVVMA) is a regional affiliate of the NYS Veterinary Society representing Veterinarians who work in Monroe and Orleans Counties. One role of the organization is, "To foster protection of the public health and to enlighten and inform the public in regard to veterinary science and knowledge wherein it affects the public." GVVMA will participate in the Plan in accordance with its Mission:
 1. Preparedness
 - a. Identifying physical resources, Veterinarians and experienced personnel to assist with Plan design and implementation.
 - b. Providing information about Veterinarians and veterinary facilities, hospitals and clinics in the Monroe County and Orleans County areas.
 - c. Cooperating with other agencies in disseminating information about the Plan.
 - d. Assisting with Public Education.
 2. Emergency Response
 - a. Assisting in providing Veterinary representation and consulting services.
- G. Monroe County town Animal Control Officers can participate in any or all of these activities:
 1. Preparedness
 - a. Identifying and quantifying animal populations.
 - b. Assisting Public Education and training programs.

- c. Facilitating animal planning efforts at the local government level.

2. Emergency Response

- a. Assisting with specialized animal equipment, capture, evacuation and transport.
- b. Assisting with triage and staging sites.
- c. Providing documentation for identification and shelter registration.
- d. Assisting Incident Management with subject matter experts, communications, and credentials for Animal Control Officers.

3. Recovery

- a. Establishing procedures for responder debriefing and after-action report.

H. The City of Rochester Animal Services (RAS) is a municipal animal care and control agency dedicated to: improving the quality of life and safety for City residents and their animals; the promotion of responsible pet ownership; and, the reduction of animal overpopulation to reduce animal suffering and euthanasia. RAS enforces all New York State and City of Rochester ordinances pertaining to animal control. RAS operates an animal shelter for stray, injured, and disowned animals that serves both as an adoption center and as a site for locating lost pets. RAS strives to provide the best possible care for every animal in its charge. RAS will participate in the Emergency Response portion of the Plan in accordance with its Mission:

- 1. Based on availability, operates as a temporary shelter for displaced, healthy pets.
- 2. Providing personnel (Animal Care Technicians and Animal Control Officers) to assist with rescue, transportation and sheltering.
- 3. Using RAS resources, provide transportation to shelters.
- 4. Providing RAS pet carriers and metal crates for rescue, transportation and temporary housing.
- 5. Contacting and requesting the consulting services of RAS contract Veterinarians.

I. Through its volunteer-driven Emergency Animal Rescue Service (EARS), the United Animal Nations is a participant in the Plan. EARS participates in accordance with its Mission:

- 1. Preparedness
 - a. Promoting education and training that outlines preparedness planning for animal owners.
- 2. Emergency Response

- a. Rescuing and evacuating abandoned and/or stranded animals.
 - b. Transporting animals.
 - c. Setting-up temporary animal relief shelters.
 - d. Providing animal food and supplies.
 - e. Coordinating medical care for sick and injured animals, and removing dead animals.
 - f. Documenting lost animals.
3. Recovery
- a. Reuniting animals with owners/caregivers.
 - b. Adopting unclaimed or surrendered animals.
- J. The American Red Cross will participate in the Plan in accordance with its Mission and role in companion animal sheltering:
1. Preparedness
- a. Providing community disaster preparedness education including disaster planning for companion animals.
 - b. Collaborating with animal sheltering agencies to identify potential animal sheltering sites/facilities.
2. Emergency Response
- a. Communicating with animal sheltering agencies during emergency response.
 - b. Coordinating community messages during emergency response.
- K. The Monroe County Town Clerk's Association is a participant in the Preparedness and Emergency Response sections of the Plan to assist as a local information and communications resource:
1. Preparedness
- a. Clerks maintain a local database of dogs and dog owners for State licensing requirements.
 - b. Clerks can facilitate contact with local Veterinarians.

- c. Clerks have knowledge of local animal populations and their locations, e.g. breeders, kennels, Veterinary facilities.

2. Emergency Response

- a. Town Clerk Offices have data communications with the County which may be useful during emergencies.

L. Law Enforcement is responsibility for, but not limited to:

- 1. The Sheriff or his designee will be the lead agent and will work in conjunction with other law enforcement agencies as appropriate.
- 2. Limiting access of unauthorized persons to the emergency scene.
- 3. Activating traffic and crowd control systems.
- 4. Establishing a perimeter.
- 5. Establishing emergency vehicle ingress and egress.
- 6. Coordinating activities with the Incident Commander at the Command Post (Senior Police Officer).
- 7. Maintaining law and order.
- 8. Staffing at the Command Post and the EOC.
- 9. Assuming Incident Command roles, as appropriate, during the course of the incident.

M. 911/ECD is responsible for, but not limited to:

- 1. Activating the dispatch/notification protocol for appropriate responders.
- 2. Maintaining communication with the Incident Commander.
- 3. Relaying critical information to responders on their tactical channels.
- 4. Maintaining 911/ECD communication services for the duration of the incident.

N. The OEM Administrator/Emergency Manager is responsibility for, but not limited to:

- 1. Preparedness
 - a. Providing Public Education.
 - b. Promoting training and exercise opportunities for responders

- c. Identifying community resources and sources of resources for animal emergencies.
 - d. Coordinating interested parties for animal emergency planning and preparedness activities.
- 2. Emergency Response
 - a. Activating the EOC as appropriate.
 - b. Utilizing the Emergency Management Chain-of-Command to request additional resources.
 - c. Keeping the Chief Executive informed of all operations.
 - d. Supporting emergency response forces to the fullest possible extent.
- 3. Recovery
 - a. Requesting financial assistance from state and federal resources.

EMERGENCY RESPONSE

A. A Dispatch/Notification Protocol will be developed for use.

B. Agency Communications

- 1. Public Safety Communications will consider and include animal emergency response as they develop a communications plan for incidents. Agencies will use “plain language” for radio transmissions

SUPPORT

Emergency response operations will be principally by locally-based forces supported by additional forces and resources as needed.

SPECIAL REQUIREMENTS

Upon completion and approval of this plan, it should be duplicated in sufficient quantity for response agencies. Response agencies should familiarize themselves with this plan and their agency Standard Operating Guidelines/General Orders. Accurate records and logs must be kept of all actions, and resource expenditures. All expenses must be accounted with receipts and written records.

The Office of Emergency Management (OEM) will serve as a focal point for revising this plan, providing assistance to agencies, and assisting in training and exercises.

All drills/exercises should be coordinated with OEM. Exercises of this plan will be considered and integrated, when possible, in the design and scheduling of other exercises. Upon request, OEM may provide observers, facilitate a critique, and report as appropriate.

OEM will coordinate and facilitate a debriefing and/or a critique of all emergencies that engage this Plan.

GLOSSARY

ACO Animal Control Officer

ACT Animal Care Technician

EOC Emergency Operations Center

JIC Joint Information Center

OEM (Monroe County) Office of Emergency Management

911/ECD (City of Rochester) Emergency Communication Department operates the County's 911 Center.

Companion Animal. A domesticated, household pet, e.g. dog, cat.

Service Animal. A specially trained animal that functions as a person's eyes, or ears to assist them with everyday life activities, e.g. seeing eye dog.

Links to Emergency Planning Documents Which Incorporate Animals

American Society for the Prevention of Cruelty to Animals (ASPCA) Pro:

[Sample Plans for Evacuation and Sheltering](#)

[Shelter Disaster Plans](#)

[Disaster Preparedness](#)

RedRover:

[Community Animal Emergency Planning Resources](#)

Humane Society of the United States:

[HSUS Disaster Center](#)

[Disaster Preparedness for Horses](#)

[Disaster Preparedness for Pets](#)