

**City of Fairfield Bay**

**Animal Emergency Response Plan**

ANIMAL EMERGENCY RESPONSE PLAN  
**April 2015**

APPROVING AUTHORITY

**City of Fairfield Bay Mayor**

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ENDORSED BY

Arkansas Department of Emergency Management, by:

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**City of Fairfield Bay Animal Emergency Response Plan Committee Co-Chair,**

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**City of Fairfield Bay Animal Emergency Response Plan Committee Co-Chair,**

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# **City of Fairfield Bay ANIMAL EMERGENCY RESPONSE PLAN (FFB-AERP)**

## **April 2015**

### **Table of Contents:**

#### I. Introduction

- A. Alignment with the Arkansas Animal Emergency Response Plan
- B. Overview of the Primary Mission of the  
**City of Fairfield Bay Animal Emergency Response Plan**

#### II. Purpose, Scope, Planning Assumptions, Situation

- A. Purpose
- B. Scope
- C. Planning Assumptions

#### III. Concept of Operations

- A. Activation
- B. Evacuation
- C. Shelter and Care
- D. Tracking Animals and Transfer of Custody
- E. Veterinary Services
- B. Procedures

#### IV. Agencies and Organizations

#### V. Communications

- A. General Communication Protocols
- B. Pre-mobilization Communications
- C. Communications with ESFs and Government Agencies
- D. Communications with Public Information Agencies
- E. Communications with Arkansas Veterinarians Medical Association
- F. Communications with NGOs and the Private Sector
- G. Communications Methodology

#### VI. Administration and Finance

#### VII. Authorities and References

#### VIII. Appendix

- A. Organizational Chart
- B. Position Descriptions and Training Recommendations
- C. Concept of Operations Flowchart and Animal Tracking Flowchart
- D. Standard Operating Procedures
- E. Standard Operating Procedure Forms
  - 1. Volunteer Registration Form
  - 2. Volunteer Waiver and Confidentiality Statement

3. Foster Home Application Form
4. Animal Care Capability Assessment Form
5. Emergency Shelter Pre-Occupancy and Return Inspection Form
6. Shelter Animal Intake Tracking Form
7. Pet Owner Reclaim/Release/Discharge Form
8. Volunteer Sign In Log
9. Frequently Asked Questions and Recruitment Handout

#### F. Resource Lists

1. Veterinarians and Clinics
2. Professional and Public Agencies
3. 501c3 Non Profit Rescues
4. Individual Volunteers
5. Emergency Shelter Venues
6. Logistics and Supplies

## I. Introduction

Household pets, service and working animal issues in disasters and emergencies have been recognized as important factors in the safety and well-being of people. Increasingly, household pets are considered family members by American families and failure to make provisions for the evacuation, sheltering, rescue and care of household pets and service and working animals can contribute significantly to evacuation failure or delays and impact the mental health of disaster survivors. Service animals, as defined and discussed in the Americans with Disabilities Act (ADA) must be allowed to stay with their owners with few exceptions. In 2006, Congress amended the Robert T. Stafford Act through the Pet Evacuation and Transportations Standards Act and the Post Katrina Emergency Management Reform Act. Both of these legislative initiatives modified the Stafford Act with provisions relating to household pets and service animals, including:

- A mandate for State, Territorial, Tribal and Local jurisdictions to incorporate provisions for people with household pets and service animals into their emergency operations response plans
- Giving FEMA authority to set standards for such plans and to make grants in support of such planning.
- Adding household pet and service animal response issues to the items eligible for FEMA cost sharing during certain declared disasters,
- Providing FEMA with the authority to provide and coordinate Federal response pertaining to people with household pets and service animals.

### A. Alignment with the Arkansas Animal Emergency Response Plan:

**City of FFB Animal Emergency Response Plan will work within the guidelines of the Arkansas State Animal Emergency Response Plan, and all state approved plans that** mandates of the Stafford Act and NRF by creating a flexible, scalable, National Incident Management System (NIMS)-based mechanism to coordinate the county, state, and their non-governmental partners in supporting household pet and service animal emergency missions and needs, and facilitates coordination with appropriate regional, State, Federal, and non-governmental entities.

The Arkansas Livestock and Poultry Commission (ALPC) has been tasked with the responsibility of ensuring that the state of Arkansas has the ability to respond in a reasonable and timely fashion to incidents that may affect the sustainability of the livestock and poultry industry in the state and the lives of pets and their owners. In response to this challenge, ALPC officials, in coordination with the Arkansas Department of Health (ADH) and USDA APHIS, are tasked to develop Regional Animal Response Teams (RARTs) throughout the state.

Development of these teams is intended to provide a valuable resource for the Arkansas State Veterinarian to utilize in the event of an emergency affecting household pets, service and working animals. To facilitate the development of these teams, the state has

been divided into eight regions that correlate with the Arkansas Veterinarian Medical Association (ARVMA) Districts.

**Van Buren County** is one of 9 counties in Region VIII, and **City of Fairfield Bay in Van Buren County has created their response team**. Other counties in Region VIII include: Cleburne, Conway, Lonoke, Perry, Pope, Prairie, **Faulkner** and White counties. If requested by the State Veterinarian, the **City of FFB** Animal Response Team leader will coordinate the **City of FFB** Animal Emergency Response Plan with the other counties in Region VIII.

### **B. Overview of the primary missions of the FFB AER Plan:**

1. Animal Welfare – Provide jurisdictional authorities with assistance in the care and management of small animals in the mitigation, response and recovery stages of emergency management.
2. Coordination – Provide coordination support to requesting authorities.
3. Communication – Among ESFs, government agencies, with NGOs, with the private sector.
4. Resource Support – Identify available resources and facilitate resource requests to ensure a streamlined and appropriate system of requesting resources and reimbursements via the chain of command.
5. Assessment, Situational Awareness and Reporting – Develop a common situational awareness pertaining to pet evacuation, sheltering, and other animal welfare activities. Support critical needs assessments
6. Transition to Recovery – Facilitate incident animal resources with recovery efforts

## **II. Purpose, Scope, and Planning Assumptions**

### **A. Purpose:**

When activated, the FFB AERP provides the requesting authority - [ Office of Emergency Management (OEM) and/or the Incident Commander (IC) with a team of qualified animal welfare responders. The **City of FFB** Animal Response Team (FFB-ART) stands ready to deploy ground force personnel in the field as well as at the base of operations and is supported by a trained staff to insure a unified point of coordination and communication in order to support the needs of household pets, service and working animals, and their owners during disasters.

The majority of the tactical response missions, including evacuation, transportation, rescue, sheltering, veterinary medical care, and animal care and inventory can be performed at the local level by the FFB ART. However, if determined by the local emergency management officials, it may become necessary for the Arkansas Livestock and Poultry Commission to provide effective coordination of local jurisdictions, other

State agencies, Federal agencies, and non-governmental resources in support of people and their household pets, service and working animals.

### **B. Scope:**

The primary scope of activities in the **City of FFB** Animal Emergency Response Plan pertain to the care and welfare of small animals - household pets, service and working animals in the event of a disaster. **City of Fairfield Bay** Emergency Support Function (ESF #11) Coordinator is on the **City or County** Emergency Operations Center staff and is tasked to provide support for all animal emergency response, including livestock.

The ESF #11 Coordinator position can be augmented with the designation of the ESF #11 Small Animal Coordinator, who also functions as the Leader of the Faulkner County Animal Response Team. The FC-AERP describes the organizational structure and functions of the Faulkner County Animal Response Team (Section VIII). In addition, it provides guidance to the government agencies and non-governmental partners listed herein when providing support to the emergency response of small animals during major disasters. **In addition to the ESF #11 a co coordinator for Large animal can also share task**

Within this document, unless otherwise stated, references to household pets should be interpreted as pertaining to service and working animals as well. This document includes the definition of Working Animals:

- Working Animal - includes but is not limited to those animals that are utilized for the functions of search and rescue, therapy, medical condition monitoring, disease detection, and additional duties that may be performed for an individual, or with a professional or volunteer handler.

The following definitions are provided from the Arkansas Animal Emergency Response Plan:

- Household Pet - a domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept at the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.
- Service Animal - Dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability.

### **C. Planning Assumptions:**

For the purposes of this guidance the following assumptions have been made:

- The safety and well-being of pets directly impacts public health and safety. Failure to support the evacuation, sheltering, rescue, and care for household pets

can lead to evacuation refusal, attempted re-entry to recover stranded pets, and can have significant negative effects on the mental health and well-being of household pet owners.

- Local plans and response capabilities are highly variable and the **FFB**AERP needs to be flexible to correlate with local jurisdictional operational and resource needs and to complement the established local jurisdictional plans.
- Household pet, service, and working animal response is performed primarily through local authorities and the established Animal Response Team in the affected area.
- Federal policy pertaining to service animals is described in the Americans with Disabilities Act, and in most circumstances requires such service animals to be kept with their owners and managed as an extension of the disabled person.
- States must have robust resource coordination capabilities pertaining to household pets and service animals to ensure the ability to coordinate fully with State agencies, non-governmental partners, FEMA, and multiple Federal Emergency Support Functions (ESFs) and the agencies these ESFs network.
- Household pet, service, and working animal issues in disasters are issues of great concern for the media and the general public.
- This plan does not address the need for a permanent shelter, animal control duties, animal abuse and neglect cases, puppy mills or dog fighting rings.

### III. Concept of Operations

#### A. Activation

The **FFB**AERP will be activated when the **City/County** Office of Emergency Management and/or the Incident Commander determines that there is a need for coordination of animal emergency response activities. The primary request for assistance with animals will be via the ESF #11 Coordinator. Dependent upon situational needs, the local jurisdictional authority can request assistance from the ESF #11 Small Animal Coordinator.

IMPORTANT NOTE: The Arkansas Livestock and Poultry Commission can provide coordination assistance for animal emergency response upon a request from the local jurisdictional authority when the state Emergency Operations Center is not activated.

1. Initial response and support functions pertaining to household pets, service animals, and their owners during disasters is the responsibility of the **City of FFB** Animal Response Team in **Van Buren** County.

2. Upon activation from the local jurisdictional authority or the **Van Buren** County Office of Emergency Management, the **City of FFB** ESF #11 Coordinator will assess the need for emergency animal assistance and contact the **remainder of the response team**

3. The Silver ART leader will work with the ORANGE Team leader to assess the impact of the disaster and determine the appropriate response from the FC-ART.

4. The Silver ART leader will work with the GOLD Team leader to coordinate all public information activity and insure that all information regarding animal welfare is disseminated through the proper chain of command.

5. The Silver ART leader will determine any additional staffing needs, activate the appropriate FC-ART functional team leaders, assign duties/ resources, and if needed, request additional resources via the appropriate mechanism.

6. All team leaders, personnel, volunteers and support agency representatives who are activated by the Silver ART leader to assist in the animal emergency response effort will be required to report to the Silver ART leader or their designee, and must follow the instructions issued by the Silver ART leader or their designee.

**7. The City of FFB will be divided into 4 quadrants that will be displayed in OEM office or Dispatch location.**

8. The Silver ART leader will work with the ORANGE Team leader to set up a Field Operations staging area at a site closest to the area of most damage as a location for animal rescue, triage, intake, tracking and transportation.

9. The Silver ART leader will work with the GREEN Team leader to set up an Emergency Shelter Base of Operations for animal care in the quadrant closest to the area of most damage, as a location for animal intake, assessment, decontamination, care, treatment, fostering, owner reclaim and report of missing animals.

10. The Silver ART leader will work with the RED Team leader to coordinate veterinarian medical services in the field, at the base of operations and at designated animal clinics and hospitals.

11. The Silver ART leader will work with the BLUE Team leader to coordinate administrative duties at all FC-ART locations to include management of logistics for stocked and donated supplies, oversight for the proper handling of monetary donations, insure proper requests for reimbursements, and compliance with correct documentation procedures and processes. At a minimum, a daily Incident Action Plan (IAP) plan will be compiled and submitted through the chain of command to the EOC.

12. The Silver ART leader will work with the PURPLE Team leader to coordinate all individual and organizational volunteers.

13. The FC-ART leader will ensure coordination with the Regional Animal Response Team and all appropriate State and Federal agencies and request assistance via the appropriate mechanisms.

14. Upon notification or request from the local jurisdictional authority or the Arkansas Department of Emergency Management, the Arkansas Livestock and Poultry Commission (ALPC) will be responsible for the overall management of Animal Emergency Response activities in accordance with Arkansas Emergency Operations Plan and the Animal Support Annex. The FC-ART will comply with the authority of the ALPC.

### **B. Evacuation**

1. The local jurisdiction through the ESF#11 Coordinator and the ESF#11SA/FC-ART leader is responsible for evaluating the extent of the threat to animal welfare and will determine whether an evacuation is of a sufficient size and duration to warrant special provisions for animals, and if needed, for requesting assistance from ADEM or ALPC.

2. In the event of an evacuation, the FC-ART leader will maintain procedures for the evacuation, transport and care of small animals. These procedures are documented in the Standard Operating Procedures (SOP) documented in section VIII – Appendices.

3. The FC-ART leader will coordinate and organize the transportation and evacuation of animals to safe areas.

### **C. Shelter and Care**

1. The FC-ART Leader will maintain procedures for the sheltering and care of animals that are separate from this plan. These procedures are documented in section VIII - Standard Operating Procedures. If sheltering is provided for people the FC-ART will work in coordination with the American Red Cross so that human and animal shelters will be collocated when possible.

2. Local resources should be utilized prior to requesting support from ALPC. Upon activation of the FC-AER Plan and exhaustion of local resources, ALPC is responsible for the establishment and management of an emergency animal shelter base of operations.

3. The FC-ART leader will maintain a resource list (section VIII - Appendices) of potential emergency animal shelter locations in their respective region, as well as a list of professional, public, and private animal welfare partners.

4. In Coordination with the local OEM and the Incident Command, FC-ART is responsible for compiling information about the numbers and types of animals that are

being sheltered. All applicable forms should be completed and maintained on file at the Base of Operations.

#### **D. Tracking Animals and Transfer of Custody**

1. The I -ART will maintain procedures for the tracking of animals and transfer of custody. Standard forms for Animal Intake and Pet Owner Reclaim are included in Section VIII.

2. The F -ART will track animals and provide for accountability to ensure that animals can be efficiently reunited with their owners.

#### **E. Veterinary Services**

1. Veterinary assistance will be pre-solicited with veterinarians and clinics by way of a non-binding Memorandum of Understanding with the I -ART.

2. It is the mission of the I -ART to provide rapid response to aid animals injured in a disaster. To that end, veterinarian assistance may be deployed directly to the field when the I -ART Team Leader is authorized to activate the animal response team. In this case, the I -ART Team Leader, Red Team Leader, or Orange Team Leader will meet the responding veterinarians in the field to provide them with an operational briefing.

3. In the event of normal activation, participating veterinarians will be contacted and asked to report to the I -ART operational area to receive a briefing with the I -ART Team Leader and to sign appropriate forms and logs. This area may be at the Base Operations Command Center or at a Field Operations staging area. Volunteer veterinarians will be directed to the I -ART Team Leader for a briefing and rapid orientation before reporting to the field.

4. Field Veterinarians will provide initial triage with the assistance of I -ART Red Team volunteers.

5. Participating Clinics will be contacted and an I -ART Red Team volunteer and an I -ART Blue Team volunteer will report to the clinic to facilitate the intake and documentation of animals brought to the clinic.

5. If needed, veterinarians can provide initial triage and care for animals in the emergency shelter.

6. Responding veterinarians must log out at the end of each shift, and communicate the status of their activities with the I -ART Team Leader via a communications log entry.

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## IV. Agencies and Organizations

Additional planning, training and operational assistance for IART may be coordinated with the following agencies for the purposes specified in Table 1.

Table 1. Support Agencies and Functions for FC-AER Plan

| Agency   | Functions  |
|--|--|
| <b>FC-AERT</b>   | <b>Original State Approved team dedicated to animal response under OEM.</b>  |
| <b>American Scent Dog Association</b>                                    | ASDA provides scent dogs and handlers who conduct field search and rescue operations for animals affected by disasters.  |
| <b>American Humane Association (AHA)</b>                                 | The American Humane Association can provide training for rescue operations and emergency sheltering management, and if authorized can provide on-site animal care.                   |
| <b>American Society for the Prevention of Cruelty to Animals (ASPCA)</b> | The ASPCA can provide staff training, equipment and supplies via grant proposals.  |
| <b>American Red Cross</b>  | The American Red Cross can set-up human shelters for people and coordinate the co-location of pet shelters.  |
| <b>Hope Animal Assistance Crisis Response</b>                            | Hope AACR is a national non-profit organization with a mission to provide comfort and encouragement through animal assisted support to individuals affected by crises and disasters. |
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## V. Communications

### A. General communication protocols:

All written communications should be considered part of the incident/public record and maintained in a legible and professional manner. Unprofessional remarks or promotion of tangential agendas should be avoided in written and other FC-ART communications.

### B. Pre-mobilization communication

Prior to AERP activation and personnel mobilization, it is essential to ensure that the appropriate jurisdictional authorities have officially requested IC-ART assistance consistent with the mission of the AERP and have designated an official Point of Contact for reporting purposes.

### C. Communication with jurisdictional authorities.

The IC-ART leader will ensure that there is communication between each of the appropriate IC-ART teams and the OEM/IC by acting as the liaison to the ESF#11 coordinator, OEM and the IC.

### D. Communication with public information agencies and coordination with Public or External Affairs.

The IC-ART leader will ensure communication between the IC-ART team and the IC Public Affairs office by designating a GOLD team leader to liaison with the IC Public Affairs officer. The GOLD team leader will channel all communication through the FC-ART leader.

### E. Communication with the Arkansas Veterinarian Medical Association (ARVMA).

The IC-ART leader will designate an RED team leader to liaison with the ARVMA. The RED team leader will channel all communication through the IC-ART leader.

### F. Communication with NGOs and private sector entities

The FC-ART leader will ensure communication between the IC-ART team and NGOs or private sector entities by designating a PURPLE team leader to liaison with the NGOs and private sector entities. The PURPLE team leader will channel all communication through the IC-ART leader.

### G. Communication Methodology.

The IC-ART leader and team leaders will have a multi layered communication strategy to insure connectivity during periods of interruptions to conventional technology.

1. The most common direct access is via cell phone and the internet. During periods of clear access to these technologies communication between IC-ART team members can transpire with the Ready Op application provided by the

Office of Emergency Management. The Ready Op application is internet dependent and allows for point-to-point or email, video and text messaging.

2. In the event that the internet is not available, the smartphone application Voxer provides point-to-point voice, video, and speech messaging services, much like a “walkie talkie”. Voxer is a no-cost downloadable application.

3. In the event that cell phone service is not available, the ART leader is working with the local amateur radio operator group to provide “HAM” radio assistance between the field and base operations.

## **VI. Administration and Finance**

A. Finance and administration of the AERP will be in accordance with incident policies and the policies of the administering jurisdiction and applicable agencies.

B. ART leader or their designee is responsible for ensuring such policies are followed by all response staff.

## **VII. Authorities and References**

A. Arkansas Code Annotated 12-75-101 et al. Medical and Public Health Law.

B. The AVMA maintains a page that links to State plans and emergency programs ([http://www.avma.org/disaster/state\\_resources/default.asp](http://www.avma.org/disaster/state_resources/default.asp)).

C. Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, 42 U.S.C., as amended by the Post Katrina Emergency Management Reform Act (PKEMRA) and the Pets Evacuation and Transportation Standards (PETS) Act. (<http://www.fema.gov/about/stafact.shtml>)

D. National Response Framework (<http://www.fema.gov/emergency/nrf/>)

E. Animal Welfare Act; [http://www.aphis.usda.gov/animal\\_welfare/awa.shtml](http://www.aphis.usda.gov/animal_welfare/awa.shtml)  
(While the Animal Welfare Act does not provide specific disaster authority, it is the authorizing statute for APHIS Animal Care and the animal welfare expertise provided through that program.)

F. FEMA Public Assistance Disaster Assistance Policy: DAP 9523.19 Eligible Costs Related to Pet Evacuation and Sheltering - ([http://www.fema.gov/government/grant/pa/9523\\_19.shtml](http://www.fema.gov/government/grant/pa/9523_19.shtml))

G. USDA ESF#11 Web site:  
[http://www.aphis.usda.gov/emergency\\_response/esf\\_11/esf11\\_emerg\\_supp\\_func.shtml](http://www.aphis.usda.gov/emergency_response/esf_11/esf11_emerg_supp_func.shtml)

H. Americans with Disabilities Act

I. Faulkner County Office of Emergency Management website: [www.oem911.net](http://www.oem911.net)

J. Friends of the Faulkner County Animal Shelter (facebook).

## **VIII. Appendix**

- A.1 ART Organizational Chart
- B. ART Position Descriptions and Training Recommendations
- C. Concept of Operations Flowchart and Animal Tracking Flowchart
- D. Standard Operating Procedures
- E. Standard Operating Procedure Forms
  - 1. Volunteer Registration Form
  - 2. Volunteer Waiver and Confidentiality Statement
  - 3. Foster Home Application Form
  - 4. Animal Care Capability Assessment Form
  - 5. Emergency Shelter Pre-Occupancy and Return Inspection Form
  - 6. Shelter Animal Intake Tracking Form
  - 7. Pet Owner Reclaim/Release/Discharge Form
  - 8. Volunteer Sign In Log
  - 9. ART Frequently Asked Questions and Recruitment Handout
- F. Resource Lists
  - 1. Veterinarians and Clinics
  - 2. Professional and Public Agencies
  - 3. 501c3 Non Profit Rescues
  - 4. Individual Volunteers
  - 5. Emergency Shelter Venues
  - 6. Logistics and Supplies