

Emergency Operations Plan

Emergency Support Function – 17

**Animal Emergency Operations**

**I. PURPOSE.**

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County's approach to emergency operations and the emergency management organization. During a compulsory effort of saving life and property, ESF-17 agencies and representatives will utilize this plan to meet needs of the public and private entities of Horry County.

This Annex will define the role of animal emergency operation agencies/representatives in providing resources related to the rescue, recovery and transportation of the large and small, domestic and non-domestic animals when Horry County is threatened or impacted by a major or catastrophic incident. This ESF is responsible for providing details of EOC operations pertaining to the removal, decontamination, temporary containment or quarantining of animals and assistance in emergency evacuation and rescue operations of animals displaced from their homes or owners during or after an emergency or disaster.

**II. MISSION.**

The Animal Emergency Operations ESF-17 will ensure effective employment of all available animal emergency response assets and resources that may be used during large-scale emergencies or disasters.

**III. SITUATION AND ASSUMPTION.**

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of Horry County to assess the disaster and respond effectively of basic and emergency human needs.

During any type of disaster or large-scale emergency, animal control/rescue officers will be faced with a tremendous challenge of overwhelming demands of providing help and assistance to the public through animal services. The stress of high emergency call volume with physical constraints, such as fatigue, sight of death and destruction, impassible roadways from flooding, angry citizens and stressed animals, rescue needs and a multitude of injured animals will appear to be an endless battle with the disaster. The animal emergency operations services will have increased demands placed on their agencies and with high expectations of success.

**IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES.**

**A. Primary:** Horry County Animal Care Center

**B. Support:**

1. Horry County Police Department
2. Clemson University Extension

#### **V. NATIONAL INCIDENT MANAGEMENT SYSTEM (N.I.M.S.) TRAINING**

All ESF personnel will be trained on principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website <http://training.fema.gov/IS/crslist.asp> for more information on all programs. The minimum requirements are as follows:

- A.** IS-100.a Introduction to the Incident Command System
- B.** IS-200.a ICS for Single Resource and Initial Action Incidents
- C.** IS-700.a An Introduction to NIMS
- D.** IS-800.b An Introduction to National Response Framework

#### **VI. CONCEPT OF OPERATIONS.**

- A.** When the EOC is activated, the Emergency Operations Branch Director will confirm that the ESF-17 Coordinator position has been staffed.
- B.** The ESF-17 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.
- C.** Agencies and representatives assigned to ESF-17 will be alerted according to prescribed Horry County EOC activation EOP.
- D.** All ESF-17 personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- E.** State and federal support will be called upon as needed with requests channeled through the Horry County EOC to the South Carolina EOC. Horry County EMD or the ESF-17 Coordinator in the EOC will make requests to the state EOC for additional resources through ESF-7 when all local animal service resources have been exhausted.
- F.** The ESF-17 Coordinator is responsible for assisting with the coordination of all available animal service manpower, equipment and materials used to manage animal rescue and life safety, initial emergency care of animals and transportation before, during and after a disaster based on the incident commanders (if established) requests. Routine operations will be handled by individual agency/representative's standard procedures.
- G.** The specific tasks requested of ESF-17 are:
  1. Limited rescue operations and coordinate requested technical services during an extensive rescue operation
  2. Decontamination operations of animals during a hazardous materials incidents
  3. Assisting with evacuations in the vicinity of fires and other life threatening emergencies
  4. Transportation of animals to an area of safe refuge
- H.** The ESF-17 Coordinator will assist in the development of tasks for the operation based on the objectives established by the Executive Group.

- I. Each animal service agency or representative will maintain authority within its own jurisdiction. However, during a countywide disaster, the EOC ESF-17 Coordinator is responsible for overall synchronization of all animal emergency operations.

- J. Situation Reports (SITREP)

A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.

1. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the appropriate Branch Director no later than 06:30 and 16:30.
2. The Branch Directors will collaborate and complete their portion of the Section SITREP while coordinating with the Operations Section Liaison. The Operations Section Liaison gives the final Operations Section SITREP to the Situation Analysis Unit Leader at 7:30 and 17:30.
3. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
4. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.
5. All ESF-1 positions should use the Transportation Situational Report Form (Form# 2.17.1).

- A. EOC Action Plan

1. When the EOC is activated the Planning Section, while coordinating with other sections (Operations, Logistics and Finance), will prepare a written action plan. The EOC Action Plan will set forth objectives, based on the Executive Groups recommendations and tasks to be completed during the next operational period.
2. Essential to the development of each operational period action plan are the section and ESF SITREPs. The future operational period objectives are derived from the previous operational period SITREPS.
3. All ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and the EOC Briefing and Meeting SOP, in support of the EOC Action Planning process.
4. The successful development of the EOC Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.
5. Review the EOC Action Plan SOP for more details.

- K. Information Display and Management

1. During the Horry County EOC activation, all agencies and representatives in ESF-17 will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide for more information on proper program operation.
2. To maintain documentation redundancy, hardcopy documents for all forms (SOPs, SITREPS, checklists, etc.) utilized in the perspective ESFs will be located in a file box or binder with each ESF Coordinator.
3. Horry County IT will have all county assets inventoried and is available through ESF-2 in the City Works program.
4. A local list of available animal service resources, to include assets and personnel, should be maintained in the EOC.
5. Coordination between all available animal services is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible for protection and providing life safety to the animals within the county is strongly encouraged to develop standard operational procedures, instructions and resource listings to support this plan.

#### **D. Animal Extrication, Rescue and Evacuation**

Evacuations will be coordinated with the EOC to ensure the evacuees (animals) are moved to an appropriate area of safe refuge and those with special needs receive appropriate transportation in the time of need. The Animal Emergency Operations ESF-17 will assist in the evacuation process by providing all of the necessary actions to accomplish the task of animal rescue and transportation. ESF-17 may require the activation of animal specialty teams to provide assistance in technical rescue and decontamination efforts. Regional teams such as Large Animal Rescue Team (LART), Contaminated Animal Rescue Team (CART) and Small Animal Rescue Team (SART) are available upon request through the SEOC.

#### **F. Mutual Aid and Augmentation Forces**

1. Be aware that a requisition for resources may take as much as 72 hours to arrive from the first call of assistance, based on distance from incident, type of resource, condition of shipping route and contract details and delays.
2. Mutual aid can be requested from (or provided to) the state through the SCEOC once all local resources have been exhausted. These requests should be channeled through the Horry County EOC ESF-7.
3. Support may also be requested from the federal government through the SCEOC. These requests should be channeled through the Horry County EOC ESF-7.
4. Local municipal and private animal care services (animal control officers, animal farmers, veterinarians and humane societies) are available based on the location and extent of the disaster. A list of these services with capabilities is available in the Animal Care Services Operations Manual.

#### **G. Damage Assessment**

An initial EOC priority is to gather as much intelligence about the extent of damage and the impact on animals as soon as possible. All agencies and representatives in ESF-17 will submit initial assessment reports to ESF-23 when the situation allows. Information for damage assessments may be provided to or requested from ESF-23 throughout the response and recovery process of the incident or disaster. Utilize the SITREP to document all damage assessment information provided by field personnel.

## **VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.**

### **A. Primary**

#### Horry County Animal Care Center

1. Recognized in the primary role of Animal Care Coordinator, the Horry County Animal Care Center will function as the ESF-17 Coordinator and has the following responsibilities:
  - a. Exercise overall responsibility for the coordination of ESF-17 activities.
  - b. Serve as the ESF-17 Coordinator in all EOC briefings and meetings.
  - c. Coordinate and complete the ESF-17 SITREP.
  - d. Coordinates with the Emergency Operations Branch Director.
  - e. Responsible for the Animal Transportation Unit Leader and Animal Rescue Unit Leader positions when not assigned to other individuals or agencies
2. Provide reports from field personnel on damage assessment through window surveys.
3. Maintain a consistent flow of information and communication from ESF-17 to the EOC Emergency Operations Branch Director pertaining to relative activities in field operations and the Animal Emergency Operations ESF-17.
4. Verify that a system of redundancy is in place for documentation and information gathering.
5. Maintain a current status board of animal services equipment assets available and currently being utilized for the care, rescue and transportation of all animals under the protection of the Horry County Animal Care Center. Also, maintain knowledge of current WebEOC resources available to assist in animal emergency operations.
6. Assign an Animal Transportation Unit Leader for large-scale animal transportation processes, based on the size of the incident and the need for reduced responsibility on the ESF-17 Coordinator.
7. Assign an Animal Rescue Unit Leader for large-scale animal rescue operations, based on the size of the incident and the need for reduced responsibility on the ESF-17 Coordinator.
8. Maintain a list of pet friendly hotels/motels and private animal shelters available to care for evacuee's domestic animals.
9. ESF-17 Coordinator will collaborate with the EOC PIO in relation to animal related public information.
10. Specific tasks are included in the associated position SOP(s).

### **B. Support**

1. Horry County Police- Animal Control Services
  - a. Will serve as the Animal Transportation Unit Leader when requested by the ESF-17 Coordinator
  - b. Establish an effective system of containing, transporting and tracking non-harbored domestic and non-domestic animals.

- c. Work closely with ESF-8 in assisting evacuees with domestic animals at official Red Cross shelters to organize for their transportation to a private animal shelter.
  - d. Maintain a current status board of animal services equipment assets available for transportation of all animals under the protection of the Horry County Police-Animal Control. Also, maintain knowledge of current WebEOC resources available to assist in animal emergency operations.
  - e. Specific tasks are included in the associated position SOP(s).
2. Clemson University Extension
- a. Will serve as the Animal Rescue Coordinator when requested by the ESF-17 Coordinator
  - b. Coordinate all efforts needed in the rescue and acute emergency care of domestic and non-domestic animals
  - c. Coordinate with available veterinary services prior to disaster occurring.
  - d. Verify that all animal disease and health issues are being addressed in relation to all sheltered animals.
  - e. Work closely with ESF-4, ESF-9 and ESF-10 in the event of a fire, technical rescue event and/or hazardous materials incident related to the disaster.
  - f. Maintain a current status board of animal service equipment assets available for the rescue and acute emergency treatment of all animals affected by the disaster. Also, maintain knowledge of current WebEOC resources available to assist in animal emergency operations.
  - g. Organize the utilization of regional specialty teams that may provide assistance in animal operations during a disaster. (Examples- CART, LART, SART).
  - h. Specific tasks are included in the associated position SOP(s).

## **VIII. ANNEX MAINTENANCE.**

The Operations Section Liaison has the responsibility of coordinating, developing and maintaining the Animal Emergency Operations Annex in association with the Emergency Operations Branch Director and the designated ESF-17 Lead Agency. The Animal Emergency Operations Annex will be updated in conjunction with the EOP as stated in Section 6, Plan Development and Maintenance.

## **Emergency Support Function (ESF-17) Animal Emergency Operations**

### **General ESF Actions**

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

**Primary: Horry County Animal Services Department**

**Support:**

- Horry County Police Department
- Clemson University Extension

**\*Please refer to the EOP, IV, B, 8 for general preparedness and response actions.**

**Preparedness**

- Assist with the coordination, development and maintenance of the Animal Emergency Operations Annex
- Participate in county exercises and conduct annual ESF-17 training to validate the Animal Emergency Operations Annex and supporting documents
- Ensure all personnel train on and integrate NIMS principals in all planning as outlined in the Annex.
- Ensure procedures are in place to document costs for any potential reimbursement.
- Maintain a list of resources, assets and personnel that are crucial for the functionality of the Animal Emergency Operations Annex.

**Response**

- Coordinate rescue operations of animals.
- Coordinate transportation for animals to an area of safe refuge.
- Coordinate hazardous materials decontamination of animals in the event of a CBRNE/TIC incident involving animals.
- Coordinate emergency medical care of animals.
- Coordinate the proper removal and committal of animal fatalities.