



Emergency Operations Plan Animal Handling & Care Annex

December 22, 2020



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PREFACE

RELATED AUTHORITIES

Legal authority to undertake the development of the Emergency Operations Plan and subsequent actions in an emergency derives from the Goochland County Board of Supervisors.

See Authorities in the EOP Base Plan for general authorities and references.

ABBREVIATIONS AND ACRONYMS

CDC	Centers for Disease Control and Prevention
COOP	Continuity of Operations
EOP	Emergency Operations Plan
EPT	Emergency Planning Team
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
HAZMAT	Hazardous Materials
HMC	Hazard Mitigation Coordinator
HMGP	Hazard Mitigation Grant Program
HMP	Hazard Mitigation Plan
IA	Individual Assistance
NFIP	National Flood Insurance Program
PA	Public Assistance
PDM	Pre-Disaster Mitigation
PPE	Personal Protective Equipment
SDS	Safety Data Sheets
VDH	Virginia Department of Health
VDOT	Virginia Department of Transportation
WHO	World Health Organization

TABLE OF CONTENTS

Plan Documentation	3
Record of Changes	3
Preface	4
Related Authorities.....	4
Abbreviations and Acronyms.....	4
Table of Contents	5
Introduction	6
Purpose.....	6
Mission	6
Scope.....	6
Concept of Operations	7
Organization	7
MOUs	7
Partner Agencies	7
Plan Requirements	8
Response Considerations	8
Tracking.....	8
Sheltering	8
Notification.....	8
Evacuation.....	9
Re-Entry	9
Resources	9
Animal Policies	9
Response Roles and responsibilities.....	10
Attachment 1: Animal Handling And Care Checklist	13
Preparedness.....	13
Response	13
Attachment 2: Animal Handling and Care Corrective Action Form	14
Attachment 3: Proposed Annex Change Form	15

INTRODUCTION

PURPOSE

The purpose of this annex is to identify roles, responsibilities, and emergency actions necessary to prepare for animal handling and care during an emergency.

MISSION

The mission of Animal Handling and Care is to provide for evacuation of animals during an event and to see they are cared for in a safe and humane manner.

SCOPE

Events will occur which will require the evacuation, shelter, and care of animals. This annex applies to the short time care of household pets, companion animals and service animals brought about by an emergency event. It extends animals of all types, “farm” animals, wild animals, or exotic animals, if the circumstances and/or conditions are such that it is necessary to evacuate and temporarily care for such animals. In any event, there will be close coordination and cooperation between agencies and entities having animal handling and care responsibilities.

CONCEPT OF OPERATIONS

ORGANIZATION

Goochland County uses the “preparedness organization” concept described in the NIMS for preparedness and maintenance of the LEOP. The “preparedness organization” concept typically include all agencies (local, state and Federal) with a role in incident management and provides a forum for coordination of planning, training, equipping, and other preparedness requirements.

Each Primary Agency Director will designate a Shift Liaison Officer (SLNO) who in the interest of efficiency and effectiveness should be stationed at the Emergency Operations Center or an authorized alternate of supplementary location for immediate access and consultation however, considering the size of agencies this may not be a reasonable expectation. In those instances, alternative means need to be established to bring about immediate access to and consultation with a SLNO when needed.

MOUs

A Memorandum of Understanding exists between the Virginia Veterinary Medical Association (VVMA), the Virginia Federation of Humane Societies (VFHS), the Virginia-Maryland Regional College of Veterinary Medicine (VMRCVM) and the Commonwealth of Virginia Departments of Agriculture and Consumer Services (VDACS) and Emergency Management (VDEM) to coordinate assistance for pet-owning evacuees and pet-friendly human shelters and facilities that will accept pets in response to the Governor’s declaration of a state of emergency.

PARTNER AGENCIES

The following table identifies organizations with Animal Handling and Care responsibilities during an emergency:

Type	Name
Primary Agency	Department of Animal Protection
Secondary/Support Agencies	<ul style="list-style-type: none"> • Coordinator of Emergency Services • Local Extension Service Office • Department of Health • Department of Game and Inland Fisheries (Game Warden) • Department of Social Services

Non-Governmental Agencies	<ul style="list-style-type: none"> • Goochland Pet Lovers • American Red Cross
Private Sector Entities	<ul style="list-style-type: none"> • Local Veterinarians • Local animal owner organizations • Kennel clubs

PLAN REQUIREMENTS

Federal and State laws require that specific attention be directed to evacuating and sheltering animals. Agencies providing services needed for successful completion of the mission of this annex have plans and procedures for performing Critical Tasks.

RESPONSE CONSIDERATIONS

TRACKING

There is a system for tracking and connecting animals to owners from in-take registration through return to owners.

SHELTERING

The county will provide shelter for animals in a manner in which the owners care for, feed, and exercise the animals they own.

Service animals will be evacuated with their owners and will be the only animals allowed to remain in mass care shelters with their owners. Each mass care shelter will designate a location in the shelter where service animals and owners will be housed.

NOTIFICATION

The county provides as much prior information and notice of developing events, as possible, in an effort to make it possible for animal owners to arrange for the evacuation and shelter of their animals.

Although an effort is made to provide sufficient information to animal owners before an event there will be those who do not receive the information or will deliberately ignore it; those who will refuse to be evacuated if their animals cannot also be evacuated; and, there will be those who will return to or attempt to return to their homes to retrieve their animals if they were not evacuated with them. Such actions tend to compromise the safety of the animals, the owners and the emergency responders and may lead to injury the animals, the owners, and emergency responders.

EVACUATION

Evacuations involving animals present unique and nuanced planning challenges, including:

- There are animal owners who do not have the capability of evacuating themselves and the animals they own without county involvement.
- There are animals which have to be evacuated and sheltered in the absence of their owners.
- Horses are not normally perceived as companion animals; however, horse owners may act the same as companion animal owners, i.e. will resist evacuating if their horses are not also evacuated; will attempt to return to retrieve their horses.

RE-ENTRY

Arrangements for returning animals to their owners after an event are in place.

RESOURCES

The County assists in obtaining supplies and resources as needed for animal care.

ANIMAL POLICIES

“Food Chain Animals”– “Food chain” animals considered by their owners as companion animals and/or pets will be subject to the same actions, conditions, and regulations that apply to “food chain” animals by the Department of Health and the Department of Agriculture and Consumer Affairs.

Refusal– Managers/operators of any animal shelter established in the county are authorized to refuse to accept any animal deemed dangerous and/or aggressive to people or other animals.

RESPONSE ROLES AND RESPONSIBILITIES

Role	Responsibilities
<p>Department of Animal Protection & Department of Social Services Coordinator of Emergency Services Goochland County Department of Fire-Rescue & Emergency Services</p>	<ul style="list-style-type: none"> • Develop plans, policies, procedures and implementing instructions for establishing and managing animal care/handling facilities and services. • Develop plans, policies, procedures, and implementing instructions for veterinary services for animals in shelters. Develop plans, policies, procedures, and implementing instructions for intake/registration when admitting animals to shelters to include record keeping that will track animals to owners; decontamination procedures for animals at intake; and animal health/medical conditions. • Develop plans, policies, procedures, and implementing instructions so search and rescue personnel will coordinate the transfer of animal owners to mass care shelters with the transfer of the animals they own to animal shelters so the connection between the two will not be lost. • Develop plans, policies, procedures and implementing instructions for providing temporary care for animals in those cases where motorists are temporarily stranded or in need of relief as the result of having traveled long distances during a mass evacuation. • Develop plans, policies, procedures and implementing instructions for returning animals to their owners. • Assure that all emergency first responders who are or may be engaged in evacuation operations are fully informed of statutory requirements for care and sheltering of animals during emergency events. • Develop public education materials emphasizing the responsibility of animal owners in the care of their animals during an event emphasizing the need for owners to attach a robust means of identification to their animal. • Assure that shelter managers have an adequate record keeping system in place to support requests for reimbursement.

	<ul style="list-style-type: none"> • Compile a list of anticipated services and supplies and their sources that will be needed for the care and handling of animals during an event.
<p>Department of Animal Protection & Local animal care organizations Dept. of Social Services</p>	<ul style="list-style-type: none"> • Educate animal owners regarding the county’s policies and procedures regarding care and sheltering of animals. • Disseminate educational material to animal owners regarding the care of their animals during an event emphasizing the need to attach a robust means of identification to their animals. • Arrange for transportation of evacuated animals to shelters. • Implement procedures for animal intake/registration. • Implement and maintain tracking system for animals in shelters that starts at intake and tracks the animal until it is permanently returned to its owner. • Identify citizens in the county that have service animals so that appropriate arrangements can be made if they arrive at mass care shelters. • Designate a location in the mass care shelters where service animals and owners will be housed. • Develop a process for returning animals to owners when being allowed to return home. • Train staff on the proper way to notify an owner that their animal is missing or deceased • Document when, where and how owners are notified their animal is missing. • Document when, where and how owners of deceased animals are notified including where the remains of are located.
<p>Department of Animal Protection & Local animal care organizations</p>	<ul style="list-style-type: none"> • Manage shelter facility maintenance. • Assure there are sufficient needed supplies for the care of animals in shelters such as food, water, bedding material, cage/pen cleaning items. • Establish guidance for all staff for maintaining health and safety for staff and animals.

	<ul style="list-style-type: none"> • Provide appropriate procedures for the care and handling of animals that are a danger to other animals and staff members. • Arrange for the proper feeding of animals. • Arrange for the care of non-owned (stray, abandoned, or lost) animals, and wild animals. • Arrange schedules for owners to care for their animals. • Provide animal owners whose animals are in shelters with information regarding care and shelter procedures. • Care, feed, and exercise non-owner animals in shelters. • Arrange for the collection and disposal of animal waste from shelters. • Arrange for the disposal of deceased animals.
<p>Department of Animal Protection & Local Veterinarians</p>	<ul style="list-style-type: none"> • Work with local veterinarians in order to assure there is appropriate animal medical and health care services at shelters. • Provide services for injured animals. • Arrange for veterinary medical care of animals during sheltering. • Arrange for the separation and quarantine of disease bearing animals and for their care and shelter. • Arrange for veterinary medical procedures needed to control the spread of disease or sickness among sheltered animals. • Arrange for the disposal of bio-hazard material resulting from the care and sheltering of animals.

ATTACHMENT 1: ANIMAL HANDLING AND CARE CHECKLIST

PREPAREDNESS

- Prepare a mass care plan for companion animals which includes evacuating, sheltering, feeding, and exercise for animals.
- Coordinate the activities of organizations involved in planning for the care and handling of companion animals.
- Train involved government agency and NGO personnel and exercise the companion animal care and handling plan.
- Educate animal owners specifically and the public in general about animal care and handling during emergency events.

RESPONSE

- Perform animal evacuation operations.
- Provide shelter for animals that is coordinated with the sheltering of their owners.
- Acquire items needed for properly sheltering, feeding, and caring for animals.
- Provide decontamination of animals prior to entering shelters.

ATTACHMENT 2: ANIMAL HANDLING AND CARE CORRECTIVE ACTION FORM

Instructions: This form is used to document, report, and act on identified concerns. Please email the completed form with the top portion completed to: rhillman@gochlandva.us. The issue will be tracked and routed to the appropriate department for action.

CORRECTIVE ACTION FORM		Date:	
Name:			
Phone:		Email:	
ISSUE IDENTIFIED			
Location:		Description of the issue:	
COUNTY EMERGENCY SERVICES USE			
Reviewed by:		Department referred to:	
Corrective Action Needed:			
RESOURCES		UNIT COST	QUANTITY
		LINE TOTAL	
Labor:			
Parts:			
Supplies:			
		TOTAL COST ESTIMATE	
Additional Notes or Instructions:			Approved by:

ATTACHMENT 3: PROPOSED ANNEX CHANGE FORM

Instructions: This form is used for a change to the Animal Handling and Care Annex. Please email the completed form with the top portion completed to: rhillman@goochlandva.us.

ANNEX CHANGE FORM		Date:
Name:		Department:
Phone:		Email:
CHANGE REQUESTED		
Annex Page(s)	Reason for Change:	
	Proposed Change Language:	
COUNTY EMERGENCY SERVICES USE		
Reviewed by:		Change Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved Change Language:		
<input type="checkbox"/> Recorded in Record of Changes Date: <input type="checkbox"/> Updated Annex Sent to Plan Holders		