

Animal Response Team



Of Reno County

Standard Operating Procedures
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ANIMAL EMERGENCY PLAN

Revision Log

INTRODUCTION

The Reno 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 Reno 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 *Reno County Comprehensive Emergency Management Plan*.

MISSION

To provide affordable resources to respond quickly and adequately to animal needs during disasters.

SITUATION AND ASSUMPTIONS

A. Situation

1. The animal population within Reno 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 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 Reno 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 Kansas Animal Health Department 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 Kansas Department of Wildlife and Parks 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 *Reno 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 Reno County 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 Kansas Animal Health Department about laws or codes pertaining to companion animals during an emergency event.

B. The Reno County Parks Department participates through the Hutchinson 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 City of Hutchinson Animal Services (HAS) 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. HAS enforces all Kansas State and City of Hutchinson ordinances pertaining to animal control. HAS 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. HAS strives to provide the best possible care for every animal in its charge. HAS 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 HAS resources, provide transportation to shelters.
4. Providing HAS pet carriers and metal crates for rescue, transportation and temporary housing.
5. Contacting and requesting the consulting services of HAS contract Veterinarians.

D. 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.

E. 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.

F. 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.

The following template is incorporated in the Reno County Emergency Management's plan

LOCAL ANIMAL SHELTER PLAN TEMPLATE

INTRODUCTION

This Animal Disaster and Protection Plan is designed to address the response procedures to natural or technological disasters that could adversely affect Reno County and its citizen and animal populations.

This plan recognizes that the health and care of animals in disaster situations will require significant resources and cooperation from local, state and federal agencies in order to minimize the health impacts on the animals and their owners. As such, response procedures will likely extend across county lines requiring a coordinated response. Therefore, this plan lends itself to such a swift and coordinated response.

PURPOSE

The purpose of this plan is to coordinate the effective use of public and private partnerships for the care and well being of animals during and after a natural or technological disaster. The procedures identified herein address issues concerning companion animals (pets). Activation of this plan will be considered when there is an emergency situation/event that requires shelter or care of animals.

This document serves to coordinate the response of local agencies in providing animals affected by the disaster with:

- Emergency medical care
- Evacuation
- Rescue
- Shelter and temporary confinement
- Food and water
- Disease diagnosis, prevention, and control
- Disposal of animal carcasses

SITUATION

It is estimated that 15018 Reno County households are pet owners. ^[1] As such the following formulas taken from the American Veterinary Medical Association's, *US Pet Ownership & Demographics Sourcebook* can estimate the total number of pets in the State of Kansas:

Dogs = .534 X total number of households

Cats = .598 X total number of households

Birds = .126 X total number of households

Rabbits & Ferrets = .023 X total number of households

Rodents = .023 X total number of households

Reptiles = .015 X total number of households

Fish = .063 X total number of households

From these calculations, the total number of companion animals (pets) in Reno County sum:

Dogs	8019
Cats	8845
Birds	1892
Other ^[2]	1862
TOTAL	20618

PLANNING ASSUMPTIONS AND CONSIDERATIONS

- A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage.
- The principles and policies of the NIMS will be adopted in local and state emergency plans, and demonstrated through plan exercise activities.
- As part of their commitment to this plan, tasked agencies will engage in systematic assessments of procedures, resources, and training, to ensure their continued ability to carry out their responsibilities as outlined in this plan.
- Single entities with large populations of animals (pet stores, zoos, farms/ranches) will develop and maintain organization specific procedures regarding emergency and evacuation. These entities will coordinate their individual efforts with The Animal Response Team of Reno County.
- Service animals will be sheltered with those whom they assist in accordance with American Red Cross policies and current ADA legislation.
- Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual

aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disaster.

- Each agency and volunteer organization will document and seek reimbursement, as appropriate, for expenses incurred during disaster operations.

CONCEPT OF OPERATIONS

General

This plan and attachment to ESF #11 provides standard operating procedures for coordinating Reno County actions concerning the sheltering of companion animals in natural or technological disasters.

As lead coordinating agency, Reno County Emergency Management is responsible for ensuring the coordination of activities regarding animal care in Reno County. In the event of a disaster or emergency situation, Reno County Health Officer will be appointed the Animal Health Officer for the event. The Animal Health Officers responsibilities will include:

- Relay information to the ESF # 11 coordinator regarding the affected animal populations
- Serve as liaison between State/Federal representatives and EOC, if required
- Provide preliminary assessments to EOC regarding chemical, radiological, and/or biological contamination of pets/livestock
- Coordinate the disposal of contaminated animals or large numbers of animal carcasses

Critical resources

Reno County Emergency Management maintains a list of critical resources. These resources include:

- Transportation
- Food, water, housing
- Animal care products
- Identification supplies
- Small animal storage

Documentation

Appropriate forms will be supplied to all animal shelters in the event of an emergency or disaster. These documents will include all pertinent information including distinguishing markings and characteristics. Photographs may be taken of all euthanized domestic animals for owner identification purposes. These forms are located as an attachment to this plan.

Action

Once ESF #11 is activated, the operating procedures within this annex shall also be activated unless deemed unnecessary by the ESF #11 Coordinator. Team members identified in ESF # 11 will accomplish one or more preparedness, response, recovery, and mitigation actions. The following is a list of those actions:

- Preparedness
 - Maintain Standard Operating Procedures

- Identify and schedule disaster response training concerning this plan
- Estimate local pet populations
- Compose list of possible emergency animal shelter locations by county
- Secure memorandums of understanding to provide pet facilities, equipment and supplies in emergency situations
- Provide up to date list of veterinarians
- Designate potential animal burial and carcass disposal sites
- Designate potential animal waste sites
- Develop and maintain euthanasia protocol and equipment
- Develop local pet evacuation plans
- Identify personnel to staff a local emergency animal shelter
- Develop and maintain an on-going public awareness campaign to educate public on preparedness activities for pet safety and appropriate pet identification
- Response
 - Coordinate following services to the pet population:
 - § Rescue
 - § Transport
 - § Shelter
 - § Identification
 - § Triage and treatment
 - § Evacuation
 - Activate personnel to staff an emergency animal shelter
 - Execute memorandums of understanding to procure use of facilities, equipment, and supplies.
 - Coordinate with ARC shelters to inform displaced citizens the protocol for retrieval or delivery of pets
 - Coordinate unsolicited volunteer response
 - Provide security for animal shelters
- Recovery
 - Identify and implement all appropriate State and Federal programs to financially assist with the continued operation of animal shelter and care areas
 - Coordinate animal waste disposal
 - Determine conditions for repopulation
 - Identify and return animals to appropriate owners
 - Establish procedures for abandoned animals
 - Keep records to include (see appendix documents):
 - § Volunteers and shift assignments
 - § Animal owners
 - § Animals in care/shelter
 - § Supplies and expenses
- Mitigation
 - Educate public on developing a pet disaster response plan and development of pet evacuation kit
 - Coordinate ongoing mitigation activities to encapsulate pet safety
 - Research and apply for grants concerning spaying/neutering drives

RESPONSIBILITIES

PREPAREDNESS

Responsibility	Agency
Maintain Standard Operating Procedures	Animal Response Team of Reno County
Identify and schedule disaster response training	Reno County Emergency Management – Animal Response Team or Reno County
Estimate local pet population	Reno County Emergency Management
Maintain list of animals shelter facilities	Animal Response Team of Reno County
Secure memorandums of understanding to provide pet facilities, equipment and supplies	Animal Response Team of Reno County
Maintain database of veterinarians	Reno County Emergency Management
Designate potential animal burial and carcass disposal sites	Reno County Health Officer
Designate potential animal waste sites	Reno County Health Officer
Develop pet evacuation plan	Animal Response Team of Reno County
Develop and maintain euthanasia protocol and equipment	Animal Response Team of Reno County, Local volunteer Veterinarians
Develop and maintain emergency animal procedures	Animal Response Team of Reno County
Identify personnel to staff an emergency animal shelter	Animal Response Team of Reno County

RESPONSE

Responsibility	Agency
Activate personnel to staff an emergency animal shelter	Animal Response Team of Reno County
Pet search and rescue	Animal Response Team of Reno County
Pet transport and evacuation	Local Fire and Law Enforcement, Animal Response Team of Reno County
Pet shelter coordination and management	Animal Response Team of Reno County
Pet identification and classification	Animal Response Team of Reno County
Pet triage and treatment	Animal Response Team of Reno County
Execute memorandums of understanding to procure use of facilities, equipment, and supplies	Animal Response Team of Reno County
Inform displaced citizens the protocol for retrieval or delivery of pets	Animal Response Team of Reno County
Coordinate unsolicited volunteer response	Animal Response Team of Reno County
Provide security for animal shelters	Law Enforcement Agency having Jurisdiction in area

RECOVERY

Responsibility	Agency
Identify and implement all appropriate State and Federal programs to financially assist with operation of emergency response	Reno County Emergency Management

Coordinate animal waste disposal	Reno County Health Officer
Determine conditions for repopulation	Animal Response Team of Reno County
Identify and return animals to appropriate owners	Animal Response Team of Reno County
Establish procedures for abandoned animals	Animal Response Team of Reno County
Record keeping and reporting	Animal Response Team of Reno County

MITIGATION

Responsibility	Agency
Educate public on developing a pet disaster response plan and evacuation kit	Animal Response Team of Reno County
Coordinate ongoing mitigation activities to encapsulate pet safety	Reno County Emergency Management
Research and apply for grants for spaying/neutering drives	Animal Response Team of Reno County

ADMINISTRATION AND SUPPORT

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Local Emergency by the Board of County Commissioners or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF #11 group members.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF #11-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable guideline procedures.

Expenditures and Record keeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance

with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds collected by the Animal Response Team of Reno County. Additional funds will be requested from Reno County through the Emergency Management office.

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Coordinator

End of template from RCEM

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.

[1] Total number of pet owning households= $.589 * 25498$ (# of Reno County households)

[2] Other pets include rabbits, ferrets, rodents, reptiles and fish