



Pets & Disasters: Preparing an Action Plan





Pets & Disasters: Preparing an Action Plan

Lesson Plan

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About Florida SART

SART is a multiagency coordination group consisting of governmental and private entities dedicated to all-hazard disaster preparedness, planning, response, and recovery for the animal and agriculture sectors in the state of Florida.

SART operates at the local level through county SART organizations.

SART utilizes the skills and resources of many agencies, organizations and individuals with its multiagency coordination group structure.

SART supports the county, regional, and state emergency management efforts and incident management teams.

SART Mission

Empower Floridians through training and resource coordination to enhance all-hazard disaster planning and response for animals and agriculture.

SART Goals

- Promote the active engagement of each county coordinator who is responsible for animal and agricultural issues
 - Provide assistance in the development and writing of county ESF-17 plans
 - Promote the establishment of a county SART to work as a multiagency coordination group to support emergency management and incident management teams
 - Provide training for all SART and animal and agriculture personnel
 - Identify county resources available for an emergency or disaster
 - Work to comply with the National Incident Management System (NIMS) document
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Subject:	Conduct an organizational meeting for a community committee for pets in disasters and begin developing an action plan for the committee.
Mission:	Engage participants in organizing the committee and making an ongoing commitment to moving forward with it.

Introduction

This lesson plan is designed to be part of the SART training module entitled *Pets & Disasters*. It provides step-by-step instructions and tools for holding an organizational meeting to develop a committee for animals in disasters or to expand the work of an existing committee.

Additional tools for planning, organizing and publicizing the event are covered in the companion piece, *Toolkit for Planning a Community-Based SART Event*. For information on obtaining this publication, please refer to the Resources section at the end of this publication.

A PowerPoint presentation has been created to accompany this lesson. Throughout the lesson plan, symbols have been placed in the margins to indicate that a PowerPoint slide is available for that section.

Three hours should be allocated for this program. The length of time depends on the level of detail at which the committee works. This lesson plan may be divided into separate meetings. Use the resources listed in this lesson plan to assist you in planning.

It is important to not get bogged down and to maintain enthusiasm for continuing the committee's work over time.

Try to keep the meeting moving, making sure that you have adequate time for the wrap-up and committing to moving forward.

The most important result of this workshop will be that participants commit to ongoing work with specific objectives.

Session Outline

Part 1—Beginning the Unit	15 minutes
Part 2—Overview of Emergency Planning	15 minutes
Part 3—Stages of Disaster Management	10 minutes
Part 4—Reviewing Essential Roles	10 minutes
Break	15 minutes
Part 5—Expanding Involvement	15 minutes
Part 6—Identifying Leadership	10 minutes
Part 7—Assigning Responsibilities	45 minutes
Part 8—Obtaining Key Resources	10 minutes
Part 9—Training & Testing	10 minutes
Part 10—Wrap-up	25 minutes
Total	3 hours

Options for Organizing the Committee

Various options exist for organizing a planning committee for animals in disasters. The participants' community may be like many others: it has a variety of organizations and agencies that deal with animal issues, but there is no overall coordination of their activities, or there may be some organized effort to address animal concerns during disasters. In either case, this unit can help to better organize and coordinate community efforts.

The *Pets & Disasters* module is designed in the following sequence:

- *Identifying Community Needs and Resources*
- *Preparing an Action Plan*
- *Sheltering Options in Mass Evacuations*
- *Personal Planning*

This sequence progresses from the starting point of identifying needs and resources through reaching out to the public and helping individuals develop plans for their own pets in disasters. Participants may choose to follow this sequence or adapt it to their community's needs.

The best disaster preparedness starts with personal protection and safety. An attitude of personal responsibility allows individuals and interest groups to identify, prioritize and mitigate issues that arise in disasters. When individuals and interest groups collaborate with emergency management officials in their communities, programs based on the community's needs, expertise and resources can be developed.

Planning for the Meeting

The mechanics of planning, organizing and publicizing the entire training event are covered in the companion piece, *Make It Happen! Toolkit for Planning a Community-Based SART Training Event*.

The Toolkit covers:

- Assembling a team of volunteers
- Identifying community resources
- Developing community support
- Scheduling and promoting the event
- Conducting the event
- Post-event evaluation

The Toolkit includes a sample press release, invitation letters and a certificate of completion.

You can use the Toolkit to plan for a meeting focused on pets in disasters.

For information on obtaining the toolkit, please refer to the Resources section at the end of this publication.

Learning Objectives

At the end of this unit, participants will:

1. Get an overview of emergency management
2. Learn about essential roles in disasters
3. Identify who should be involved
4. Assign responsibilities for major roles
5. Identify key resources
6. Make a commitment to moving forward

Learning Environment/Aids

To complete this lesson plan, you will need:

- The PowerPoint for *Pets & Disasters: Preparing an Action Plan*
 - Optional: A companion publication, *Animals in Disaster: Module A, Awareness and Preparedness*, an independent study course of the Emergency Management Institute of the Federal Emergency Management Agency
 - Optional: A companion FEMA publication, *Animals in Disaster: Module B, Community Planning*
(See the Resources section at the end of this publication to find out more about any of these materials.)

To conduct this training module, you will need:

- A means to show the PowerPoint presentation: a computer with a projector. *Note: Master black and white copies of the slides are included at the end of this manual if you prefer to use an overhead projector.*
- Sufficient seating for all participants

Each participant will need:

- A pen or pencil
 - A participant workbook *Pets & Disasters: Preparing an Action Plan* or paper for notes
-

Before the Workshop

On the day of the workshop, check that all equipment needed is in place. Double-check that electronic media works on the equipment you have. Also, make certain that any materials, such as paper, workbooks, and pens/pencils for participants, are available in sufficient numbers to cover all participants.

Part 1: Beginning the Workshop

Time: 15 minutes

Focus: Beginning a planning meeting for an action plan for pets and disasters

Once all participants have taken their seats and have settled down, welcome them to the *Pets & Disasters: Preparing an Action Plan* workshop. Thank them for attending and praise them for taking the time to work on an action plan for pets in disasters. Remind them that the best way to respond to an emergency involving animals is to have a strong foundation of community involvement.

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Most communities have some plans for dealing with animals in disasters. Yet any plan can be improved. Use this module to develop a commitment to specific action to strengthen your community's plan.

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[This a good time to get your participants involved. Use Worksheet 1—Review from *Pets & Disasters: Identifying a Community's Needs & Resources* to recall the results of the previous unit and reflect on the community's readiness to move forward. This involvement will be brief because we will work on details of roles and responsibilities later. This continuous participation will help get participants involved in the workshop and give them a glimpse of the status of developing an action plan for animals in disasters.]

*Note: If you have not conducted *Pets & Disasters: Identifying a Community's Needs & Resources* on a previous date, use it as the first section of a three- to four-hour workshop.*

Worksheet 1 • Preparing an Action Plan**Review of *Pets & Disasters:*
*Identifying Community Needs & Resources***

What caught your attention?

What is unclear?

What will be our biggest challenge?

What is our greatest strength?

This workshop should include:

- people from organizations involved with pets
- people from agencies involved in disasters.

Workshop objectives are:

- to develop the basic framework for a sustainable planning committee for animals in disasters
- to create enthusiasm for implementing the plan based on expanded community involvement.

Remind participants that the reason they are attending the workshop is because they realize that a critical part of preparedness is forming relationships and planning for disasters. This will set the stage for a well-organized response in a disaster.

This event can help establish a strong structure for addressing the needs of animals and their owners during disasters. A broad base of involvement will improve the safety of animals and put people at ease about their animals when emergencies arise.

This introduction should not extend more than 15 minutes. This is a time when participants are reviewing what has been done earlier to identify their community's needs and resources and beginning to think about how to make a plan that addresses these needs.

At the same time, you are getting comfortable with the participants and being a presenter. Pay close attention to time; you may find yourself a bit nervous getting started. These "nerves" can make people ramble or talk faster or slower than normal.

Part 2: Overview of Emergency Management

Time: 15 minutes

Focus: Familiarize participants with your community's overall approach to disasters

Invite a representative of local emergency management to make a brief presentation of your community's plans for disasters and how planning for pets fits into the overall scheme. It is important that you do your planning in conjunction with local emergency management.

If necessary, you can work with an emergency management representative to begin planning for pets in the community. A good foundation for that work can be found in *Animals in Disaster: Module A, Awareness And Preparedness*, an independent study course of the Emergency Management Institute, a training arm of the Federal Emergency Management Agency.

The emergency management representative should explain that his or her organization coordinates your community's disaster planning and response. In normal times, emergency management collects information about the community, including information about local hazards and resources.

If possible, disasters are addressed at the local level. However, it is not uncommon for a disaster to exceed local capabilities. Disaster planning is even more important when outside resources and personnel are part of the picture. The ability to direct these resources effectively within an existing plan makes the difference between a coherent, effective response and a chaotic one. This is what the all the planning and rehearsals are about.

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An action plan for animals in disasters should be designed to fit into a community's overall emergency operations plan. An effective way to coordinate planning is to develop an animal care section for your community disaster plan.

Incident Command System

Note: Module ICS-1: Incident Command System offers detailed training on the Incident Command System (see Resources).

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For mutual support and collaboration in disasters, it is very important to understand the Incident Command System (ICS), since this is the mechanism for communication and coordination in a disaster.

Individuals and agencies trained in ICS are able to come together in any variety of configurations and work together with a common understanding of roles and responsibilities, authority, command and control, and terminology. Anyone who shows up at the scene of a disaster or at an operations center must be able to work within the ICS framework.

The ICS was developed in the early 1970s, during a series of major wildfires in Southern California. These fires affected wildlands and developed areas and required a response from municipal, county, state and federal fire authorities. Problems encountered during these fires caused these agencies to come together to form an organization known as Fire Fighting Resources of California Organized for Potential Emergencies. Although originally developed for wildfires, the system evolved into an all-hazard system.

The ICS grew out of this organization. It addresses issues such as: creating standard terminology among responding agencies; expanding and contracting the response force as required to meet the demands of an incident (scalable response); integrating communications; designating incident facilities; and establishing a comprehensive resource management strategy.

The ICS brings together a command structure and business management techniques, including planning, organizing, directing, coordinating, delegating, communicating, and evaluating. This combination of management approaches permits effective and accountable response.

Part 3: Stages of Disaster Management

Time: 10 minutes

Focus: Describe the stages of managing disasters

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An action plan is more than an emergency response plan. It should include planning for all phases of a disaster – before, during and after. The steps taken before a disaster occurs has a large impact on the scale and nature of the response. Your plan should address the following areas: mitigation, preparation, response and recovery.

Mitigation

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Mitigation involves making permanent changes to properties or facilities. It includes eliminating or minimizing the impact of disasters. Examples include encouraging animal facilities to relocate out of flood plains or landscaping facilities to protect them from wildfires.

Preparation

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Preparation is taking steps to prepare for specific emergencies such as fires, flooding, a hazardous materials incident or bioterrorism. For example, a community could prepare for disasters by purchasing equipment such as generators for community use, making agreements to use equipment and supplies and train volunteers.

Response

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Response is taking action when a disaster is imminent or is occurring. Examples of response include activating animal rescue teams, opening emergency shelters that accept animals and distributing supplies and equipment.

Emergency management officials and animal-care communities should work together to define plans for the care of animals and their owners in disasters.

Plans for animals are important to emergency management officials because many rescue workers will encounter animals while working in disasters. They need to have guidelines for dealing with animals and know how to work with animal-related organizations in placing lost and abandoned animals.

Recovery

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Recovery efforts help the community return to normal. Leaders of these efforts need to set both short-term and long-term goals.

See unit *Pets & Disasters: Personal Planning* for tips on dealing with animals during recovery. The planning committee may want to use this information as the basis of communications with the public during recovery.

Note: This lesson plan focuses on preparation and response. Planning for mitigation and recovery generally occurs on a community-wide basis.

Part 4: Reviewing Essential Roles

Time: 10 minutes

Focus: Review the roles of other stakeholder groups

Cooperation is the key element for success of your plan. To be effective, people and organizations must have good working relationships and understand each others' roles.

Follow up on the discussion of the role of emergency management by describing the various other stakeholder groups that have a role to play in dealing with animals in disasters.

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The groups are:

- Emergency management and other organizations involved in disasters
- Shelters and other animal agencies
- Animal community
- Key communicators
- Other community groups

First Responders

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First responders include law enforcement, fire/rescue, emergency medical services and the Community Emergency Response Teams (CERT). They normally are the first people on the scene of an emergency. They are responsible for security and access to evacuated and hazardous areas. It is important to inform first responders of the needs and capabilities of the animal-interest community and to train them in handling confused and aggressive animals.

VOAD

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Volunteer Organizations Active in Disasters (VOAD) can play an important role. VOAD is organized at the state level and sometimes at the county level. It provides a means to gain access to many groups with common interests. Many of the services that organizations provide for people can also be provided for animals. By tapping the resources that VOAD has identified, you don't have to reinvent the wheel.

Search and Rescue Community

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People trained in search and rescue or other emergency specialties may need to augment their specialized technical training with animal handling and rescue skills.

Shelters and Other Animal Agencies

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Your animal services department or shelters, Humane Society and other animal agencies are accustomed to taking the lead in assisting animals and animal owners. They will play a pivotal role in responding to a disaster. However, they will need to work closely with other agencies and organizations in order for response to the needs of animals and their owners to be effective.

Animal community

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Of course, the animal community is a key stakeholder group in preparation and planning. People involved with animals are motivated to get involved because this involvement will benefit them during disasters. Members of the animal community can help with communicating with other members of the animal community and serving as volunteers.

Veterinarians

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Veterinarians will treat injured animals and monitor the health of sheltered animals. You should also involve veterinarians who specialize in large animals and exotics as well as the small animal veterinarians.

Key Communicators

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Although the media are vital to communicating with the public, many other groups and individuals can help spread the word about preparation and response. They include schools, access television stations, list-serves targeted to specific audiences, Web services and ham radio operators.

Other community groups

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The private sector, including pet stores and large businesses, can be a source of donations and can distribute public education material. It's important to thank businesses that help you.

Nonprofit organizations and civic groups can help spread the word and be a source of volunteers.

Spreading the Umbrella

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Close your overview of essential roles by noting that the success of your planning committee depends upon being inclusive — welcoming everyone who is interested or might have a role to play.

Part 5: Expanding Involvement

Time: 15 minutes

Focus: Establish the basis for broad involvement

In order to have widespread cooperation, you must expand involvement as widely as possible. This will pave the way to working together well in a disaster.

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[This a good time to get participants involved. Complete *Worksheet 2: Key Contacts*. As you go through the various types of groups that need to be involved, brainstorm names of key contacts. Try to have one name for each type of group. For example, you would want at least three names of someone from the category “Shelters and other animal agencies.” This participation will help participants realize that they know many of the key contacts, and it will show areas in which contacts need to be identified.]

The best way to prepare for dealing with animal issues in a disaster is to create a planning committee. Members of the committee can extend the impact of the committee by getting their own groups and other parts of the community involved in preparedness.

Worksheet 2 • Preparing an Action Plan

Key Contacts

Participants in the previous workshop, *Pets & Disasters: Identifying Community Needs & Resources*, named a group of organizations and key contacts representing them. Use this worksheet to review the organizations and contacts that have been identified and then add ones that are missing.

Try to have a least three names in each type of organization. You may want to use a separate sheet of paper for each type of organization.

	Organizations	Key contacts
Emergency management and other organizations involved in disasters	Involved	
	Needed	
Shelters and other animal agencies	Involved	
	Needed	
Animal community	Involved	
	Needed	
Key communicators	Involved	
	Needed	
Other community groups	Involved	
	Needed	

Background for Worksheet 2 • Preparing an Action Plan

Possible Community Partners

Examples of groups to involve as partners in developing or enhancing a community plan for animals in disasters.

<p>Emergency management and other organizations involved in disasters</p>	<p>Emergency management Community Emergency Response Teams (CERT's) Fire/rescue Law enforcement Health department Other local government agencies Red Cross VOAD Search and rescue community</p>
<p>Shelters and other animal agencies</p>	<p>Animal Services/Control Humane Society Wildlife agencies</p>
<p>Animal community</p>	<p>DART Breeding clubs Other interest groups for various animals Wildlife rehabilitators Cooperative Extension Veterinarians Pet stores Dog and cat breeders Boarding stables Boarding kennels Pet groomers Veterinary schools Veterinary medical association Registered veterinarian health technician associations 4-H and other youth groups</p>
<p>Key communicators</p>	<p>Media Schools Access television stations List-serves Web services Ham radio operators Nonprofit organizations</p>
<p>Other community groups</p>	<p>Major businesses Nonprofit organizations Civic groups</p>

Part 6: Identifying Leadership

Time: 10 minutes

Focus: Name a lead agency and leaders for specific roles

The lead agency generally will be the community's animal services unit or the local humane society. It is important to clarify which agency is responsible for overall coordination of preparation and response during disasters.

The lead agency will have the following responsibilities:

- Serving as the primary point of contact with emergency management officials and the Incident Command Center
- Coordinating response and recovery efforts
- Collecting and distributing information

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Discuss the following questions:

- What are our options?
- What should be the basis of the decision?
- Can we resolve it now or do we need to continue to work on it?

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Suggest that the committee select an alternate lead agency as a back-up in case the lead agencies staff or facilities are not available.

Part 7: Assigning Responsibilities

Time: 45 minutes

Focus: Assign specific responsibilities

Responsibilities

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Implementing a planning committee for animals in disasters is more effective when responsibilities are clearly defined.

Coordination/Leadership

For the role of coordination/leadership, responsibilities include committee leadership and coordination with local emergency management. The leader will be the most visible face of the committee in the community.

Administration

Administrative responsibilities include record-keeping, bookkeeping, internal communications and donation management.

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- **Record-keeping** — You need to establish a record-keeping system before a disaster strikes. It needs to be as detailed as possible and include a description of the animal, where it was found and information about the owner, if known. Records should include a photo of each animal. Keep your paperwork in one location.
 - **Financial management** — You need to track money that has been set aside for dealing with animals in disasters as well as record your expenses and money you pay out. It's important to decide on an accounting system that is effective and is accountable to your funding sources. You may be able to obtain federal or state reimbursement for some of your expenses if you can document them.
 - **Internal communications** — Internal communications involves informing all the committee and staff about the status of preparation and response. It can range from e-mail to newsletters.
 - **Donation management** — Start by developing a wish list. You may need to seek donated space for storage of equipment and supplies. Maintain a unified voice in seeking donations. Don't be afraid to ask for money. Be sure to catalog items received and maintain a master list of donated items. Restrict access to your storage area.
-

Staffing

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Staffing should include trained volunteers, untrained volunteers, communications specialists and veterinarians (either on call or dedicated to a specific shelter).

- **Professionals and trained volunteers** — People who are accustomed to working as part of the animal care community probably will be the core of your staffing during disasters.
- **Volunteers** — Develop a volunteer plan before a disaster strikes. The key to volunteers is training. Have volunteer briefings often. Use volunteers to do what has to be done, such as cleaning cages and cleaning and storing donated items.
- **Veterinarians and vet techs** — You need to involve veterinarians and vet techs in planning. Veterinarians can provide emergency first aid and monitor animal health in shelters. Include vets who specialize in large animals and exotics.

Public information

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Keeping the public informed about your preparation and response is essential if people are going to care for their pets adequately during disasters. During preparation, have someone with public relations skills coordinate the various aspects of public information, including writing press releases, setting up speaking engagements during preparation, placing stories in the media and developing brochures.

Public information is an area where it is critical to coordinate with local emergency management. During response, your leader and your public relations specialist should funnel all their news releases through the public information officer in the emergency operations center, and you should have only one designated spokesman.

It is important to have a good plan for communications before any disaster occurs. With a good communication plan in place, the care of animals — and their owners — will be more effective. Good communications also enhance the overall performance and perceived efficiency of the response operation.

Sheltering

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Note: The Pets & Disaster unit *Sheltering Options in Mass Evacuations* provides more detailed guidance on sheltering options.

You need to explore sheltering alternatives because traditionally human shelters have not allowed animals. People who are evacuating are very concerned about their animals, and they will not rest until their pets are cared for. Most people want to find a place to stay with their pets on their own, and they will turn to a shelter as a last resort.

Planning for pet shelters is different than planning for shelters for large animals and should be handled separately.

Logistics

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Logistics responsibilities include obtaining and managing pet food, staff food and equipment. It also involves coordinating sites and sanitation of facilities.

Sanitation practices to establish include procedures for cleaning cages and bowls. Require workers to wash and disinfect their hands between handling animals. Restrict access of the public into quarantine areas. Properly dispose of animal waste.

Abandoned Animals

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Responsibilities involving abandoned animals include managing lost and found animals and dealing with strays—pets that don't have owners or whose owners can't be located.

You need to develop a system to take reports of lost and found animals. Restrict access to animals and require people to complete a lost animal report before allowing them to view animals. Require identification from owners reclaiming their pets.

[This a good time to get participants involved. Use *Worksheet 3: Committee Assignments* to establish who is doing what. This is the core of the workshop. Be sure to allow enough time for it. You probably will want to break into two to

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three groups, each of which will make assignments for a set of responsibilities. Assure participants that they don't have to be responsible themselves for every detail. Rather, encourage them to take the lead in involving other people with particular expertise and skills.]

Worksheet 3 • Preparing an Action Plan

Committee Assignments

This worksheet is a tool for tracking procedures for a community disaster plan for animals. See unit *Sheltering Options in Mass Evacuations* for additional help with sheltering options. Your community may choose to organize along somewhat different lines. This is just a guide.

Type of Assignment	What's in place	What needs attention	Who's responsible
Coordination/leadership <ul style="list-style-type: none"> • Committee leadership • Coordination with emergency management • Procedures/forms needed 			
Administration <ul style="list-style-type: none"> • Record-keeping • Financial management • Internal communications • Donation management • Procedures/forms needed 			
Staffing <ul style="list-style-type: none"> • Trained staff • Untrained staff • Veterinarians/vet techs • Procedures/forms needed 			
Public information <ul style="list-style-type: none"> • Community outreach during preparation • Public information during response • Press releases • Coordination with rumor control • Preparation for recovery • Procedures/forms needed 			

Worksheet 3, continued			
Type of Assignment	What's in place	What needs attention	Who's responsible
Sheltering <ul style="list-style-type: none"> • Establishing & managing shelters • Foster care • Procedures/forms needed 			
Logistics <ul style="list-style-type: none"> • Pet food • Staff food • Equipment • Sites • Sanitation 			
Abandoned animals <ul style="list-style-type: none"> • Lost & found • Dealing with strays • Procedures/forms needed 			
Other assignments			

Part 8: Obtaining Key Resources

Time: 10 minutes

Focus: Identify key resources in the community and outside resources that participants can easily access for information

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As we consider our resources, we need to determine what is the structure and capability of local government, including emergency management, and what resources local groups can provide.

Refer participants to the Resources list.

Resources

This publication and other materials for SART training programs are available on the World Wide Web at the Florida SART Web site, <www.flkart.org>.

Training units include:

- Make It Happen! Toolkit for Planning a Community-Based SART Training Event
- Introducing SART
- Introducing Florida Aquaculture
- Aquaculture: Emerging and Endemic Diseases
- Aquaculture: Quarantine Issues
- Aquaculture: Emergency Management of Aquaculture Facilities

Note: As new materials become available, they will be posted on the Web site <www.flkart.org>.

The following are sources of additional information about the subjects and agencies mentioned in this module.

Florida Department of Community Affairs, Division of Emergency Management Emergency Response Team

<http://www.floridadisaster.org>

Resources directly related to animals and disasters include:

American Red Cross

<<http://www.redcross.org/services/>>

Topics include *Pets and Disaster—Be Prepared, First Aid for Pets and Barnyard Animal Rescue Plan*

Animal Management in Disasters, Sebastian E. Heath, Mosby, 11830 Westline Industrial Drive, St. Louis, MO 64164. Available through many Internet booksellers.

Missing Pet Network

<<http://www.missingpet.net>>

Triumph Over Tragedy, Disaster Handbook Video Series: Helping Four-Legged Friends Survive the Storm (18 minutes).

The video is available to view in its entirety at the National Ag Safety Database Web site, <<http://www.cdc.gov/nasd/>>.

The entire video series is available at the **IFAS Disaster Handbook** Web site, <<http://disaster.ifas.ufl.edu>>. Go to the *Other Disaster Products* link. The series also is available at IFAS Publications, PO Box 110011, Gainesville, FL 32611, (800) 226-1764.

Humane Society of the United States Disaster Center
<<http://www.hsus.org/ace/18730>>

Links include *Disaster Preparedness Brochures*, *Disaster Preparedness for Pets*, *Disaster Preparedness for Horses and HSUS Disaster Planning Manual for Animals*.

Laura Bevan, director, The Humane Society of the United States Southeast Regional Office, Tallahassee, FL ZIP, (850) 386-3435, lbevan@hsus.org

The National Ag Safety Database has articles on handling horses and livestock safely. Go to “animals” under topics at <<http://www.cdc.gov/nasd/>>.

Hawkins Guide on Equine Emergencies and Horse Trailering on the Road

Blue Green Publishing Co., PO Box 1255, Southern Pines, NC 28388

Equine Trailer Rescue video, Horse Park of New Jersey, PO Box 548, Allentown, N.J. 08501

The following are sources of information on emergency management in general.

Federal Emergency Management Agency

<<http://www.fema.gov>>

IFAS Disaster Handbook, prepared by the University of Florida’s Institute of Food and Agricultural Sciences.

<<http://disaster.ifas.ufl.edu>>

Other parts of ***Triumph Over Tragedy, Disaster Handbook Video Series*** are:

- Surviving the Storm—Coordination, Communication and Cooperation (30 minutes)

- A Community Response to Managing Post-Disaster Stress (45 minutes)

See information on availability above.

Extension Disaster Education Network (EDEN)

<<http://www.eden.lsu.edu/>>

Occupational Safety & Health Administration's (OSHA) Emergency Preparedness and Response Page

<<http://www.osha.gov/SLTC/emergencypreparedness/index.html>>

Other resources related to agricultural safety are listed below.

National Agricultural Safety Database (NASD)

<<http://www.cdc.gov/nasd>>

Florida AgSafe network

<<http://www.flagsafe.ufl.edu/>>

Online training courses from FEMA's Emergency Management Institute (EMI) are available at no cost at <http://training.fema.gov>. CEU certificates are available.

Especially useful may be:

- *Animals in Disaster: Module A, Awareness And Preparedness, IS 10*. Access this course at <<http://training.fema.gov/EMIWeb/IS/is10.asp>>.
- *Animals in Disaster: Module B, Community Planning, IS 11*. Access this course at <<http://training.fema.gov/EMIWeb/IS/is11.asp>>.

Other related EMI courses are:

- *Introduction to CERT (Community Emergency Response Teams), IS-317*. It provides background information on the concept of community members being able to work together during a disaster. Access this course at: <<http://training.fema.gov/EMIWeb/IS/is317.asp>>.
 - *Basic Incident Command System, IS-195*. Access this course at: <<http://training.fema.gov/EMIWeb/IS/is195.asp>>.
-

- *Livestock in Disasters*, IS-111. Access this course at:
<<http://training.fema.gov/EMIWeb/IS/is111.asp>>.

Other courses that might be useful with this module include:

- *Emergency Preparedness* (IS-2)
- *State Disaster Management* (IS-208)
- *The EOC's Role in Community Preparedness, Response and Recovery Activities* (IS-275)
- *Role of Voluntary Agencies in Emergency Management* (IS-288)
- *Disaster Basics* (IS-292)

A listing of all the IS courses offered by FEMA can be found at:
<<http://training.fema.gov/EMIWEB/IS/crslist.asp>>.

Participant's Evaluation of *Preparing an Action Plan*

Please circle the number that best expresses your opinions about the following statements.

		FULLY DISAGREE	DISAGREE	NEUTRAL	AGREE	FULLY AGREE
1.	The training unit's format was appropriate.	1	2	3	4	5
2.	The information presented was useful to me.	1	2	3	4	5
3.	The time it took to complete this unit was acceptable.	1	2	3	4	5
4.	The training unit provided a good structure for the workshop.	1	2	3	4	5
5.	The role of local emergency management was adequately explained.	1	2	3	4	5
6.	The major elements of an action plan were drafted.	1	2	3	4	5
7.	Assignments for major responsibilities were made.	1	2	3	4	5
8.	The committee was able to define a path to move forward.	1	2	3	4	5
9.	We welcome your comments about this program:					

Please use the back of this sheet for any further comments.

Thank you for your time!

Preparing an Action Plan Participant Pre-Test

This pre-test is intended to gauge the level of knowledge that you have **before** participating in the *Preparing an Action Plan* training. Please answer all the following questions to the best of your ability.

1. Give some reasons why it is important to develop a plan before disaster strikes.

2. What agency is primarily responsible for responding to disasters in your locality?

3. What system is often used to coordinate the response to emergencies?

4. The system in 3 brings together what two management systems?

5. Disasters are managed at what level first? _____

6. List four stages of managing a disaster:

7. A community action plan will be more effective if it has a broad base of involvement.
TRUE or FALSE?

8. It is critical for your pets in disaster committee to coordinate with what agency?

Preparing an Action Plan Participant Post-Test

This post-test is intended to gauge the level of knowledge that you have **after** participating in the *Preparing an Action Plan* training. Please answer all the following questions to the best of your ability.

1. Give some reasons why it is important to develop a plan before disaster strikes.

2. What agency is primarily responsible for responding to disasters in your locality?

3. What system is often used to coordinate the response to emergencies?

4. The system in 3 brings together what two management systems?

5. Disasters are managed at what level first? _____

6. List four stages of managing a disaster:

7. A community action plan will be more effective if it has a broad base of involvement.
TRUE or FALSE?

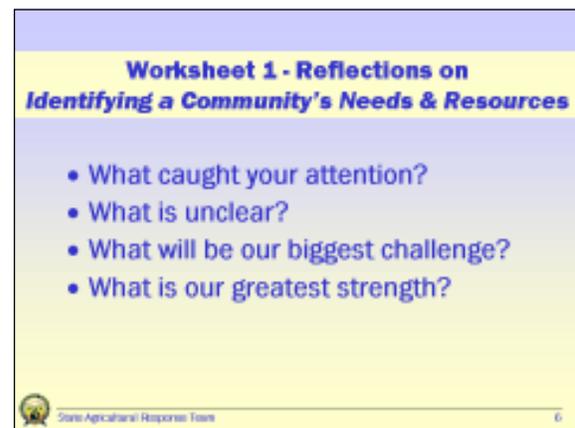
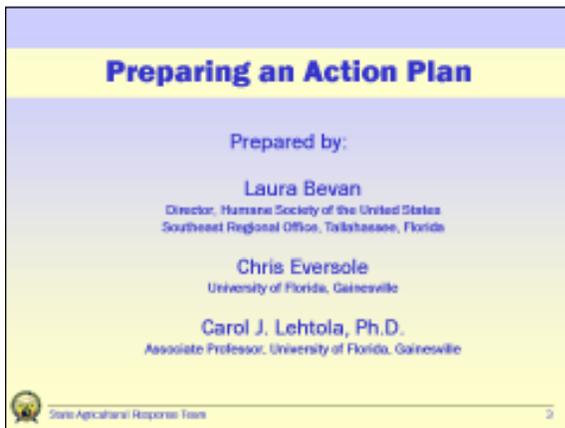
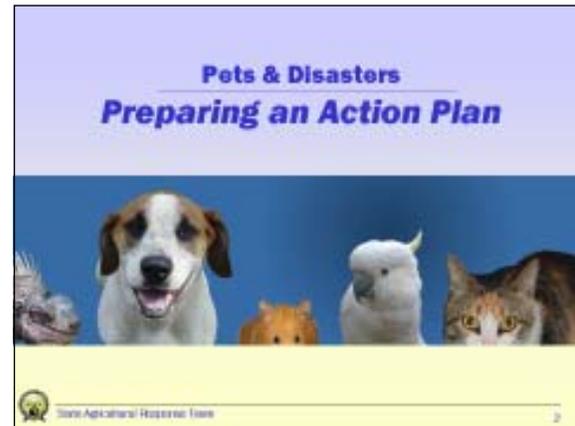
8. It is critical for your pets in disaster committee to coordinate with what agency?

Answer Key to *Preparing an Action Plan* Pre- and Post-Tests

1. Give some reasons why it is important to develop a plan before disaster strikes.
Answers will vary, but may include:
 - When a disaster strikes, there is no time to develop a plan.
 - Having a plan improves the efficiency/effectiveness of disaster response.
 - It is important to know what resources exist for response and recovery.
 - Planning can reduce injury, death and damage.
 - Planning can reduce waste of resources.
 2. What agency is primarily responsible for responding to disasters in your locality?
Local emergency management agency
 3. What system is often used to coordinate the response to emergencies?
Incident Command System (ICS)
 4. The system in 3 brings together what two management systems?
A command structure and business management system.
 5. Disasters are managed at what level first? Locally
 6. List four stages of managing a disaster:
 - Mitigation
 - Preparation
 - Response
 - Recovery
 7. A community action plan will be more effective if it has a broad base of involvement.
TRUE
 8. It is critical for your pets in disaster committee to coordinate with what agency?
Local emergency management agency
-

PowerPoint Slides

Slides 1-6



PowerPoint Slides

Slides 7-12

**Overview
of Emergency Management**

- Emergency Operations Center coordinates disaster planning & response
- Prior to disaster, collects information on hazards and resources
- Has network of partnerships
- Pet planning should fit into community's overall operations plan

 State Agricultural Response Team 7

Incident Command System

- Mechanism for communications & coordination
- Foundation in group that responded to California wildfires in early 1970s
- Now used nationwide for all hazards

 State Agricultural Response Team 8

Stages of Disaster Management

- Mitigation
- Preparation
- Response
- Recovery

 State Agricultural Response Team 9

Our Focus

Preparation & Response

 State Agricultural Response Team 10

Preparation

- Planning
- Preparing for specific emergencies
 - Fire
 - Flooding
 - Haz-mat incidents
 - Bioterrorism

 State Agricultural Response Team 11

Examples of Preparation

- Purchase equipment such as generators for community use
- Make agreements to use equipment & supplies
- Train volunteers

 State Agricultural Response Team 12

PowerPoint Slides

Slides 13-18

Response

Taking action when disaster is imminent or is occurring



State Agricultural Response Team 13

Examples of Response

- Activating animal rescue teams
- Opening emergency shelters that accept animals
- Distributing supplies and equipment

State Agricultural Response Team 14

Who to Involve

- Emergency management & other agencies involved in disasters
- Shelters & other animal agencies
- Animal community
- Key communicators
- Other community groups

State Agricultural Response Team 15

Organizations Involved in Disasters

- Emergency Management
- Health Department
- Other local government agencies
- Red Cross

State Agricultural Response Team 16

Organizations Involved in Disasters

- First Responders
 - Police, fire/rescue, emergency medical services (EMS)
- Interest
 - Frequently part of families with pets
 - Usually glad to help people with their pets



State Agricultural Response Team 17

Organizations Involved in Disasters

- Role of first responders
 - Normally first on scene, managing emergency
 - Responsible for security & access to evacuated & hazardous areas
- Involving first responders
 - Communicate needs & capabilities of animal community
 - Train them in animal handling & rescue

State Agricultural Response Team 18

PowerPoint Slides

Slides 19-24

Organizations Involved in Disasters

- Community Emergency Response Team (CERT)
- Volunteer Organizations Active in Disasters (VOAD)

State Agricultural Response Team 19

Shelters & Other Animal Agencies

- Animal services department or shelters
- Humane Society
- Play pivotal role in responding to a disaster
- However, need to work closely with other agencies and organizations

State Agricultural Response Team 20

Animal Community

- Motivated to help themselves
- Communicate with others
- Serve as volunteers

State Agricultural Response Team 21

Animal Community

- Veterinarians
 - Treating injured animals
 - Monitoring health of sheltered animals
- Involve specialists in large animals and exotics



State Agricultural Response Team 22

Key Communicators

- Media
- Schools
- Access television stations
- List-serves
- Web services
- Ham radio operators

State Agricultural Response Team 23

Other Organizations

- Private sector
 - Pet stores, groomers, large businesses
 - Donations
 - Distribute public education material
- Nonprofit organizations & civic groups
 - Spread the word
 - Provide volunteers

State Agricultural Response Team 24

PowerPoint Slides

Slides 25-30

Spreading the Umbrella

- Be inclusive, not exclusive
- Involvement in members' self-interest
- Educate own groups & public

State Agricultural Response Team 25

Worksheet 2 - Key Contacts

	Organizations	Key Contacts
Involved		
Needed		

State Agricultural Response Team 26

Lead Agency

- Serves as primary point of contact with emergency management officials & Incident Command Center
- Coordinates response & recovery efforts for pets
- Collects & distributes information

State Agricultural Response Team 27

Lead Agency

- What are our options?
- What should be the basis of the decision?
- Can we resolve it now or do we need to continue to work on it?
- What would be the alternate lead agency?

State Agricultural Response Team 28

Responsibilities

Coordination/leadership

- Committee leadership
- Coordination with emergency management
- Visible in community

State Agricultural Response Team 29

Responsibilities

Administration 1

- Record-keeping
- Financial management



State Agricultural Response Team 30

PowerPoint Slides

Slides 31-36

Responsibilities



Administration 2

- Internal communications
- Donation management

State Agricultural Response Team 31

Responsibilities

Staffing

- Trained staff
- Untrained staff
- Veterinarians & vet techs



State Agricultural Response Team 32

Responsibilities

Public information

- Community outreach during preparation
- Public information during response
- Press releases
- Coordination with rumor control
- Preparation during recovery

State Agricultural Response Team 33

Responsibilities

- Sheltering
 - Establishing & managing shelters
 - Foster care
- See *Sheltering Options in Mass Evacuations* unit



State Agricultural Response Team 34

Responsibilities

Logistics

- Pet food
- Staff food
- Equipment
- Sites
- Sanitation

State Agricultural Response Team 35

Responsibilities



Abandoned animals

- Lost & found
- Dealing with strays

State Agricultural Response Team 36

PowerPoint Slides

Slides 37-40

Worksheet 3 - Committee Assignments

- What's in place?
- What needs attention?
- Who's responsible?

 State Agricultural Response Team 37

Wrap-Up

- What key decisions have we made?
- How have we enhanced relationships among committee members?
- When will we meet again
 - As a full committee
 - As subcommittees
- Will we take responsibility?

 State Agricultural Response Team 38

Resources

- SART Web site
 - www.flsart.org
- Animal-related resources
- Emergency management resources
- Ag safety resources
- FEMA training

 State Agricultural Response Team 39

Thank You



 State Agricultural Response Team 40

PowerPoint Slides – Handout Pages

The *Preparing an Action Plan* PowerPoint slides are reproduced on the following pages at reduced size with space for participant notes.

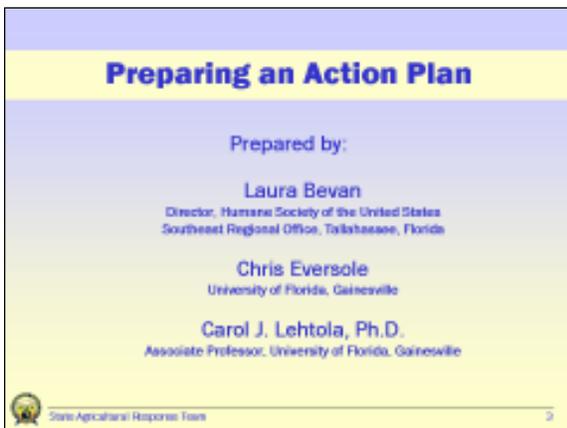
(Also included in the participant workbook for *Preparing an Action Plan*, available on the SART Web site:

<www.flsart.org>

Slides 1-3







Slides 4-6

Workshop Objectives

- Review community needs & resources for pets in disasters
- Get overview of emergency management
- Learn about essential roles in disasters
- Identify who should be involved
- Assign responsibilities for major roles
- Identify key resources
- Make commitment to moving forward

 State Agricultural Response Team 4

Existing plans can be improved

Work today on specific action to strengthen your plan

 State Agricultural Response Team 5

Worksheet 1 - Reflections on Identifying a Community's Needs & Resources

- What caught your attention?
- What is unclear?
- What will be our biggest challenge?
- What is our greatest strength?

 State Agricultural Response Team 6

Slides 7-9

Overview of Emergency Management

- Emergency Operations Center coordinates disaster planning & response
- Prior to disaster, collects information on hazards and resources
- Has network of partnerships
- Pet planning should fit into community's overall operations plan

 State Agricultural Response Team 7

Incident Command System

- Mechanism for communications & coordination
- Foundation in group that responded to California wildfires in early 1970s
- Now used nationwide for all hazards

 State Agricultural Response Team 8

Stages of Disaster Management

- Mitigation
- Preparation
- Response
- Recovery

 State Agricultural Response Team 9

Slides 10-12

Our Focus

Preparation & Response



State Agricultural Response Team 10

Preparation

- Planning
- Preparing for specific emergencies
 - Fire
 - Flooding
 - Haz-mat incidents
 - Bioterrorism



State Agricultural Response Team 11

Examples of Preparation

- Purchase equipment such as generators for community use
- Make agreements to use equipment & supplies
- Train volunteers



State Agricultural Response Team 12

Slides 13-15

Response

Taking action when disaster is imminent or is occurring



State Agricultural Response Team 13

Examples of Response

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- Opening emergency shelters that accept animals
- Distributing supplies and equipment

State Agricultural Response Team 14

Who to Involve

- Emergency management & other agencies involved in disasters
- Shelters & other animal agencies
- Animal community
- Key communicators
- Other community groups

State Agricultural Response Team 15

Slides 16-18

Organizations Involved in Disasters

- Emergency Management
- Health Department
- Other local government agencies
- Red Cross



State Agricultural Response Team 16

Organizations Involved in Disasters

- First Responders
 - Police, fire/rescue, emergency medical services (EMS)
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 - Frequently part of families with pets
 - Usually glad to help people with their pets



State Agricultural Response Team 17

Organizations Involved in Disasters

- Role of first responders
 - Normally first on scene, managing emergency
 - Responsible for security & access to evacuated & hazardous areas
- Involving first responders
 - Communicate needs & capabilities of animal community
 - Train them in animal handling & rescue



State Agricultural Response Team 18

Slides 19-21

Organizations Involved in Disasters

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- Volunteer Organizations Active in Disasters (VOAD)

 State Agricultural Response Team 19

Shelters & Other Animal Agencies

- Animal services department or shelters
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 State Agricultural Response Team 20

Animal Community

- Motivated to help themselves
- Communicate with others
- Serve as volunteers

 State Agricultural Response Team 21

Slides 22-24

Animal Community

- Veterinarians
 - Treating injured animals
 - Monitoring health of sheltered animals
- Involve specialists in large animals and exotics



State Agricultural Response Team 22

Key Communicators

- Media
- Schools
- Access television stations
- List-serves
- Web services
- Ham radio operators

State Agricultural Response Team 23

Other Organizations

- Private sector
 - Pet stores, groomers, large businesses
 - Donations
 - Distribute public education material
- Nonprofit organizations & civic groups
 - Spread the word
 - Provide volunteers

State Agricultural Response Team 24

Slides 25-27

Spreading the Umbrella

- Be inclusive, not exclusive
- Involvement in members' self-interest
- Educate own groups & public

 State Agricultural Response Team 25

Worksheet 2 - Key Contacts

	Organizations	Key Contacts
Involved		
Needed		

 State Agricultural Response Team 26

Lead Agency

- Serves as primary point of contact with emergency management officials & Incident Command Center
- Coordinates response & recovery efforts for pets
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 State Agricultural Response Team 27

Slides 28-30

Lead Agency

- What are our options?
- What should be the basis of the decision?
- Can we resolve it now or do we need to continue to work on it?
- What would be the alternate lead agency?

State Agricultural Response Team 28

Responsibilities

Coordination/leadership

- Committee leadership
- Coordination with emergency management
- Visible in community

State Agricultural Response Team 29

Responsibilities

Administration 1

- Record-keeping
- Financial management



State Agricultural Response Team 30

Slides 31-33

Responsibilities



Administration 2

- Internal communications
- Donation management

State Agricultural Response Team 31

Responsibilities

Staffing

- Trained staff
- Untrained staff
- Veterinarians & vet techs



State Agricultural Response Team 32

Responsibilities

Public information

- Community outreach during preparation
- Public information during response
- Press releases
- Coordination with rumor control
- Preparation during recovery

State Agricultural Response Team 33

Slides 34-36

Responsibilities

- Sheltering
 - Establishing & managing shelters
 - Foster care
- See *Sheltering Options in Mass Evacuations* unit



State Agricultural Response Team 34

Responsibilities

Logistics

- Pet food
- Staff food
- Equipment
- Sites
- Sanitation



State Agricultural Response Team 35

Responsibilities



Abandoned animals

- Lost & found
- Dealing with strays



State Agricultural Response Team 36

Slides 37-39

Worksheet 3 - Committee Assignments

- What's in place?
- What needs attention?
- Who's responsible?

 State Agricultural Response Team 37

Wrap-Up

- What key decisions have we made?
- How have we enhanced relationships among committee members?
- When will we meet again
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- Will we take responsibility?

 State Agricultural Response Team 38

Resources

- SART Web site
 - www.flsart.org
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 State Agricultural Response Team 39

Slide 40



PowerPoint Slides

The *Identifying Community Needs & Resources* PowerPoint slides are reproduced full-size on the following pages. You can use these pages as a display or photocopy them onto plastic overhead sheets for use with an overhead projector.

Color versions of these slides can be downloaded at the SART Web site:

<www.flsart.org>.



Pets & Disasters

Preparing an Action Plan



Preparing an Action Plan

Prepared by:

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University of Florida, Gainesville

Carol J. Lehtola, Ph.D.

Associate Professor, University of Florida, Gainesville



Workshop Objectives

- Review community needs & resources for pets in disasters
- Get overview of emergency management
- Learn about essential roles in disasters
- Identify who should be involved
- Assign responsibilities for major roles
- Identify key resources
- Make commitment to moving forward



***Existing plans can be improved
Work today on specific action
to strengthen your plan***



Worksheet 1 - Reflections on Identifying a Community's Needs & Resources

- What caught your attention?
- What is unclear?
- What will be our biggest challenge?
- What is our greatest strength?



Overview of Emergency Management

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Incident Command System

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- Foundation in group that responded to California wildfires in early 1970s
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Stages of Disaster Management

- Mitigation
- Preparation
- Response
- Recovery



Our Focus

Preparation & Response



Preparation

- Planning
- Preparing for specific emergencies
 - Fire
 - Flooding
 - Haz-mat incidents
 - Bioterrorism



Examples of Preparation

- Purchase equipment such as generators for community use
- Make agreements to use equipment & supplies
- Train volunteers



Response

Taking action when
disaster is imminent
or is occurring



Examples of Response

- Activating animal rescue teams
- Opening emergency shelters that accept animals
- Distributing supplies and equipment



Who to Involve

- Emergency management & other agencies involved in disasters
- Shelters & other animal agencies
- Animal community
- Key communicators
- Other community groups



Organizations Involved in Disasters

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- Health Department
- Other local government agencies
- Red Cross



Organizations Involved in Disasters

- First Responders
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Shelters & Other Animal Agencies

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Animal Community

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Key Communicators

- Media
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- Access television stations
- List-serves
- Web services
- Ham radio operators



Other Organizations

- Private sector
 - Pet stores, groomers, large businesses
 - Donations
 - Distribute public education material
- Nonprofit organizations & civic groups
 - Spread the word
 - Provide volunteers



Spreading the Umbrella

- Be inclusive, not exclusive
- Involvement in members' self-interest
- Educate own groups & public



Worksheet 2 - Key Contacts

	Organizations	Key Contacts
Involved		
Needed		



Lead Agency

- Serves as primary point of contact with emergency management officials & Incident Command Center
- Coordinates response & recovery efforts for pets
- Collects & distributes information



Lead Agency

- What are our options?
- What should be the basis of the decision?
- Can we resolve it now or do we need to continue to work on it?
- What would be the alternate lead agency?



Responsibilities

Coordination/leadership

- Committee leadership
- Coordination with emergency management
- Visible in community



Responsibilities

Administration 1

- Record-keeping
- Financial management



Responsibilities



Administration 2

- Internal communications
- Donation management



Responsibilities

Staffing

- Trained staff
- Untrained staff
- Veterinarians & vet techs



Responsibilities

Public information

- Community outreach during preparation
- Public information during response
- Press releases
- Coordination with rumor control
- Preparation during recovery



Responsibilities

- Sheltering
 - Establishing & managing shelters
 - Foster care
- See *Sheltering Options in Mass Evacuations* unit



Responsibilities

Logistics

- Pet food
- Staff food
- Equipment
- Sites
- Sanitation



Responsibilities



Abandoned animals

- Lost & found
- Dealing with strays



Worksheet 3 - Committee Assignments

- What's in place?
- What needs attention?
- Who's responsible?



Wrap-Up

- **What key decisions have we made?**
- **How have we enhanced relationships among committee members?**
- **When will we meet again**
 - **As a full committee**
 - **As subcommittees**
- **Will we take responsibility?**



Resources

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- Animal-related resources
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Thank You

