Local Emergency Annex Template
Animal Emergency Response
Colorado Mixed Urban/Suburban/Rural Community

I. Lead Agency
List the lead governmental entity responsible for implementation of this plan:
• Examples:
  o Larger urban counties lead agency would probably be animal control agency and/or law enforcement.
  o Alternates: Environmental health, code enforcement, public health, private contractor (not-for-profit shelter with animal control contract), etc.

II. Support Agencies
• In some cases, County Animal Rescue Team (CART) programs may exist that include these support entities. A sample CART description is included under the Concept of Operations section.
• List the supporting governmental agencies and non-governmental organizations. Examples include:
  o Emergency management
  o Law enforcement
  o Animal control
  o Veterinary professionals
  o CSU Cooperative Extension
  o Animal shelter(s)
  o Animal rescue organizations
  o County fairgrounds
  o Livestock associations
  o Commercial livestock producers
  o Public health
  o Fire, EMS, SAR
  o County mapping
  o Zoos, wildlife organizations
  o CO Division of Wildlife officers
  o Kennels
  o Brand Inspectors
  o Animal related businesses
  o Colleges, universities
  o Research facilities
  o Companion animal associations
  o Others

About this document:
This plan template is designed as an aid to creating a local animal annex to the local emergency operations plan. It is not designed to circumvent the necessary planning steps designed to identify key hazards, participating agencies and organizations, resources, and situational analysis unique to each community. While this document provides some ideas for language and plan components it must be used as a tool to facilitate stakeholder involvement in the local planning process. This plan was designed to address issues found in a community that has urban, suburban and rural areas. Some components may not be applicable to specific communities.

A strategic planning checklist tool that will help in this local planning process is available online at http://www.cosart.org/downloads/Strategic%20planning%20checklist.doc
III. Purpose
This plan provides a collaborative framework for prevention, protection, preparedness, response and recovery efforts related to management of companion animals, livestock, and other animals during emergency events.”

IV. Scope
This plan addresses emergency management issues for _______________ (community name) related to companion, service/assistance animals, police or search and rescue animals, non-native captive wildlife, native wildlife, livestock, and other animal species, including:
1. Multi-agency coordination and planning
2. Resource management
3. Communications and public information
4. Mission essential tasks pertaining to animal response:
   a. Rapid needs assessment
   b. Animal evacuation
   c. Transportation of animals and animal support materials
   d. Animal sheltering
   e. Animal food and water
   f. Animal control/stray management
   g. Animal search and rescue
   h. Wildlife management
   i. Veterinary medical care and services
   j. Animal decontamination
   k. Animal disease management
   l. Zoonotic disease management
   m. Animal mortality management
   n. Animal/owner reunion and recovery
5. Volunteer and donations management
6. Public outreach
7. Training and preparedness
8. Worker/volunteer health and safety

V. Situation
• Authorities:
  o (Cite local statutory authorities)
  o Colorado Disaster Emergency Act, 24-32-21 creates the Colorado Division of Emergency Management and 24-32-2107 charges each political subdivision with creation of a local emergency management agency.
  o The Colorado Department of Agriculture, Division of Animal Industry has statutory authority related to animal health (State Veterinarian 35-50), in the prevention of animal cruelty and neglect (Colorado Bureau of Animal Protection, 35-42), the regulation of companion animal industry (Pet Animal Care Facilities Act, 35-80) and the supervision of branded livestock identification, movement and ownership issues (Colorado Brand Board, 35-41).
  o The Colorado Department of Public Health and Environment (multiple sections under Title 25, CRS) has authorities related to public health that will intersect with animal health and local jurisdictional public health authorities.

• Activation:
This plan will be activated when the local emergency management agency contacts the lead agency for this plan.

- The lead agency will maintain one primary contact and at least two backup contacts for the plan.
- Each supporting agency will provide at least two contacts in support of this plan.

VI. Planning Assumptions

- Prioritized concerns for emergency management include:
  1. Life safety for people
  2. Protection of property (with animals considered by many families and individuals as their highest property priority)
  3. Protection of the environment
- Inability to evacuate animals is a leading cause of evacuation failure in disasters.
- Failure to evacuate may both endanger citizens and the emergency responders who attempt to protect those citizens.
- The American’s Disabilities Act mandate that service animals must be treated as an extension of a disabled person and must receive all needed services.
- Consideration for the care of search and rescue and law enforcement animals should be incorporated into emergency plans.
- While most owners of pets and livestock will take reasonable steps evacuate, shelter and provide for their animals, others cannot or will not take adequate actions for the protection of their animals due to, for example, special needs, senior citizen issues, limited mobility, large numbers of animals in their possession, language or cultural barriers.
- Some state agencies such as Colorado Division of Wildlife or Colorado Department of Agriculture may have certain statutory responsibilities and local emergency plans must be executed in cooperation with those agencies.
- Animal populations should be estimated for each jurisdiction. An acceptable working formula for Colorado for dogs and cats is:
  - The average number of households with companion animals is approximately 60%. The number of dogs, cats, and pet birds is approximately 2.5 per household in suburban areas and as low as 2.0 per household in high density urban neighborhoods.
  - Other pets are harder to calculate but will include significant number of rabbits, rodents, ferrets, reptiles (snakes, lizards and turtles), amphibians, fish and other species.
  - Zoological parks and wildlife sanctuaries may be present within local communities and should be considered in the planning process.
  - Livestock: CSU cooperative extension should be helpful in estimating the numbers of equids (horses, ponies, mules and donkeys), Camelids (llamas, alpacas and vicunas), poultry, “backyard/non-commercial” livestock, and commercial livestock each your jurisdiction.
VII. Concept of Operations:

- County Animal Response Team (CART) Program
  - The ___________ County Animal Response Team program is a network of community animal agencies, organizations, businesses and volunteers organized to assist the county/community in addressing animal issues during emergencies. The CART program will assist the county through:
    - Planning assistance
    - Acquisition of equipment and supplies
    - Training
    - Participation in exercises
    - Community preparedness outreach
    - Response
    - Recovery
  - ______________ (e.g. County Animal Control) will serve as the lead agency in the development and supervision of the CART program and serve as the primary contact for CART network resources by the local emergency operations center and incident command.
  - The ______________ CART program will coordinate with other CART programs with the ____________ Homeland Security Region and the Colorado State Animal Response Team concerning planning, training, outreach and resource mobilization.

- Command and management:
  - Incident command: All animal response resources will be mobilized into the incident command system authorized for response to the event. Self-deployment of unauthorized resources will not be allowed as part of this plan.
  - Multi-agency Coordination: Community animal resources will be coordinated through the CART liaison to the county emergency operations center in accordance with this plan.

- Communications
  - The County emergency operations center (EOC) will include a CART liaison when animal issues are a significant element of an emergency.
  - The lead agency will coordinate with incident command, county agencies and the local Amateur Radio Emergency Service (ARES) program to establish:
    - Appropriate radio communications as necessary with CART response groups during an incident including HAM radio support where appropriate
    - Appropriate telephone, Internet, or direct communications with CART support groups (sheltering, etc.)
  - CART affiliated organizations will maintain appropriate contact with incident command and the county EOC through the lead agency.

- Public information and warning pertaining to animal issues
  - All incident information will be communicated to the public through the Joint Information Center (JIC) in coordination with both the Incident Command and County Emergency Operations Center
Individual organizations may communicate organizational information to the public directly (contact, mission, etc.) and but information concerning public instructions, incident updates and public resource requests must be managed through the JIC.

**Animal mission essential tasks:**

(See the attached matrix to identify lead and support entities for each mission area)

1. **Rapid needs assessment**
   a. After an incident, animal care and production resources must be assessed for damage, including:
      i. Veterinary hospitals
      ii. Animal shelters
      iii. Livestock production and market facilities
      iv. Wildlife facilities
      v. Feed, agricultural supply, kennel, retail and other support facilities
   b. The CART network, with CSU Cooperative Extension acting as the lead entity, will develop and maintain a damage assessment team familiar with county animal infrastructure to assist the county EOC in obtaining damage assessments.

2. **Animal evacuation and transportation:**
   a. Public transportation will allow service animals to be transported with their owners during an evacuation.
   b. When possible, the dispatch for companion animal transport should be coordinated with dispatch for human transport in order for animals to be evacuated to the same locations as their owners.
   c. Animal transportation resources should be mobilized, provided identification and staged to an appropriate location to support the movement of companion animals and livestock.
   d. **Identify lead and support entities for animal evacuation and transportation**

3. **Animal sheltering**
   a. Emergency shelters for citizens will provide sheltering services for service animals in the possession of disabled persons.
   b. CART will identify potential animal sheltering locations, including:
      i. Animal sheltering locations in proximity to American Red Cross sheltering locations and other sheltering sites that will enable owners to help care for their own animals.
      ii. Existing animal housing facilities that might be used during a disaster (animal shelters, kennels, veterinary hospitals, etc.)
      iii. Additional facilities that might be used for sheltering livestock and companion animals (fairgrounds, warehouses, etc.)
   c. CART will acquire needed equipment and supplies for emergency animal sheltering and provide necessary training for CART personnel.
   d. **Identify lead and support entities for animal sheltering**

4. **Animal food and water:**
a. Providing animal feed and water to pets, livestock and other animal populations sheltering in place in areas impacted by a disaster

b. **Identify lead and support entities for animal feed and water.**

5. Animal control/stray management
   a. Basic animal control functions should be maintained during disasters to the extent possible. Such functions include:
      i. Responding to public reports related to stray animals or animal problems
      ii. Animal bites
      iii. Collection of stray animals
   b. **Identify lead and support entities for animal control/stray management**

6. Animal search and rescue
   a. Animal search and rescue must be coordinated with urban search and rescue teams (USAR) and law enforcement.
   b. Only qualified and credentialed CART personnel should be allowed to enter the disaster site to perform animal search and rescue operations
   c. Animal search and rescue personnel will need to support USAR efforts, allowing rescued people to evacuate their animals.
   d. Technical animal rescue (TAR) is defined as utilizing special equipment and techniques to extract animals (including livestock) from hazardous circumstances such as vehicular accidents, swift water, flood water, ice, collapsed buildings and other difficult situations. TAR teams should be fully trained and equipped. TAR teams may need to be mobilized from outside the community if no TAR trained personnel exist in the county.
   e. **Identify lead and support entities for animal search and rescue.**

7. Wildlife management
   a. Wildlife issues are under the statutory authority of the Colorado Division of Wildlife (DOW).
   b. Local jurisdictional authorities and CART organizations should coordinate with DOW on the management of wildlife issues during disasters.
   c. If the community contains zoos, wildlife sanctuaries, wildlife exhibition facilities or wildlife rehabilitation facilities, those entities should coordinate with DOW and CART on emergency issues.
   d. **Identify the lead and support entities for wildlife management**

8. Veterinary medical care and services will be needed for the following:
   a. Care of injured or ill animals
   b. Triage of animals recovered during animal search and rescue operations
   c. Veterinary care and infection control programs at animal sheltering sites
   d. Coordination with public health on zoonotic disease management
   e. Animal disease management
   f. **Identify the lead and support entities for veterinary medical services**

9. Animal decontamination capabilities are needed where:
   a. Citizen decontamination is needed and companion animals accompany those citizens.
   b. Animal SAR teams remove animals from a hazardous site
c. Animal disease management requires decontamination of animals prior to movement

d. Identify the lead and support entities for animal decontamination

10. Animal disease management
a. Animal disease management may include both emergencies involving foreign animal diseases (economically significant animal diseases not found in the USA) or emergency outbreaks of zoonotic (infecting both people and animals) diseases.
b. Animal disease management may involve multiple authorities, including federal, state and local jurisdictions.
c. Sub-tasks within animal disease management include:
   i. Clinical diagnosis & laboratory confirmation
   ii. Quarantine/enforcement
   iii. Surveillance
   iv. Epidemiology (tracing back and forward)
   v. Appraisal and government indemnity payments
   vi. Mortality management
   vii. Decontamination
   viii. Movement permits & compliance agreements
   ix. Biosecurity & producer education
   x. Mental health support for citizens impacted emotionally and economically
   xi. Public outreach
   xii. Repopulation and recovery

d. List lead and support entities for mortality management

11. Animal mortality management
a. Mortality management may include:
   i. Euthanasia or injured or diseased animals or animals exposed to foreign animal diseases.
   ii. Management of carcasses of dead animals secondary to disease or disaster

b. List lead and support entities for mortality management

12. Animal/owner reunion and recovery:
a. Identification and tracking systems for displaced animals
b. Lost & found data management, including Web-based information when needed
c. Transportation of pets and livestock to their original locations
d. CART participation in long-term recovery efforts and un-met needs committee
e. List lead and support entities for reunion and recovery

Volunteer, resource and donations management pertaining to animal response

1. Volunteer management
a. The CART lead agency shall be responsible for developing a volunteer management system in cooperation with the County Emergency Manager.
b. Mobilization: CART affiliated volunteers will be mobilized through a request to the CART lead agency through incident command or the ___________ County EOC.

c. Self-mobilization of volunteers without such a request will not be allowed.

d. Section on workers compensation: The following issues should be discussed with the local emergency management agency and elected officials.
   i. Questions: Will the county provide workers compensation/volunteer injury coverage for CART volunteers?
   ii. If not, will CART volunteers be asked to sign a release acknowledging this lack of coverage and agreeing that they are responsible for their own injury/disability issues?

2. Pre-credentialing and training standards
   a. These training standards will be applicable to:
      i. Volunteers affiliated with CART directly
      ii. Supervisory personnel from affiliated organizations that may be supervising CART volunteers during emergency situations.
      iii. Volunteers that want to be available for mobilization to another jurisdiction through the Colorado State Animal Response Team program (CO SART) and inter-jurisdictional mutual aid agreements.
   b. Volunteers used by individual organizations for services provided normally by those organizations (e.g. regular volunteers for an animal shelter providing animal sheltering for that organization) are not subject to these training standards.
   c. CART basic training standards will include:
      i. IS-100 Incident Command Systems
      ii. IS-700 National Incident Management System
      iii. CO CART Introductory Training: A one-day awareness level training available through the Colorado State Animal Response Team program and affiliated CART programs (projected available in mid-2007.)
   d. Additional training recommended for supervisory personnel includes:
      i. IS-10 and IS-11: FEMA Animal in Disaster independent study modules
      ii. IS-111: Livestock in Disasters (FEMA Independent Study)
      iii. IS-200: Incident Command System
   e. Persons completing a CART volunteer agreement, a criminal background check through the (county sheriff department) and signing a volunteer agreement with the county will be issued a CART name badge for identification as a CART responder.
3. Resource management:
   a. The CART network will compile a list and contact information for county animal and agricultural resources. This list will help provide information on available resources as well as an inventory of resources that need to be evaluated during damage assessment operations.
   b. Any animal or agricultural resources that can be typed using NIMS resource typing standards will be submitted to the Colorado Multi-Agency Coordination Center in order to include them into the Colorado Resource Ordering and Status System (ROSS) through the local emergency management agency.
   c. Additional resources that are not “typed” should be listed separately in a manner useful to the CART liaison at the local EOC.
   d. During emergencies, requests for additional resources should be routed through:
      i. Incident command
      ii. Local EOC
         1. Mutual aid with other counties
         2. Aid from the state through the Colorado Multi-Agency Coordination Center (MACC)
         3. Aid from Federal agencies and national non-governmental agencies through the Colorado MACC.

4. Donations management
   a. All requests for donations by the CART or CART affiliated organizations will be processed through the Donations Management Team at the county EOC.
   b. All public information releases requesting donations should be routed through the Joint Information Center and coordinated with both the incident command and county EOC.

VIII. Preparedness

Public outreach
   1. Citizen preparedness
      o Citizen preparedness outreach activities for the county should include messages encouraging owners to include pets and livestock within their family emergency plan.
      o CART programs should coordinate outreach actions with local emergency management, local chapters of the American Red Cross and messages from other voluntary organizations.
2. Business contingency planning for animal and agricultural facilities
   - CART affiliated organizations that operate animal facilities will develop basic business emergency contingency plans for those facilities, including evacuation, shelter in place, and basic business continuity elements.
   - CART should encourage all animal and agricultural facilities within the county to develop basic business emergency plans.
   - CART should identify high risk facilities such as zoos, wildlife sanctuaries, research facilities with laboratories, large agricultural production operations, and large boarding facilities for pets/horses. Whenever possible, plans for such facilities should be coordinated with the County Animal Emergency annex and such plans considered when doing a rapid needs assessment after an incident.

Training and exercises
1. The ____________ CART network and affiliated organizations should provide periodic training for individual volunteers and organizations.
2. The ____________ CART network will be asked by emergency management to participate in all appropriate emergency training and exercises.
3. The lead agency will work to ensure that CART representatives are present at all appropriate planning meetings and emergency exercises.

IX. Organizational Summaries:

For each applicable organization provide:
1. Name of organization
2. Responsibilities for which the organization provides a lead role or support role

Example: County Animal Control Responsibilities:
1. Lead agency for County Animal Response Team development and coordination
2. Shared lead with CSU Cooperative Extension for coordination of rapid needs assessments
3. Support agency for the evacuation and transportation of livestock
4. Lead agency for the evacuation and transportation of companion and other animals
5. Support agency for the sheltering of livestock
6. Support agency for the sheltering of companion and other animals
7. Shared lead with CSU Cooperative Extension on the provision of emergency animal feed and water
8. Lead agency for animal control and stray management operations
9. Lead agency for animal search and rescue operations
10. Support agency for the coordination of veterinary medical care
11. Support agency for wildlife management
12. Support agency for animal decontamination
13. Support agency for animal disease management
14. Lead agency for animal/owner reunion and recovery efforts
15. Unified lead with the County EOC Donations Management Team for volunteer and donations management
16. Support agency for communications and public information
17. Support agency for training and exercises
18. Support agency for preparedness and outreach efforts
X: Review and modification: This plan will be reviewed by emergency management and the CART network on an annual basis with changes submitted for approval by the ______________ County Commissioners (or suitable authority.)

Attachments:
1. Responsibilities table
2. Communications and call-down list
3. State and federal contact information
4. CART Resource list
   a. Typed resources
   b. Additional resources
5. Operational guidelines for mission essential tasks (potential guidelines):
   a. Rapid needs assessment
   b. Animal evacuation and transportation
   c. Animal sheltering
   d. Animal food and water
   e. Animal control/stray management
   f. Animal search and rescue
   g. Wildlife management
   h. Veterinary medical care
   i. Animal decontamination capabilities
   j. Animal disease management
   k. Animal mortality management
   l. Animal/owner reunion and recovery
   m. Volunteer and donations management

Note: Changes to this plan may need approval by county officials. By providing contact lists, resources lists, and operational guidelines as attachments, these items can be modified and updated periodically as needed without changes to the animal plan. In addition, guidelines are less restrictive than standard operating procedures (SOPs) that are part of a formal plan, allow greater flexibility as circumstances dictate.
Attachment 1: Concept of Operations: **summary matrix for ____________ County**  
(Assuming in this example that animal control is the lead agency for CART in this county)

![Concept of Operations Diagram](image)

<table>
<thead>
<tr>
<th>Functions</th>
<th>Agencies</th>
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| Rapid needs assessment | EOC  
Donations Mgmt Team |
| Evacuation/transportation: Livestock | American Red Cross, local |
| Sheltering: Livestock | Animal Control |
| Sheltering: Companion/other animals | Animal Shelter |
| Animal food and water | Rescue group(s) |
| Animal control/stray management | ARES (HAM radio) |
| Animal search and rescue | Boarding Kennels |
| Wildlife management | CERT (optional roles) |
| Veterinary Medical Care | Chamber of commerce/business community |
| Animal disease management | County fairs |
| Animal mortality management | CSU Cooperative Extension |
| Animal/owner reunion and recovery | CO Division of Wildlife |
| Volunteer and donations management | CO Department of Agriculture |
| Medical Reserve Corps (MRC) | CO Brand Inspector |
| Veterinary Community | Equestrian associations |
| Mapping/GIS | Fire Department(s) |
| Joint Information Center/PIO | Environmental health/land fill |
| Livestock association(s) and individual producers | Law enforcement/sheriff |
| Search & Rescue | Livestock association(s) and joint producers |
| Veterinary organizations (local) | Medical Reserve Corps (MRC) |
| VOAD or equivalent orgs | Public Health, local |
| Public Works/facilities | Public Works/facilities |
| Search & Rescue | Search & Rescue |
| Veterinary Community | Veterinary Community |
| VOAD or equivalent orgs | Wildlife organizations (local) |
| Wildlife organizations (local) | Zoos |

**All designations are provided as an example and will vary with each jurisdiction**

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1. EOC = Emergency Operations Center  
2. ARES = Amateur Radio Emergency System  
3. CERT = Community Emergency Response Team (Citizen Corps)  
4. PIO = Public Information Officer  
5. GIS = Geographic information systems  
6. VOAD = Voluntary Organizations Active in Disaster (local, state, and national)
Attachment 1: Communications and call-down list

Attachment 2: State and federal contact information

Attachment 3: CART Resource list
   A: Typed resources
   B: Additional resources

Attachments 4.1 through 4xx as needed:
Operational guidelines for mission essential tasks:
   n. Rapid needs assessment
   o. Animal evacuation and transportation
   p. Animal sheltering
   q. Animal food and water
   r. Animal control/stray management
   s. Animal search and rescue
   t. Wildlife management
   u. Veterinary medical care
   v. Animal decontamination capabilities
   w. Animal disease management
   x. Animal mortality management
   y. Animal/owner reunion and recovery
   z. Volunteer and donations management

This model plan was developed as a collaborative effort of the following entities:
   • Colorado’s North Central Region Animal Emergency Committee, including multiple local jurisdictions
   • Denver Urban Area Security Initiative
   • Colorado Division of Emergency Management
   • Colorado Veterinary Medical Foundation (Colorado State Animal Response Team program)
   • Environmental Protection Agency (Region 8)

This plan is freely available for all uses, including editing, extraction of components or other modification in the preparation of local animal emergency management plans.

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