# UNIFIED SAN DIEGO COUNTY
# EMERGENCY SERVICES ORGANIZATION
# OPERATIONAL AREA EMERGENCY PLAN

## ANNEX O

## ANIMAL SERVICES

**September 2006**

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION**

**Annex O**

**ANIMAL SERVICES**

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**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION**

**ANNEX O**

**ANIMAL SERVICES**

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# ANNEX O

# ANIMAL SERVICES

## I. GENERAL

The San Diego Operational Area Emergency Plan Animal Services Annex describes the basic concepts, policies, and procedures for providing a coordinated animal control response to any disaster. This Annex serves as the unifying document for the emergency plans of the County, Cities, and animal care and control agencies. The Animal Control Mutual Aid Agreement, among and between the County of San Diego and the Cities in the County, provides for an Operational Area-wide animal control program.

### A. Purpose

To establish organizational responsibilities and general policies and procedures for the care and control of animals during natural and technological disasters.

### B. Goals and Objectives

The overall goals of animal control operations are to:

- Protect the health and safety of the community.
- Provide for the immediate care, control, and safety of animals.
- Minimize animal suffering, loss of life, and potential disability by ensuring a timely and coordinated assistance.
- Provide for the care of animals brought to shelters or housed at staging areas and evacuation sites.
- Provide a system for returning animals to their owners after the event.

The objectives of this Annex are to:

- Describe the animal control response system to implement this Annex, concept of operations, and organization
- Establish procedures for activating and deactivating this Annex.
- Provide for the management of animal control services, facilities, activities, and resources.
- Provide a framework on which the County, Cities, and other supporting agencies can develop support plans and standard operating procedures.

### C. Concept of Operations

For the purposes of this Annex, an animal services disaster applies primarily to a major situation or potential situation, creating sufficient animal-related problems to exceed the capabilities of the local animal control agency.

### D. Activation

The activation of this Annex shall be at the request of the local animal control agency and initiated by the Director of the County of San Diego Department of Animal Services or designee.

### E. Termination

Termination of this annex shall take place after the announcement to secure from the disaster situation and normal phase-down and deactivation operations have been completed, and the local animal control agency indicates no further need for this Annex to be activated.

## II. ORGANIZATION

The operations described in this Annex address all levels of disaster management from the scene to shelters. The plan provides a network of all agencies involved in animal control and care, and their respective roles, for an effective animal control system.

### A. At the Scene

At the scene, the responsibility for animal care and control belongs to the respective animal control agency for the affected area of the County. As the incident overwhelms the initial responding animal control agency, that agency would expand operational procedures and activate the Annex.

### B. EOC

1. City EOCs

Each city has a central facility designated as an Emergency Operations Center (EOC). From the EOC, disaster operations are directed or coordinated. It is activated when a disaster occurs and is staffed by city employees with emergency responsibilities, as well as liaison representatives from other agencies and jurisdictions. City plans may call for an animal control representative to be present when the EOC is activated. In each city, the city manager is designated as Director of Emergency Services, by ordinance, and directs emergency operations from the EOC.

2. Operational Area/County EOC

The Operational Area/County EOC serves the same function as the City EOCs with the Chief Administrative Officer serving as Director of Emergency Services for the unincorporated areas of the County, and Coordinator of Emergency Services for the Operational Area.

It is located in Kearny Mesa and is used as the central point for resource acquisition and allocation, as well as coordination

The Animal Services section of the EOC is normally activated when the EOC is fully activated. It is staffed by a representative of the County of San Diego Department of Animal Services, who will make decisions about resource allocation, priorities, and will coordinate the animal control response for the County.

a. Chief Administrative Officer (CAO) - directs or coordinates, the Emergency Services Organization and the Emergency Management Program. In a major emergency or disaster located entirely within the County unincorporated area, the CAO directs emergency operations. In a disaster involving more than one jurisdiction, the CAO serves as the Coordinator of emergency operations.

b. Director, County Department of Animal Services (or designee) - reports to the CAO and is responsible for directing emergency animal control operations within the unincorporated area of the County and Contract Cities, and is responsible for coordinating emergency operations if one or more jurisdictions are involved. Additionally, the Director of the Department of Animal Services, or designee, maintains active liaison with fire, law enforcement, other animal control agencies, and public and private shelter representatives.

## III. ROLES AND RESPONSIBILITIES

### A. All Affected Agencies

1. Prepare and Maintain Standard Operating Procedures (SOPs) and functional checklists for animal control response to a disaster or emergency, including a system for automatic reporting of pre-designated personnel to assigned disaster posts.

2. Train personnel and alternates.

3. Maintain an active liaison with the San Diego Humane Society and Society for the Prevention of Cruelty to Animals (SPCA), other public Animal Control Agencies and Law Enforcement Mounted Units.

**B. County of San Diego Department of Animal Services (DAS)**

1. Develop, maintain, and exercise the Animal Services Annex.

2. Develop and organize a system to identify and track animals received during a disaster.

3. Develop criteria establishing County-wide holding time and euthanasia standards for implementation during a disaster.

4. Write and update the Animal Services Annex and Mutual Aid Agreement.

5. Direct disaster animal control operations within the unincorporated areas of the County of San Diego, and its contract cities.

6. Coordinate the procurement and allocation of resources requested by cities to support disaster animal control operations.

7. Assist with the coordination of training and plan development exercises with other animal related agencies.

8. Respond to requests for aid to other regions.

9. Assist in the development of a resource directory for animal control.

10. Maintain liaison with the coordinators of other emergency functions such as fire and rescue, law enforcement, health, and care and shelter.

11 Maintain liaison with the Red Cross, volunteer agencies, and other representatives within the County. Provide staffing to assist with animal related issues within these groups.

12. Coordinate the transportation of animals to animal care facilities within its jurisdiction and to other areas as requested.

**C. San Diego Humane Society (SDHS) and SPCA**

1. Assist in recovery and rescue of animals.

2. Coordinate recovery and rescue with Animal Rescue Reserves (ARR) and the DAS.

3. May provide available resources, such as temporary corrals for large animals.

4. Assist with the coordination of training and plan development exercises with other animal related agencies.

**D. Public Animal Control Agencies and Law Enforcement Mounted Units**

1. Direct disaster operations within their jurisdictions.
2. Coordinate the transportation of animals to animal care facilities within their jurisdiction.
3. Request and respond to requests, for mutual aid within the County.
4. Maintain liaison with the coordinators of other emergency functions such as fire and rescue, law enforcement, health, and care and shelter.
5. Maintain liaison with volunteer agencies within the County.
6. Maintain liaison with the DAS and San Diego Humane Society and SPCA.

**E. Private Animal Care Shelters**

1. Provide care for animals.
2. Assist in recovery and rescue of animals.
3. May provide available resources.
4. Provide liaison to the DAS and San Diego Humane Society and SPCA.

**F. Veterinary Medical Association**

1. Coordinate provision of emergency shelters for animals, as available.
2. Coordinate private veterinary medical services to provide triage and necessary medical care for the animals rescued.
3. Provide liaison to the DAS and San Diego Humane Society and SPCA.

**G. Zoological Society**

1. Provide expertise and resources to handle and care for exotic animals.
2. Request, and respond to requests for assistance.

**H. American Red Cross (ARC)**

1. Provide liaison to the DAS.
2. Assist the DAS with coordinating and providing care and management of animals brought to Red Cross Mass Care Shelters.

**I. State Fish and Game**

1. Provide liaison to the DAS and San Diego Humane Society and SPCA.

2. Provide assistance with wildlife.

**J. Office of Emergency Services (OES)**

1. Provide liaison to the DAS.

2. Assist in obtaining necessary resources.

3. Assist with communications, as necessary.

**K. Humane Society of the United States (HSUS)**

1. Assist with coordinating mutual aid when local resources are exhausted.

2. Provide available resources as resources become available.

3. Provide liaison to the DAS and San Diego Humane Society and SPCA.

## IV. FUNCTIONS

### A. Notification

1. Alert - Standby Mode - When a jurisdiction has information indicating that this Annex may need to be activated, that jurisdiction will contact the County of San Diego Department of Animal Services (DAS). It is not necessary to make a commitment of resources at this time; however, it is the time to start planning and preparing an appropriate response.

2. Activate - When the need to activate this Annex is confirmed, the affected jurisdiction will notify their law enforcement agency, and they will contact the County of San Diego Department of Animal Services. Pertinent information such as the nature of the emergency, the location, the type of animals involved, and the anticipated number of animals should be provided. The DAS will make the following notifications:

   a. Notify the closest County of San Diego Animal Services unit to respond to the scene and report directly to the animal control authority on scene, or law enforcement representative, to provide direct communications between the scene and the DAS.

   b. Notify animal shelters in the area of the incident.

c. Notify all other agencies as needed, which may include:

(1) San Diego Humane Society & SPCA and Animal Rescue Reserve

(2) Other Animal Control Agencies and Law Enforcement Mounted Units.

(3) Private Animal Care Shelters

(4) Fish and Game

(5) Zoological Society

(6) Local Veterinarians

(7) Office of Emergency Services

(8) Red Cross

(9) HSUS

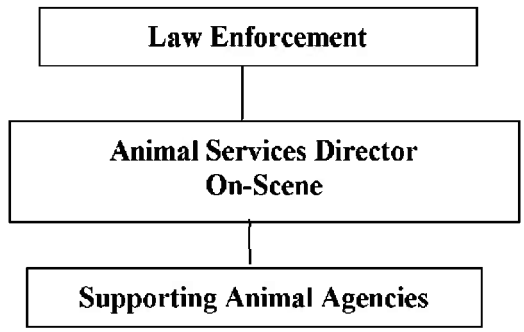
**B. Communications**

There may be common radio frequencies or talk-groups on the 800 MHz radio system for use by animal control agencies. For example, there is a radio channel for communications between the DAS and the SDHS. The new Regional Communications system has several mutual aid talk-groups, which could be used if the agencies are all on the 800 MHz system.

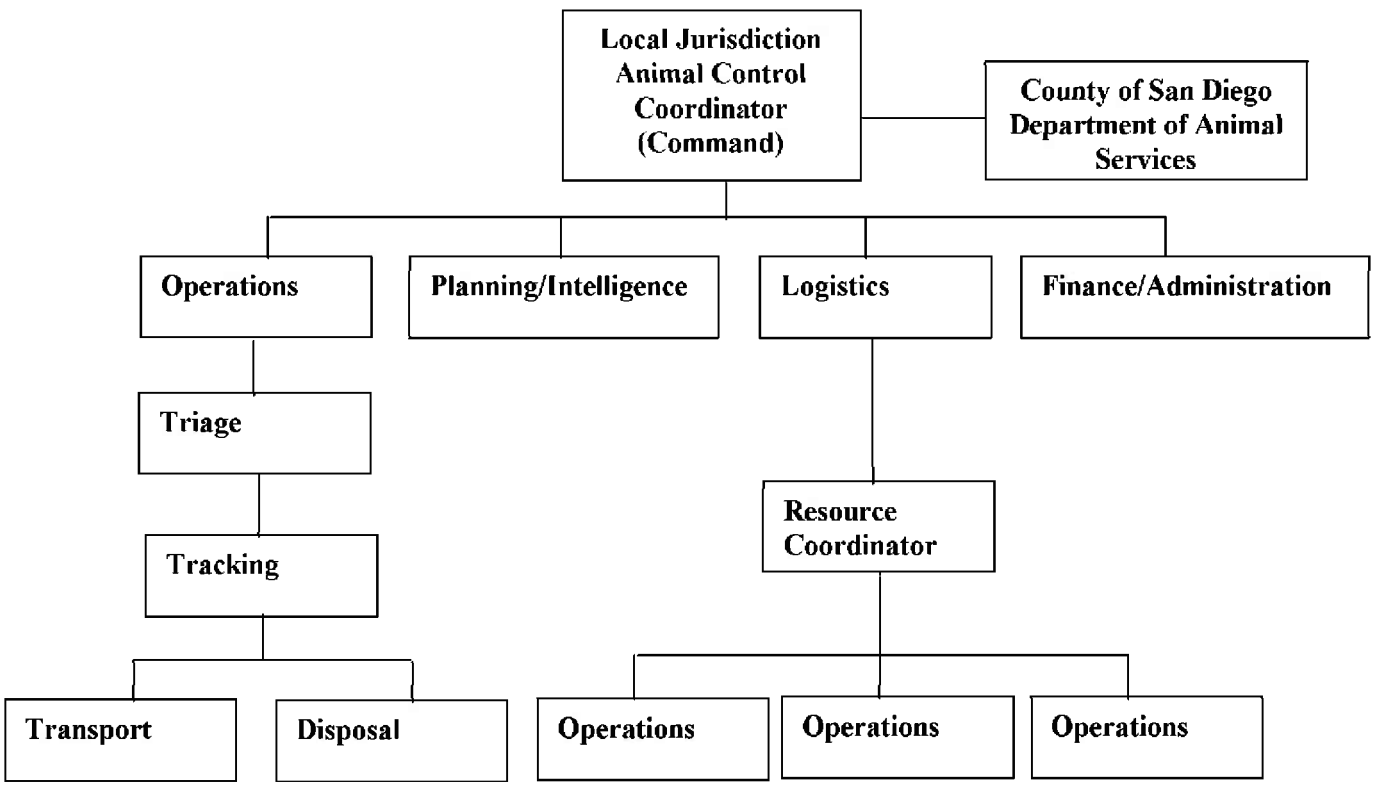
The County of San Diego Department of Animal Services has the responsibility of providing communications capability to the animal control authority on scene. Once the DAS has been notified of the need to activate this Annex, an Animal Control Officer from the DAS will be dispatched directly to the scene so that the officer's vehicle radio can be used to speak to the DAS Communications Center.

## C. Incident Command

### OVERALL COMMAND STRUCTURE




### ORGANIZATIONAL STRUCTURE WITHIN AN INCIDENT



**D. Triage**

Triage is the process of sorting animals for emergency care, euthanasia, transportation, impoundment and disposal. The Animal Medical Manager or designee has overall responsibility of coordinating triage management.

1. Primary triage is the first sorting of animals in the field, to determine which animals are evacuated to secondary triage areas.

2. Secondary triage is the second phase of sorting animals, and is performed in the triage treatment area. At this time, an animal's primary triage category may change. Stabilizing treatment may be initiated while awaiting transportation; however, transport should not be delayed for treatment.

3. When euthanasia is deemed necessary by the Animal Medical Manager or designee, the animal will be promptly euthanized.

**E. Transportation**

The coordination of transportation from the scene to operational animal facilities is the responsibility of the Local Jurisdiction Animal Control Coordinator.

The Coordinator will assess the situation and determine the type and number of the transportation vehicles needed. This information will be relayed by the Coordinator to the County of San Diego Department of Animal Services Dispatch Center.

The DAS Dispatch Center will:

1. Contact the closest providers,

2. Assist the duty Lieutenant or designee with arrangements for transportation, and

3. Advise the Coordinator of estimated time of arrival, and relay other essential information.

**F. Medical Treatment**

Animal control agencies will coordinate the emergency treatment of animals within their care and jurisdiction.

## G. Sheltering

1. Mass Care Shelters

The American Red Cross or the shelter management personnel will be contacted by the County of San Diego Department of Animal Services or the City animal control agency within three hours after the opening of the facility. The DAS will advise and assist the manager in handling and caring for animals at the shelter until transportation can be arranged.

All animals will be picked up in the field, collected, and transported to shelters (which will be determined at the time of the incident). These animals will be tracked and cared for until picked up by their owners or until other arrangements have been made. As an alternative, the DAS may provide temporary enclosures for those animals whose owners are present and willing to take full responsibility for their animals while at the Mass Care Shelter. The DAS will assist with providing food and water for the animals as needed.

## H. Care of Animals Left in Evacuated Areas

The DAS and the local animal control agency will coordinate for the care and feeding of any animals left within the evacuated areas.

## I. Dead Animals

In order to reduce the chance of the spread of disease and protect the public health, it is essential that local jurisdictions be responsible for coordinating the pick up and removal of dead animals.

**APPENDIX O-1**

**ANIMAL SERVICES ANNEX**

**EMERGENCY ACTION CHECKLIST**

**RESPONSE TO A MAJOR EARTHQUAKE**

| Action | Responsibility |
|---|---|
| Determine condition and capacity of shelters: request shelters to activate Disaster Plans | DAS (Department of Animal Services) |
| Determine availability and condition of animal supplies: take appropriate action to maintain inventories or resupply | All Agencies |

**IF THERE ARE ONLY A FEW OR NO PUBLIC OR CITIZEN CASUALTIES, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.**

**IF THERE IS EXTENSIVE DAMAGE AND A LARGE NUMBER OF CASUALTIES IN THE PUBLIC SECTOR, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.**

| | |
|---|---|
| Assign Animal Services liaison to Emergency Operation Center (EOC), if activated. | DAS |
| Take action to expand shelter capacity. | All Shelters |
| Augment personnel. | All Agencies |
| Obtain emergency supplies and specialized equipment. | All Shelters |
| Activate plans to obtain supplementary services such as public information, records, reports, etc. | DAS |
| Activate plan to impound animals. | Each Animal Control Agency |
| Inform the Emergency Public Information Officer of current information for dissemination to the public. | All Affected Agencies |
| Provide Field medical care, including Triage, near or in affected areas. | All Responding Agencies |

**Animal Services**
**Earthquake Response**

| Action | Responsibility |
|---|---|
| Determine number and location of animals that require hospitalization. | Scene Coordinator |
| Determine transportation needs and capabilities. | Scene Coordinator |
| Have units dispatched to pick up injured animals. | Scene Coordinator/DAS |
| Assign animals to shelters to make the best of our facilities. | Scene Coordinator |
| Determine availability and location of Animal personnel. | Scene Coordinator/DAS |
| Assign personnel to shelter facilities as required. | Each Animal Control Agency |
| Request assistance from Regional or State OES through OES. | DAS |
| Obtain State mutual aid and resources. | OES |
| Inventory and determine need for euthanasia and vet supplies. | IC/DAS/Scene Coordinator |
| Periodically poll Red Cross Shelters for animal care needs. | Each Animal Control Agency |
| Notify DAS when shelter capacity is reached. | Each affected animal shelter |
| Store food and water for shelter facilities. | Each Animal Control Agency |

## APPENDIX O-2

## EMERGENCY ACTION CHECKLIST

## RESPONSE TO HAZARDOUS MATERIALS INCIDENT

| Action | Responsibility |
|---|---|
| Assist with evacuation of potentially affected areas as needed. | Scene Coordinator |
| Establish contact with the DAS. Assign Animal Services Liaison to Emergency Operational Center (EOC), if activated. | Scene Coordinator |
| Determine need for and perform euthanasia. | Scene Coordinator |
| Removal of bodies. | Scene Coordinator/ HAZMAT |
| Inform the Emergency Public Information Office of current information for public dissemination. | Scene Coordinator/ HAZMAT |
| Evaluation of animals for decontamination. | Scene Coordinator/ HAZMAT |

## APPENDIX O-3

## EMERGENCY ACTION CHECKLIST

## RESPONSE TO IMMINENT/ACTUAL FLOODING

### FLOODING EXPECTED

| Action | Responsibility |
|---|---|
| Identify animal care facilities subject to flooding and prepare to relocate animals. | Each Animal Control Agency |
| Designate facilities to handle the veterinary needs of flood victims. | Each Animal Control Agency |
| Store water and food for shelter facilities. | Each Shelter |
| Place Animal Control personnel on stand by status. | Each Animal Control Agency |
| Establish contact with the DAS. Assign Animal Services Liaison to Emergency Operational Center (EOC), if activated. | Scene Coordinator |
| Plan for alternate communications. | DAS |
| Begin evacuation of animal control facilities, as necessary. | Scene Coordinator |
| Coordinate animal evacuation with Law Enforcement Movement Coordinator. | Scene Coordinator |

### FLOODING OCCURS

| | |
|---|---|
| Evaluate flood-prone animal care facilities. | Each Facility |
| Initiate alternate communications, if needed. | DAS |
| Request assistance from State OES. | Scene Coordinator/OES |
| Activate Animal Services Annex, as required. | Scene Coordinator/DAS |

## APPENDIX O-4

## EMERGENCY ACTION SHECKLIST

## RESPONSE TO IMMINENT/ACTUAL DAM FAILURE

**DAM FAILURE IMMINENT**

| Action | Responsibility |
|---|---|
| Put Animal Control personnel on stand by. | Each affected Animal Control Agency |
| Identify animal care facilities subject to inundation. | Each Animal Control Agency |
| Evacuate animals from facility, if necessary. | Each Animal Control Agency |
| Plan for alternate communications. | DAS |
| Establish contact with the DAS. Assign Animal Services liaison to Emergency Operation Center (EOC), if activated. | Scene Coordinator |
| Coordinate animal evacuation with the Law Enforcement Coordinator. | Scene Coordinator |
| Store water and food for shelter facilities. | Each Animal Control Agency |

**DAM FAILURE OCCURS**

| | |
|---|---|
| Mobilize animal care personnel. | All Agencies |
| Evacuate Flood-prone shelter facilities. | Each Animal Control Agency |
| Initiate alternate communications, if needed. | DAS |
| Request assistance from State OES, as necessary. | OES Scene Management |

## APPENDIX O-5

## EMERGENCY ACTION CHECKLIST

## RESPONSE TO IMMINENT/ACTUAL FIRE

**FIRE IMMINENT**

| Action | Responsibility |
|---|---|
| Identify animal care facilities that may be threatened, and prepare to relocate animals. | Each Animal Control Agency |
| Designate facilities to handle the veterinary needs of fire victims. | Each Animal Control Agency |
| Put Animal Control Personnel on stand by status. | Each Shelter |
| Establish contact with the DAS. Assign Animal Services liaison to Emergency Operation Center (EOC), if activated. | Scene Coordinator |
| Plan for alternate communications. | DAS |
| Begin evacuations for animal facilities, as necessary. | Scene Coordinator |
| Coordinate animal evacuation with Law Enforcement Movement Coordinator. | Scene Coordinator |
| Notify the DAS when shelter capacity is reached. | Each affected Animal Shelter |

**FIRE OCCURS**

| | |
|---|---|
| Mobilize animals care personnel. | All Agencies |
| Evacuate fire-prone animal care facilities as needed | Each Facility |
| Initiate alternate communications, if needed. | Each Facility |
| Activate Animal Services Annex, as required. | Scene Coordinator/DAS |
| Request assistance from State OES. | DAS/Operational Area Coordinator |

## APPENDIX O-6

## EMERGENCY ACTION CHECKLIST

## RESPONSE TO OIL SPILL

**OIL SPILL**

| Action | Responsibility |
|---|---|
| Identify facilities that can be used for the cleaning and treatment of birds and other affected wildlife. | DAS |
| Assist the California Department of Fish and Game, as requested. | DAS |
| Establish contact with the DAS. Assign Animal Services liaison to Emergency Operation Center (EOC), if activated. | Scene Coordinator |