

CARES



California Animal Response Emergency System

ANIMAL EMERGENCY PLANNING GUIDE FOR OPERATIONAL AREAS

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I. Introduction

Local governments must be prepared to respond to emergencies that may occur within their jurisdictional areas. They must also be able to assess whether their capabilities are sufficient to respond effectively.

This plan template provides a collaborative framework for prevention, protection, preparedness, response and recovery efforts related to management of all animals during emergency events. In accordance with the State Emergency Services Act, it describes methods for carrying out emergency operations using the Standardized Emergency Management System (SEMS.)

This template was developed in accordance with the California Animal Response Emergency System (CARES.) The California Emergency Services Act 8585(e) designates The California Emergency Management Agency as being responsible for the state's emergency and disaster response services for natural, technological, or manmade disasters and emergencies, including responsibility for activities necessary to prevent, respond to, recover from, and mitigate the effects of emergencies and disasters to people and property. The California Department of Food and Agriculture has statutory authority related to animal health and the supervision of branded livestock identification, movement and ownership issues.

Under the joint supervision of these state agencies, CARES is being integrated into the standardized emergency management system established pursuant to subdivision (a) of Section 8607.

a.) Planning Principles

Applying the following principles to the planning process is key to developing an all-hazards plan for protecting lives, property, and the environment:

Planning must be community-based, representing the whole population and its needs. Understanding the

Community-based planning is the concept that planning must not only be representative of the actual population within the community, but also must involve the whole community in the planning process. The process for engaging the whole community in community-based planning is discussed in Chapter 4.

composition of the population—such as accounting for people with disabilities, others with access and functional needs, and for the needs of children—must occur from the outset of the planning effort. For example, the demographics of the population, including its resources and needs, have a profound effect on evacuation, shelter operations, and family reunification.⁴ Another key consideration is the integration of household pets and service animals into the planning process. Many individuals may make decisions on whether to comply with protective action measures based on the jurisdiction's ability to address the concerns about their household pets and service animals. Establishing a profile of the community will also let planners know if courses of action are feasible. For example, if the majority of the actual resident population do not own cars, then planning efforts must account for greater transportation resource requirements than if the population was predominately composed of car-owning households. The businesses that comprise your jurisdiction must also be a part of your demographics—your jurisdiction

may house the only business providing a critical resource to your area or the Nation. By fully understanding the composition and requirements of the actual population (including all segments

of the community), community-based plans will lead to improved response and recovery activities and, ultimately, overall preparedness.

Planning must include participation from all stakeholders in the community. Effective planning ensures that the whole community is represented and involved in the planning process. The most realistic and complete plans are prepared by a diverse planning team, including representatives from the jurisdiction's departments and agencies, civic leaders, businesses, and organizations (e.g., civic, social, faith-based, humanitarian, educational, advocacy, professional) who are able to contribute critical perspectives and/or have a role in executing the plan. The demographics of the community will aid in determining who to involve as the planning team is constructed. Including community leaders representative of the entire community in planning reinforces the expectation that the community members have a shared responsibility and strengthens the public motivation to conduct planning for themselves, their families, and their organizations. For example, it is essential to incorporate individuals with disabilities or specific access and functional needs and individuals with limited English proficiency, as well as the groups and organizations that support these individuals, in all aspects of the planning process. When the plan considers and incorporates the views of the individuals and organizations assigned tasks within it, they are more likely to accept and use the plan.

Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards and threats. By following a set of logical steps that includes gathering and analyzing information, determining operational objectives, and developing alternative ways to achieve the objectives, planning allows a jurisdiction or regional response structure to work through complex situations. Planning helps a jurisdiction identify the resources at its disposal to perform critical tasks and achieve desired outcomes/target levels of performance. Rather than concentrating on every detail of how to achieve the objective, an effective plan structures thinking and supports insight, creativity, and initiative in the face of an uncertain and fluid environment. While using a prescribed planning process cannot guarantee success, inadequate plans and insufficient planning are proven contributors to failure.

Planning considers all hazards and threats. While the causes of emergencies can vary greatly, many of the effects do not. Planners can address common operational functions in their basic plans instead of having unique plans for every type of hazard or threat. For example, floods, wildfires, HAZMAT releases, and radiological dispersal devices may lead a jurisdiction to issue an evacuation order and open shelters. Even though each hazard's characteristics (e.g., speed of onset, size of the affected area) are different, the general tasks for conducting an evacuation and shelter operations are the same. Planning for all threats and hazards ensures that, when addressing emergency functions, planners identify common tasks and those responsible for accomplishing the tasks.

Planning should be flexible enough to address both traditional and catastrophic incidents. Scalable planning solutions are the most likely to be understood and executed properly by the operational personnel who have practice in applying them. Planners can test whether critical plan elements are sufficiently flexible by exercising them against scenarios of varying type and magnitude. In some cases, planners may determine that exceptional policies and approaches are necessary for responding to and recovering from catastrophic incidents. These exceptional planning solutions should be documented within plans, along with clear descriptions of the triggers that indicate they are necessary.

Plans must clearly identify the mission and supporting goals (with desired results). More than any other plan element, the clear definition of the mission and supporting goals (which specify desired results/end-states) enables unity of effort and consistency of purpose among the multiple groups and activities involved in executing the plan. Every other plan element should be designed and evaluated according to its contributions to accomplishing the mission and achieving the goals and desired results.

Planning depicts the anticipated environment for action. This anticipation promotes early understanding and agreement on planning assumptions and risks, as well as the context for interaction. In situations where a specific hazard has not been experienced, planning provides the opportunity to anticipate conditions and systematically identify potential problems and workable solutions. Planners should review existing EOPs to ensure current assumptions are still necessary and valid. After-action reports (AAR) of recent emergency operations and exercises in the jurisdiction will help planners develop a list of lessons learned to address when updating plans.

Planning does not need to start from scratch. Planners should take advantage of the experience of other planners, as well as plans generated by other jurisdictions. Further, many states publish their own standards and guidance for emergency planning, conduct workshops and training courses, and assign their planners to work with local planners. FEMA offers resident, locally presented, and independent study emergency planning courses. FEMA also publishes guidance related to planning for specific functions and risks. By participating in this training and reviewing existing emergency or contingency plans, planners can:

Key infrastructure sectors, often owned and operated by the private sector, are frequently well prepared to maintain their business continuity and protect their employees. Their planning often follows recognized industry standards or established regulatory requirements. Use key infrastructure planning to complement State and local planning.

- Identify applicable authorities and statutes
- Gain insight into community risk perceptions
- Identify organizational arrangements used in the past
- Identify mutual aid agreements (MAA) with other jurisdictions
- Identify private sector planning that can complement and focus public sector planning
- Learn how historical planning issues were resolved
- Identify preparedness gaps.

Planning identifies tasks, allocates resources to accomplish those tasks, and establishes accountability. Decision makers must ensure that they provide planners with clearly established priorities and adequate resources; additionally, planners and plan participants should be held accountable for effective planning and execution.

Planning includes senior officials throughout the process to ensure both understanding and approval. Potential planning team members have many day-to-day concerns but must be reminded that emergency planning is a high priority. Senior official buy-in helps the planning process meet requirements of time, planning horizons, simplicity, and level of detail. The more involved decision makers are in planning, the better the planning product will be.

The emergency or homeland security planner, hereafter referred to simply as “planner,” must reaffirm the senior official’s understanding that planning is an iterative, dynamic process that ultimately facilitates his or her job in a crisis situation by:

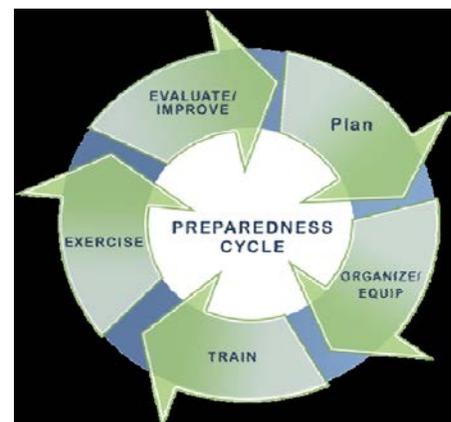
- ✓ Identifying and sharing the hazard, risk, and threat analyses for the jurisdiction
- ✓ Discussing readiness and capability assessments, as well as exercise critiques
- ✓ Describing what the government body and the senior official will have to do prior to, during, and after an incident to either prevent or minimize the incident’s impact.

Senior officials play a critical role in determining when and which plans should be developed or revised. Additionally, they customarily have the authority to approve the final product in coordination with key stakeholders. By participating throughout the planning process, senior officials will better understand how to implement the plan during an incident.

Time, uncertainty, risk, and experience influence planning. These factors define the starting point where planners apply appropriate concepts and methods to create solutions to particular problems. Planning is, therefore, often considered to be both an art and a science in that successful planners are able to draw from both operational experience and an understanding of emergency management principles, but also are intuitive, creative, and have the ability to anticipate the unexpected. While the science and fundamental principles of planning can be learned through training and experience, the art of planning requires an understanding of the dynamic relationships among stakeholders, of special political considerations, and of the complexity imposed by the situation. Because this activity involves judgment and the balancing of competing demands, plans should not be overly detailed—to be followed by the letter—or so general that they provide insufficient direction. Mastering the balance of art and science is the most challenging aspect of becoming a successful planner.

Effective plans tell those with operational responsibilities what to do and why to do it, and they instruct those outside the jurisdiction in how to provide support and what to expect. Plans must clearly communicate to operational personnel and support providers what their roles and responsibilities are and how those complement the activities of others. There should be no ambiguity regarding who is responsible for major tasks. This enables personnel to operate as a productive team more effectively, reducing duplication of effort and enhancing the benefits of collaboration.

Planning is fundamentally a process to manage risk. Risk management is a process by which context is defined, risks are identified and assessed, and courses of action for managing those risks are analyzed, decided upon, and implemented, monitored, and evaluated. As part of the process, planning is a tool that allows for systematic risk management to reduce or eliminate risks in the future. Figure 1-1: The Preparedness Cycle



Planning is one of the key components of the preparedness cycle. The preparedness cycle (Figure 1.1) illustrates the way that plans are continuously evaluated and improved through a cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action.

b.) Why Plan for Animal Issues During a Disaster?

Throughout the past two decades, there have been at least two dozen major disasters in the State of California, including floods, fires, winter storms, earthquakes, tsunamis, oil spills and other man-made disasters.¹ In disasters, the first priority is to the protection of life, property, and the environment.² Unfortunately, in the past, this has not included a coordinated response for the evacuation, care, and sheltering of animals. Almost twenty million California households own pets.³ 32.8% of California households own dogs, with an estimated household dog population of 4,260,000 statewide. The total dog population in California is estimated to be 6,687,000. 28.3% of California households own cats, equaling approximately 3,687,000 cats. The total California cat population is estimated to be 7,118,000.³

Although the protection of human life is the highest priority in emergency response, recent disasters and follow-up research have shown that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety. It is much more efficient, effective, and inexpensive to develop plans to address animal issues prior to an incident than during one. The following issues highlight why animal preparedness is necessary:

A. Refusal to Evacuate and Early Return to Unsafe Areas

Since human evacuation shelters do not allow pets in facilities, pet owners requiring sheltering must choose between deserting their animals, refusing to evacuate, or evacuating their animals to a pre-determined site. Without advanced planning, this can be a difficult decision. Farmers and ranchers who depend upon animals for their livelihood are often unwilling to leave their animals unsupervised in the event of a disaster. Some key facts to consider are:

- Up to 25% of pet owners will fail to evacuate because of their animals; this represents 5-10% of the total population directed to evacuate.⁴
- 30-50% of pet owners will leave pets behind, even with advance notice of evacuation.⁴
- Approximately 50-70% of people leaving animals behind will attempt to reenter a secure site to rescue their animals; this represents 5-15% of the total population directed to evacuate.⁴

The 10-25% of individuals who refuse to evacuate, or attempt to return to the evacuated areas because of their animals, risk injury, exposure to hazardous materials, and their own lives, as well as those of emergency response personnel who must rescue them. The most effective and efficient way to minimize human and animal health and safety risks is for individuals and responding agencies to be properly prepared to address animal issues well in advance of a disaster.

¹ California Emergency Management Agency

² Cal EMA Planning Section: State of California Emergency Plan. Sacramento, CA , July, 2009

³ American Veterinary Medical Association. U.S. Pet Ownership and Demographics Sourcebook, Center for Information Management. Schamburg, IL. 2012.

State of California, Department of Finance, Historical City/County Population Estimates 1991-1998, with 1990 Census Counts. Sacramento, CA, May 1998.

⁴ Numbers quoted are from personal communication with Sebastian Health, DVM; Purdue University. These numbers reflect studies of three incidents: Oakland, CA firestorm (1991, 1273 pets), Weyauwega, WI train derailment (1996, 241 surveys), and Marysville, CA floods (1997, 397 surveys).

B. *Public Health and Safety Risks Caused by Animals at Large*

Animals that are not cared for by their owners during a disaster may become a public health and safety risk. Loose and displaced animals are possible carriers of disease (such as rabies and plague) and can become a nuisance or danger to people. Animals “at large” are the responsibility of local animal control officials.

C. *Public Health and Safety Risks Caused by Animal Carcasses*

Another public health and safety risk is the presence of animal carcasses. Decaying carcasses can contaminate water sources or lead to outbreaks of diseases such as cholera or anthrax. Timely carcass removal is critical. The methods for environmentally acceptable disposal of animal carcasses are limited, and become particularly difficult and expensive when there are many large animal carcasses.

D. *Economic Considerations*

California has the largest agricultural economy of any state in the nation, valued at \$43.5 billion in 2011⁶. Some of the state’s largest agricultural products are of animal origin. California’s total livestock and livestock product’s cash receipts for 2011 totaled \$12.4 billion⁶. Dairy products are the top agricultural commodity in the state valued, at \$7.7 billion in 2011; cattle and calves are the fourth largest, valued at \$2.8 billion in 2011⁶. The loss of production animals due to a disaster can result in major economic loss to individual farmers and ranchers as well as local and state economies. For specific information about animal based agricultural production in your county, talk to your County Agricultural Commissioner, or see the California Department of Food and Agriculture’s (CDFA) California Agricultural Resource Directory. Copies can be ordered through the CDFA website at www.cdfa.ca.gov.

E. *Public Relations Considerations*

Society views animals as dependent upon human care and support. Many pets are considered integral parts of families. Animals and animal issues attract media attention. This is particularly true during a disaster. The failure to deal with animal issues in disasters not only results in utilizing more resources and placing additional human lives at risk, but can result in significant public outcry and negative media coverage.

F. *Control of Self-Responders and Misuse of Donations*

Experience has shown that when animals are impacted by disasters, a large number of self-responders will arrive to address the situation. These well-meaning, but untrained and emotionally driven individuals, can be very disruptive and create many law enforcement challenges. Additionally, these situations may encourage the arrival of "rescue groups." Some of these groups are well-trained and helpful, and some are not. Effective control of self-responding individuals and rescue groups is critical. This can occur only when a well-coordinated official response is in place. A county animal plan allows for appropriate identification and utilization of all available resources within the structure of the county animal response plan. This will minimize the intrusion of untrained and unsolicited volunteers in a crisis situation.

A. The Standardized Emergency Management System (SEMS)

Title 19, Section 2400 establishes the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS).

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Local government must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930. Individual agencies' roles and responsibilities contained in existing laws or the state emergency plan are not superseded by these regulations.

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) 11 for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

SEMS ORGANIZATION LEVELS

There are five SEMS organization levels, as illustrated in Exhibit SEMS Organization Levels.
SEMS Organization Levels

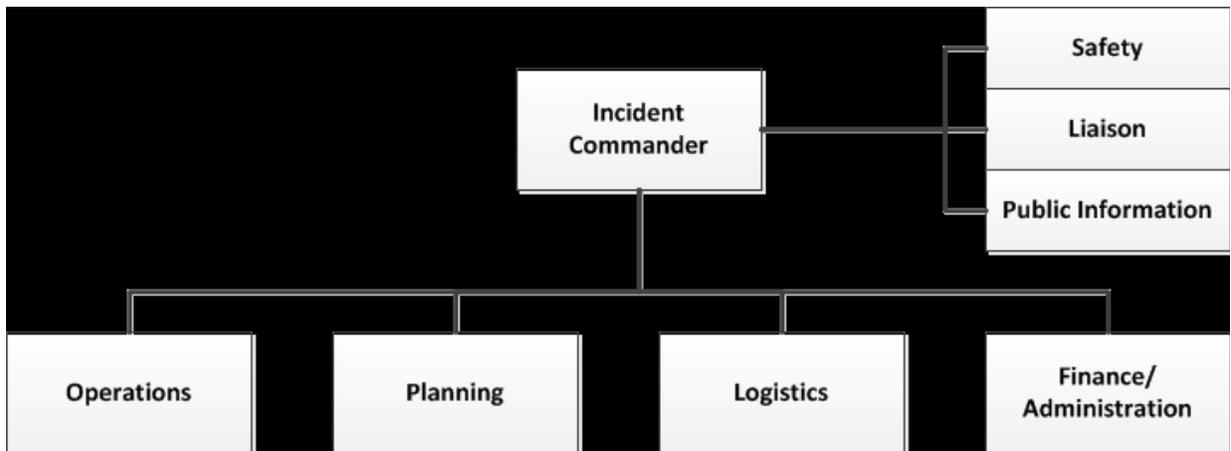
- *Field* -The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.
- *Local Government* -The Local Government level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.
- *Operational Area (OA)*-An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State,

federal and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

- *Region* - The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and also between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Emergency Management Agency (CalEMA) Administrative Regions-Inland, Coastal and Southern- which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC).
- *State* - The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

SEMS FUNCTIONS

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified below in SEMS Functions. These functions must be applied at each level of the SEMS organization.



• **Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:

o **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must

respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

o Management: The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:

Facilitates multiagency coordination and executive decision making in support of the incident response,

Implements the policies established by the governing bodies, or Facilitate the activities of the Multiagency (MAC) Group

- Operations: Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.
- Logistics: Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.
- Planning/Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.
- Finance/Administration: Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and EOC functions are further illustrated in Comparison of Field and EOC SEMS Functions. More on the SEMS Regulations and SEMS Guidelines can be found on the Cal OES Website.

Comparison of Field and EOC SEMS Functions

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
Command/ Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/ Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/ Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident

EOC ACTIVATION CRITERIA, SEMS LEVELS AND STAFFING

Emergency Operations Centers (EOCs) should be activated in accordance to the Standardized Emergency Management System and organized according to the five functions of the system which are Management, Operations, Planning/Intelligence, Logistics and Finance/Administration. The activation guidelines are illustrated in SEMS EOC Activation Requirements.

SEMS EOC Activation Requirements

The following matrix highlights the flow of SEMS activation requirements. Activation of an Operational Area EOC triggers activation of the Regional EOC which, in turn, triggers activation of the State level EOC.

The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

- Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA).

§ Indicates sections in the California Code of Regulations (CCR), Title 19, Division 2, Chapter I (SEMS).

Situations identified in SEMS Regulations ↓	SEMS LEVELS				
	Field Response	Local Government	Operational Area	Region	State
Emergency involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local Emergency proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local government EOC activated §2407(a)(1)	Use ICS	Use SEMS			
Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Two or more cities within an Operational Area proclaim a local emergency. §2409(f)(2)	Use ICS	Use SEMS	Activate OAEOC	Activate REOC	Activate SOC
County and one or more cities proclaim a local emergency §2409(f)(3)	Use ICS	Use SEMS	Activate OAEOC	Activate REOC	Activate SOC
City, city and county, or county requests governor's State of Emergency proclamation §2409(f)(4)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency for county or two or more cities §2409(f)(5)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational area requests resources from outside its boundaries** §2409(f)(6)	Use ICS	Use SEMS	Activate OAEOC	Activate REOC	Activate SOC
Operational area receives resource requests from outside its boundaries** §2409(f)(7)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
An Operational Area EOC is activated. §2411(a)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
A Regional EOC is activated §2413(a)(1)	Use ICS	Use SEMS	Activate OAEOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency §2413(a)(2)	Use ICS	Use SEMS	Activate OAEOC	Activate REOC	Activate SOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)	Use ICS	Use SEMS	Activate OAEOC	Activate REOC	Activate SOC

B. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INTEGRATION

In addition to the Standardized Emergency Management System (SEMS), the state and its political subdivisions are responsible for compliance with the requirements of the National Incident Management System (NIMS) as defined in the Homeland Security Presidential Directives. The state promotes and encourages NIMS adoption by associations, utilities, Non-Governmental Organizations (NGO), private sector emergency management and incident response organizations to enhance emergency management effectiveness. SEMS and NIMS are designed to be compatible and are based on similar organizational principles.

Cal OES is designated as the principal coordinator for NIMS implementation statewide. Annually, Cal OES administers the process to communicate, monitor and implement NIMS requirements in cooperation with affected state agencies and departments, local governments and other critical stakeholders. Cal OES utilizes the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) for measuring progress and facilitating reporting.

C. THE NATIONAL RESPONSE FRAMEWORK

The NRF is a guide to how the Nation conducts all-hazards incident response. The NRF states that each Federal department or agency must also plan for its role in incident response. Virtually every Federal department and agency possesses resources that a jurisdiction may need when responding to an incident. Some Federal departments and agencies have primary responsibility for specific aspects of incident response, such as HAZMAT remediation. Others may have supporting roles in providing different types of resources, such as communications personnel and equipment. Regardless of their roles, all Federal departments and agencies must develop policies, plans, and procedures governing how they will effectively locate resources and provide them as part of a coordinated Federal response. The planning considerations described for response can also guide prevention and protection planning.

II. How to Use this Guide

Preparation, planning, and practice are the keys to successful disaster response. California's diverse landscape and population (human and animal) presents unique challenges to emergency management. No single plan is adequate statewide. This is particularly true of animal issues. This planning guide is intended to provide county agencies involved in disaster planning for animals with a comprehensive outline for addressing animal issues during disasters.

The CDFA developed this guide after reviewing animal disaster planning resources from other states, counties, and volunteer organizations. Efforts have been made to incorporate information into a format consistent with California's Standardized Emergency Management System (SEMS). This guide outlines organizations and individuals who should be involved in the planning process, local factors that should be considered, and planning issues at each emergency management phase (preparation, response, recovery, and mitigation). After evaluating needs and resources, each county can decide which sections of this guide will be needed to develop an individual county plan appropriate to their area.

The appendix includes sample surveys and forms to be used for identifying and organizing county resources. These forms can be copied and used directly or tailored to fit your specific needs.

III. The County's Role

A. *Integrating an Animal Plan into Your Operational Area (OA) Emergency Response Plan*

Animal issues, like all other disaster response activities, must be a part of your Operational Area (OA) Emergency Response Plan. For a county to be eligible for State disaster aid, they must use (SEMS) to respond; this is the same for animal issues. An organized plan will allow your county to effectively prevent and respond to animal issues during a disaster, organize local resources, facilitate mutual aid activities relating to animal issues, and utilize broader regional and state resources. Ultimately, the county animal response plan should be adopted as an annex to the OA Emergency Response Plan. A "single point of contact," the County Animal Coordinator, will be part of the County Emergency Operations Center (EOC). Once developed, a county's Standard Operating Procedures (SOPs) will outline preparation, response, and recovery activities for animal issues.

B. *The Role of the Counties in the California Animal Response in Emergency System (CARES)*

California Animal Response in Emergency System (CARES) organizes state resources, in support of local government responding to animal issues, during a state level emergency in accordance with SEMS. During a disaster, if local resources are insufficient to meet existing needs, local government may request state assistance. When this assistance is requested; the Governor's Office of Emergency Services (OES) will activate CARES, with CDFA as the lead agency. The ability to respond effectively at the state level largely depends upon planning accomplished within each OA prior to a disaster. Since the majority of volunteers, resources, and organization during a disaster originate in the local area, it is essential that counties and local agencies have animal response plans in place in order for CARES to function effectively. The CARES Plan is intended to facilitate mutual aid between counties.

V. Definition of "Animal"

For the purposes of responding to animal issues during disasters, the CARES Committee defines "animals" as, "affected commercial livestock, companion animals, exhibition animals, captive wildlife, and exotic pets."⁵ This definition excludes non-captive wildlife. This is the definition that will be used for state level response activities. It is suggested that you use a similar definition in your county animal plan in order to eliminate confusion as to the types of animals rescue efforts will be directed towards.

VI. Getting Started: Forming a Planning Committee

To develop a comprehensive and effective plan in your OA, it is important that as many stakeholders as possible be included in the process. Including a wide range of groups

⁵ CARES Draft Plan., 2010.

concerned about animal issues in the planning process will foster cooperation, understanding, and commitment to work within the plan in your OA. The following is a list of possible stakeholders; specific groups will vary by county:

A. *Government Agencies*

Local

- County Emergency Services
- County Agricultural Commissioner
- County Health Department
- County and City Animal Control
- County and City Law Enforcement
- County and City Fire/Rescue
- County and City Parks and Recreation
- County and City Public Works
- City and County Social Services
- Solid Waste Management

State

- California Emergency Management Agency
- California Emergency Medical Services Authority
- California Department of Food and Agriculture
- California Department of Social Services
- California Volunteers
- California Department of Fish and Game

Federal

- Federal Emergency Management Agency
- United States Department of Agriculture (APHIS)
- United States Department of Homeland Security

B. *Volunteer Organizations*

- California Veterinary Medical Association (CVMA)
- Humane Societies
- Society for the Prevention of Cruelty to Animals (SPCA)
- Animal Welfare Groups
- School groups (4-H, FFA, Animal Science Clubs, etc.)
- Wildlife Rehabilitation Groups
- Local Food Banks
- Animal enthusiast clubs (horse, dog, cat, etc.)
- American Red Cross
- State Humane Association of California
 - California Emergency Services Association
 - California Animal Control Directors Association
 - California State Sheriff's Association

C. *Industry Groups*

- Cattlemen, Dairy, or Equestrian Associations
- Farriers

- Animal Transporters
- Pet Food and Supply Businesses
- Commercial Animal Industries (breeders, stables, kennels, beef, dairy, and poultry producers, etc.)
- Horse Track Representatives
- Home Owner Associations for Rural Communities
- Utilities
- Local Zoos or Animal Parks
- Local Fair Organizations

VII. Local Issues to Consider in Developing Your Plan

A. *Types of Disasters Likely in Your Area*

Performing a threat assessment in your area of jurisdiction can be greatly beneficial should you ever be confronted with an actual disaster or emergency. In general, disasters are classified as *Natural*, *Technological*, or *Adversarial / Human-caused*.

- Natural Disasters are those occurring in nature, they cannot be avoided or controlled and often times are interrelated. Examples include:
 - Earthquake
 - Fire
 - Land/ Mudslide
 - Avalanche
 - Flood
 - Tsunami
 - Drought
 - Severe storm
 - Hurricane
 - Freeze
 - Tornado
 - Lightning strike
 - Volcanic eruption
 - Epidemic/ Pandemic
- Technological disasters are ones that involve materials created by man and that pose a unique hazard to the general public. Examples include:
 - Communication collapse
 - Utility failure (water, sewer, electricity, gas)
 - Commodities lapse (gasoline, coal, food, water)
 - Infrastructure breakdown
 - Dam/ levee break
 - Building/ structure collapse
 - HAZMAT incident
 - Nuclear accident

- Oil spill
- Adversarial / Man-Made disasters are ones that are created by man either intentionally or by accident. They include:
 - Civil unrest/ disturbance
 - War/ invasion
 - Acts of terrorism

B. *Calculating the Animal Population in Your Area*

Knowing the population of animals in your area will help in planning the scope and type of disaster response planning needed in your OA. There are several ways to estimate the animal population in your area.

Please refer to the CARES Standard Operating Procedure for Calculating Animal Populations at:

<http://animalsindisasters.files.wordpress.com/2013/08/calculating-animalpopulations.pdf>

2. *Production Animal Estimate*

The number of production animals, such as dairy and beef cattle, poultry, pigs, and sheep by county, can be found by contacting your County Agricultural Commissioner, or in the California Agricultural Resource Directory published by CDFA.

3. *Survey Local Sources*

The following is a list of possible sources that could be surveyed to make an estimate of the number of animals in your county to verify populations calculated in the CARES Standard Operating Procedure listed above.

- Dog and cat licenses
- Veterinary records
- Major producers (livestock, poultry)
- Industry groups
- Pet and feed store sales records
- Restricted species licenses from the California Department of Fish and Game (CDFG)

C. *Locations of Animal Populations in Your Area*

It is important to identify where the majority of the animal population in your county is located. If your county is largely urban or suburban, this is probably the same area where most people live. If your county is largely rural, this is probably the location of large producers. Other sites such as kennels, racetracks, and zoos may also need special attention during a disaster. Because large animal transportation requires more equipment, effort, and time than small animal transport, special attention should be paid to these areas. Once you have located the highest concentrations of animals in your county, you should compare them to the areas most likely to be affected by specific disasters. If available,

Geographical Information System (GIS) mapping techniques are particularly helpful in pinpointing potential trouble spots.

D. *Location of Animal Resources in Your Area*

It is important to pinpoint the location of resources needed for animal survival during a disaster. Resources include things such as: food, water, shelter and confinement areas, transportation, and volunteers. If any of the resources you identify are likely to be cut off during a disaster, consider an alternate resource base. Also, look at how disasters may affect access to these resources by volunteers and evacuees.

E. *Liability Issues*

When developing a county animal plan, there are several potential liability issues that may arise. Consult with your county council and county OES office regarding exposure to risk and statutes that cover emergency activities, animal issues, and lost or abandoned property.

1. *Releases*

You may consider the use of release statements on some of the recommended documents in the Appendices of this Guide. A sample release developed by the Humane Society of the United States (HSUS) is included in Appendix A.

2. *Volunteer Workers*

All volunteers involved in your county animal disaster response should be Registered Disaster Service Workers. For additional information on volunteer workers, see Section VII, Part B.6 of this guide.

VIII. Preparation

A. *Identifying a County Animal Coordinator*

The County Animal Coordinator is the individual who will act as the single point of contact on animal issues in the OA. This person will staff the EOC for the OA during a disaster. This individual should be trained in SEMS and the Response Information Management System (RIMS) and should be knowledgeable in local animal issues and in the local animal response plan. This person may be a local animal control official, County Agricultural Commissioner, or other county designee. In order to select the best individual for this position, consider:

- What are the responsibilities of this position?
- Will the local emergency service agency have current and reliable contact information for this person?
- Who is the alternate County Animal Coordinator?
- What training do these individuals need?

B. *Identification of Resources*

The preparation stage of disaster response allows local groups to plan response activities before a disaster occurs. The most important part of this is identifying

local resources available. Following are lists of resources that should be identified prior to a disaster:

1. *Animal Confinement and Shelter Facilities*

- a. Small Animal
 - Kennels/boarding facilities
 - Animal Control facilities
 - Wildlife rehabilitation centers
 - SPCA/Humane organizations
 - Local fairgrounds
 - Veterinary clinics
- b. Large Animal
 - Local fairgrounds
 - Stables or racetracks
 - Local FFA or 4-H groups
 - Saleyards or auctions
 - Railroad holding areas
 - Rodeo arenas
 - Local educational institutions
 - Producers/ranchers/private individuals

2. *Animal Food Sources*

- a. Small Animal
 - Pet stores
 - Food banks
 - Grocery stores
 - Kennels
 - Breeders
- b. Large Animal
 - Feed stores
 - Hay brokers
 - Local boarding and breeding facilities
 - Ranchers/private individuals

3. *Animal Water Sources*

The availability of safe and accessible water will largely depend upon the location of the sheltering facilities in your area. When identifying shelters you should check on the water sources at the facility. If you are concerned about water quality or contaminated water at a particular site, check with the County Department of Health. In an emergency, water may need to be treated with chlorine or other chemicals before use.

4. *Supplies*

Supply lists are valuable not only because they help to have supplies predetermined prior to a disaster, but also because they provide emergency managers and volunteers with common terminology when communicating about supply needs and availability. In general, supply lists may be grouped into the following categories:

- a. Search, Rescue and Evacuation supplies
 - Animal identification
 - Handling and restraint
 - Personal protective equipment
 - Search and rescue equipment
- b. Transportation supplies
 - Vehicles
 - Trailers
 - Animal handling and restraint
 - Safety equipment for animals
 - Personal protective gear for volunteers
- c. Sheltering supplies
 - Housing (cages/kennels/ portable fencing)
 - Food/ water
 - Cleaning/ sanitation
 - Records
 - Animal identification
 - Animal handling and restraint
 - Personal protective equipment
- d. Veterinary supplies
 - Medications
 - Bandaging/ wraps
 - Equipment/ instruments
 - Veterinary supplies

*A complete list of resources can be accessed at the CARES website:
<http://www.cal-cares.com>

5. *Transportation*

The following are possible sources of animal transportation resources. Most of the local groups listed should be included in the planning committee.

- a. Small Animal
 - Animal control vehicles
 - Mobile veterinary clinics
 - Mobile dog kennels

Local kennel clubs/cat fanciers
Local humane organizations
Private vans, trucks, and trailers

b. Large Animal

Local horsemen's associations/riding clubs
Private horse trailers
Horse transport companies (commercial haulers)
Local cattlemen's association
Rancher livestock transport
Dairy livestock transport
Feedlot transport
Animal control vehicles and horse trailers
University, state, and community college animal transport

6. *Volunteer Resources*

Volunteers are the people who make a response plan work. When animals are in danger, you will find many willing volunteers. It is important that volunteers understand the response system, are trained, and are registered disaster service workers. To become a registered Disaster Service Worker, volunteers must register with the local Emergency Services Disaster Council prior to a disaster. Being a registered disaster service worker will allow volunteers to receive workers compensation should they be injured while volunteering. It will also ensure that volunteers are trained in SEMS and are aware of relief operations. The following is a list of groups that could supply volunteers and help gather other needed resources. Most of these groups should be included in the planning committee:

Local animal control
County Agricultural Commissioner
California Veterinary Medical Association (CVMA)
Local humane societies
Local SPCA
College or school groups (4-H, FFA, etc.)
Local Cat Fanciers Associations
Local kennel clubs
Cal Volunteers
California Emergency Medical Services Authority
Local philanthropy groups (Elks, Moose, Lions, Rotary)
National Medical Reserve Corps

7. *Confirmation of Resource Availability*

In addition to the identification of local resources, it is important that the availability of resources be periodically confirmed with the owners or suppliers of these resources. In some cases, it may be necessary for the OA to enter into a Memorandum of Understanding (MOU) with resource providers to ensure resource availability in the event of a disaster. It is important that plans be made for gathering needed resources during a

disaster. Multiple routes to shelters and areas where resources are kept should be planned.

C. *Memorandums of Understanding and Mutual Aid Agreements*

For any agreements made with organizations that provide resources, a written and signed MOU should be implemented and routinely confirmed. If a jurisdiction makes agreements with neighboring cities or counties to share resources, a Mutual Aid Agreement stating the terms of the arrangement should be implemented and routinely confirmed

Sample MOUS and Mutual Aid Agreements can be viewed on the CARES website at: <http://cal-cares.com/emergency-managers/emergency-managers-resources/sample-forms/>

D. *Organization of Response Activities*

Emergency response and management is addressed at all levels of SEMS planning using the Incident Command System (ICS) as described in the Introduction.

As a reference, the following positions should be filled with qualified personnel who possess FEMA ICS training or other emergency management training specific to the tasks associated with each position:

1. *Management*

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. Management duties include:

a. Liaison

The liaison communicates with staff from other agencies in the EOC. This should be the job of the County Animal Coordinator.

b. Public Information Officer

The Public Information Officer develops and releases information about emergency operations to the news media, personnel involved in the response operations, and other appropriate agencies and organizations.

2. *Planning and Intelligence*

Planning and Intelligence is responsible for collecting, evaluating, and disseminating information during response and recovery activities. Much of this may be done through the statewide RIMS (through OES). Planning and Intelligence duties include:

a. Situation and Status Analysis

Situation and Status Analysis may be assigned to provide information on situation status of animal rescue, care, and sheltering operations.

- b. Documentation
Documentation compiles records and data pertaining to the response effort.
- c. Mobilization/Demobilization
Mobilization/Demobilization works with Operations and Logistics to help plan the mobilization of personnel, equipment/supplies, and facilities. It also prepares the demobilization plan and monitors its execution.

3. *Operations*

Operations coordinates all jurisdictional operations in support of the emergency through the implementation of the OA action plan. The animal issues may be assigned to deal with:

- a. Care and Sheltering
Care and Sheltering assists in the coordination of animal care and sheltering with human care and sheltering operations.
- b. Disease Control
Disease control activities may include:
 - Disposal of dead animals
 - Separation of sick and healthy animals
 - Rabies control
 - Capture or euthanasia of animals “at large”
- c. Animal Identification System
A system must be developed for identifying animals brought to shelters so that they can be returned to their proper owners. Records must also be kept for dead and unclaimed animals. Those operating the animal identification system may work with Operations to assist in reuniting animals with their owners.

4. *Logistics*

Logistics is responsible for providing facilities, services, personnel, equipment, and materials. The following is a list of logistical activities needed for responding to animal issues:

- a. Communications
Communications staff maintains communications with all sites and personnel responding to animal issues during a disaster. Helps facilitate cooperation between responders.
- b. Transportation
Transportation coordinates the movement of transportation resources to where they are needed.
- c. Facilities Coordination

Facilities Coordination develops plans for mobilization centers, staging areas, shelters, and regional evacuation points. It oversees the distribution and installation of supplies to these areas.

- d. Resource Tracking
Resource Tracking is responsible for tracking the status of resources at the various response sites.

5. *Finance*

Finance is responsible for tracking financial activities. The following is a list of activities that need to be tracked for costs incurred by the OA in case of future reimbursement.

- a. Employee Time Reporting
- b. Procurement of Supplies
- c. Workers' Compensation and Claims
- d. Cost Accounting for Response Activities
- e. Damage Survey Report (DSR) Record Keeping

E. *Practice Your Response Plan*

Once you have planned your response, it is important that it be practiced periodically. Practicing the response plan will help pinpoint possible problem areas and allow personnel to become comfortable with their roles. Both table top and actual drills are useful.

F. *Volunteer Training*

Dealing with animals, particularly in stressful or chaotic situations such as disasters, requires special skill. Volunteers who handle animals need to have experience or training in this area. Several national, state, and local groups offer training programs.

- *SEMS/ ICS Training*
Volunteers should be familiar with SEMS and ICS structure. Self-guided online courses are available at: <http://training.fema.gov/IS/crslst.aspx>
Basic courses include: IS-100.b, IS-10.a, IS-11.a, IS-700.a, and IS-111.a; but several others may also be useful.
- *Position Specific Training*
Volunteers assigned tasks within ICS structure may require position-specific training. A list of training courses that may be useful can be found at: <http://cal-cares.com/training/>
- *Just in Time Training*
This style of training provides information when it is needed. This may take place shortly before deployment to an emergency, or at/ during the emergency. County plans should assess threats and develop training outlines to address potential threats and hazards in each individual jurisdiction. If specific positions are named in the plan, just-in-time training outlines and training resources may be developed for each position.

IX. Response

An emergency response will put the plan to work. To ensure a smooth response, some things to consider are:

- Develop Standard Operating Procedures (SOPs) that specifically outline the response duties of personnel and organizations. SOPs that may be useful can be found at: <http://cal-cares.com/standard-operating-procedures/>
- Use the template forms to make a binder of forms needed at each shelter facility and Emergency Operations Center (EOC.) Sample forms that may be useful can be found at: <http://cal-cares.com/emergency-managers/emergency-managers-resources/sample-forms/>
- Develop a notification system to be activated in the event of a disaster.
- Flexibility is key to an effective response; be prepared to activate alternate plans if needed.
- Update your resource lists, plan, and SOPs often.

Response components to consider include:

A. *Search and Rescue*

For guidance on animal search and rescue, please refer to the CARES endorsed best practices from the National Alliance of State Animal Agriculture Emergency Programs (NASAAP) available at: <http://www.learn.cfsph.iastate.edu/dr/node/150>

B. *Evacuation*

For guidance on animal evacuation, please refer to the CARES endorsed guidelines published by the National Alliance of State Animal Agriculture Emergency Programs (NASAAEP) available at: <http://www.learn.cfsph.iastate.edu/dr/wg.docs/evactrans-whtpaper6-23-12.pdf>

C. *Animal Sheltering*

For guidance on animal sheltering, please refer to the CARES Standard Operating Procedure on Animal Sheltering: <http://animalsindisasters.files.wordpress.com/2013/08/sheltering-guidelines.pdf>

D. *Veterinary Care*

For assistance in planning veterinary care services during emergencies, please refer to the following resources:

- *Animal Decontamination* (NASAAEP Best Practices): <http://www.learn.cfsph.iastate.edu/dr/wg.docs/decon-whitepaper6-23-12.pdf>
- Animal Feeding: <http://animalsindisasters.files.wordpress.com/2013/08/animal-feeding-guidelines.pdf>
- Animal Water Requirements: <http://animalsindisasters.files.wordpress.com/2013/08/animal-water-requirements.pdf>

X. Recovery

During the recovery stage of a disaster, the following activities must be coordinated:

A. *Shelter Closures and Redistribution of Supplies*

It is important that guidelines be developed to decide when closure is appropriate and how it will be done. This is often coordinated with the closure of human shelters. Animal shelters can usually be closed 48 hours following the closure of human shelters. Owners who need to make special arrangements can do so on a case-by-case basis. Guidelines on distribution of remaining supplies should be agreed upon by all responding groups. Also, a plan for the release of volunteers should be developed.

B. *Removal and Disposal of Animal Carcasses*

Guidelines should be developed for disposal of animal carcasses in a safe and timely manner. Some disposal methods have negative environmental impacts. You should check with the County Department of Environmental Health for specific restrictions. It may be helpful to develop a MOU with a local rendering company or crematoria to ensure their services following a disaster.

C. *Unclaimed Animal Adoption or Euthanasia Procedures*

Procedures for the adoption or euthanasia of unclaimed animals following a disaster should be developed and agreed upon. These should be consistent with local laws and the current procedures of sheltering groups involved.

D. *Data Collection*

In the recovery stage, data should be collected on the response activities. This data should include financial information about the response effort as well as damage assessment information. Records of animals being transported to and/or from shelters, fostered, adopted, vaccinated, etc. should all be kept in detailed order. Information regarding supplies, personnel (resources) used and to what extent will be vital for financial reasons. For more information, read about the PETS Act at:

<https://www.avma.org/KB/Resources/Reference/disaster/Pages/PETS-Act-FAQ.aspx>

and at: http://www.fema.gov/pdf/government/grant/pa/9523_19.pdf

and <https://www.rkb.us/search.cfm?query=animal>

XI. Mitigation

Mitigation activities should include an assessment of the response activities and possibly a revision of the response plans and procedures. The goal of mitigation should be to improve future response. Mitigation and preparedness activities should continue until the next disaster response.

XII. Other Planning Resources

The following is a list of disaster planning and information resources available from other government agencies and non-profit organizations.

A. Government Agencies

Federal Emergency Management Agency (FEMA)

- www.fema.gov
Provides general information about FEMA and emergency management activities
- www.fema.gov/fema/anemer.htm
Provides information specifically on preparedness and planning for animals in emergencies and links to other related sites.

- www.fema.gov/EMI/is10.htm and www.fema.gov/EMI/is11.htm
Provides information and course materials for the independent study *Animals in Disasters Training Courses*. There are two modules of this course; 1.) Awareness and Preparedness; and, 2.) Community Planning. Course materials can be downloaded and a final exam may be completed online.

National Weather Service (NWS)

- www.nws.noaa.gov
Provides weather information and warnings for the United States.

State of California-- Governor's Office of Emergency Services (OES)

- www.oes.ca.gov
Provides information about OES activities, state disaster planning, and types of emergencies. Includes links to mapping resources, related agencies, and weather reports. The California Specialized Training Institute (CSTI) can also be accessed through this site. CSTI provides training in SEMS and other emergency response activities.

California Department of Food and Agriculture (CDFA)

- www.cdfa.ca.gov
Provides information about CDFA programs, the Animal Health and Food Safety Services, disaster preparedness materials for animal owners, and includes a directory of the County Agricultural Commissioners. This guide and appendices can also be downloaded from this site.

California Department of Fish and Game (CDFG)

- www.dfg.ca.gov
Provides information on CDFG programs. Includes information about oil spill response activities.

University of California, Davis (UC Davis)

- www.vetmed.ucdavis.edu/vetext/home.html

Provides information on the Veterinary Medicine Cooperative Extension program through UCD. All or part of the *DANR Guide to Disaster Preparedness Resources* can be downloaded from this site.

- www.ucdavis.edu
Provides access to all UCD websites and resources.

Florida Animal Disaster Planning Advisory Committee (ADPAC)

- www.unr.net/~lbevan/adpac
Provides information on Florida's animal disaster response program, and disaster planning and preparedness guidelines. Includes links to other sites and order forms for disaster planning information. Most of the sources used to develop this guide can be ordered from this site.

Florida State Department of Agriculture and Consumer Services, Division of Animal Industry

- <http://doacs.state.fl.us/~ai/ai.html>
Provides information on ESF-17, Florida's animal disaster response plan. Includes information on disaster preparedness for animals.

Indiana State Board of Animal Health (BOAH)

- www.state.in.us/boah/index.html
Provides information on the Indiana State Annex for Veterinary Emergencies (SAVE) and disaster preparedness guidelines for various types of animals.

B. *Non-profit Organizations*

American Humane Association

- www.americanhumane.org
Provides information on disaster relief and preparedness.

American Red Cross

- www.redcross.org
Provides general information about disaster relief efforts worldwide.
- www.redcross.org/disaster/safety/pets.html
Provides information on disaster preparedness for pets.
- www.redcross.org/disaster/safety/index.html
Provides general information on disaster safety, including a list of California Preparedness Materials. These include a barnyard animal rescue plan, information for owners of service animals, and first aid for animals.

American Veterinary Medical Association (AVMA)

- www.avma.org
Provides information about veterinary activities throughout the United States. Includes links to state Veterinary Medical Associations.
- www.avma.org/avmf/Drmain.htm
Provides information about the American Veterinary Medical Foundation's (AVMF) disaster relief activities. Includes an order form for the AVMA Disaster Planning Guide.

California Veterinary Medical Association (CVMA)/ California Veterinary Medical Reserve Corps (CAVMRC)

- www.cvma.org
Provides information on the CVMA disaster response programs. Includes a directory of CVMA member veterinarians. The CAVMRC is a registered Medical Reserve Corps with volunteer veterinary professionals available to assist in proclaimed or declared states of emergency by providing veterinary care and shelter staffing.

Cat Fanciers Association

- www.cfainc.org/disasters.html
Provides information on the disaster relief efforts of the Cat Fanciers Association and disaster preparedness.

Disaster Relief

- www.disasterrelief.org
Provides information on disasters worldwide. Includes disaster preparedness information for pets.

Humane Society of the United States (HSUS)

- www.hsus.org
Includes a section on animal disaster relief.

The Horse Review

- www.horsereview.com
Provides links to disaster preparedness sites and information for horse and pet owners.

International Fund for Animals

- www.ifaw.org
Includes information on their Emergency Relief Team.

Red Rover

- www.redrover.org
Provides information on the Emergency Animal Rescue Service (EARS).

XIII. Quality Assurance

When assessing the overall level of preparedness for your plan, consider the following questions:

- Preparedness
 - Does the plan describe the partnership between the jurisdiction’s emergency management agency, the animal control authority, the mass care provider(s), and the owner of each proposed congregate household pet sheltering facility?
 - Does the plan have or refer to an MOA/MOU or MAA that defines the roles and responsibilities of each organization involved in household pet and service animal response?
 - Do organizations with agreed upon responsibilities in the plan have operating procedures that govern their mobilization and actions?
 - Does the plan recommend just-in-time training for spontaneous volunteers and out-of-state responders
 - Does the plan encourage household pet owners and service animal owners to make arrangements for private accommodations for themselves and their household pets and service animals prior to a disaster or emergency situation?
- Evacuation Support
 - Does the plan address the evacuation and transportation of household pets from their homes or by their owners or those household pets rescued by responders to congregate household pet shelters?
 - Does the plan address how owners will be informed where congregate household pet shelters are located and which shelter to use? Does the plan provide for the conveyance of household pets or service animals whose owners are dependent on public transportation?
 - Does the plan address how household pets that are provided with evacuation assistance are registered, documented, tracked, and reunited with their owners if they are separated during assisted evacuations?
 - Does the plan address the responsibility of transportation providers to transport service animals with their owners?
- Shelter Operations
 - Does the plan identify the agency responsible for coordinating shelter operations?
 - Does the plan provide guidance to human shelter operators on the admission and treatment of service animals?
 - Does the plan identify an agency in the jurisdiction that regulates nonemergency, licensed animal facilities (e.g., animal control shelters, nonprofit household pet rescue shelters, private breeding facilities, kennels)?
 - Does the plan establish criteria that can be used to expeditiously identify congregate household pet shelters and alternate facilities?
 - Does the plan provide guidance about utility provisions, such as running water, adequate lighting, proper ventilation, electricity, and backup power, at congregate household pet shelters?

- Does the plan include mechanisms or processes to reduce/eliminate the risk of injury by an aggressive or frightened animal, the possibility of disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter?
- Does the plan recommend a pre-disaster inspection and development of agreements for each congregate household pet facility?
- Does the plan provide for the care and maintenance of each facility while in use as a shelter?
- Does the plan identify equipment and supplies that may be needed to operate each congregate household pet shelter, as well as supplies that household pet owners may bring with them to the congregate shelter?
- Does the plan provide for the physical security of each congregate household pet facility, including perimeter controls and security personnel?
- Does the plan provide for acceptance of donated resources (e.g., food, bedding, containers)?
- Does the plan provide for the acquisition, storage, and security of food and water supplies? Does the plan provide for the diverse dietary needs of household pets?
- Registration and Animal Intake
 - Does the plan establish provisions for the sheltering of unclaimed animals that cannot be immediately transferred to an animal control shelter?
 - Does the plan provide for segregation or seizure of household pets showing signs of abuse?
 - Does the plan provide for household pet registration? Does the plan provide for installation and reading of microchip technology for rapid and accurate identification of household pets?
 - Does the plan provide for technical consultation/supervision by a veterinarian or veterinary technician as official responders?
 - Does the plan identify the need for all animals to have a current rabies vaccination?
 - Does the plan provide for the case when non-eligible animals are brought to the shelter?
- Animal Care
 - Does the plan provide for the housing of a variety of household pet species (e.g., size of crate/cage, temperature control, appropriate lighting)?
 - Does the plan provide for separation of household pets based on appropriate criteria and requirements?
 - Does the plan provide for the consultation of a veterinarian or animal care expert with household pet sheltering experience regarding facility setup and maintenance?
 - Does the plan provide for the setup and maintenance of household pet confinement areas (e.g., crates, cages, pens) for safety, cleanliness, and control of noise level?
 - Does the plan recommend the setup of a household pet first aid area inside each shelter?
 - Does the plan provide for the control of fleas, ticks, and other pests at each congregate household pet shelter?
 - Does the plan provide criteria for designating and safely segregating aggressive animals?
 - Does the plan provide for the segregation or quarantine of household pets to prevent the transmission of disease?
 - Does the plan recommend the relocation of a household pet to an alternate facility (e.g., veterinary clinic, animal control shelter) due to illness, injury, or aggression?
 - Does the plan recommend providing controlled areas (indoor or outdoor) for exercising

dogs?

- Does the plan provide for household pet waste and dead animal disposal?
- Does the plan provide for the reunion of rescued animals with their owners?
- Does the plan include mechanisms or processes to address the long-term care, permanent relocation, or disposal of unclaimed household pets?
- Public Information and Outreach
 - Does the plan provide mechanisms for continually updating public statements on shelter capacity and availability as people/animals are coming to shelters?
 - Does the plan provide for a public education program?
 - Does the plan provide for the coordination of household pet evacuation and sheltering information with the jurisdiction’s public information officer or Joint Information Center?
 - Does the plan provide for communication of public information regarding shelter-in-place accommodation of household pets, if available?
- Record Keeping
 - Does the plan define the methods of pre- and post-declaration funding for the jurisdiction’s household pet and service animal preparedness and emergency response program?
 - Does the plan describe how to capture eligible costs for reimbursement by the Public Assistance Program as defined in Disaster Assistance Policy (DAP) 9523.19, Eligible Costs Related to Pet Evacuations and Sheltering?
 - Does the plan describe how to capture eligible donations for volunteer labor and resources as defined in DAP 9525.2, Donated Resources?
 - Does the plan describe how to capture eligible donations for mutual aid resources as defined in DAP 9523.6, Mutual Aid Agreements for Public Assistance and Fire Management Assistance?

XIV. Sources

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XV. Acronyms

ACRONYM	DEFINITION
AJ	Agency having Jurisdiction. In the Incident Command System (ICS), an agency is a division of government with a specific function, or a nongovernmental organization that offers a particular kind of assistance. Agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).
Animal	Commercial livestock, companion animals, exotic pets, and restricted species
AP	Assembly Point
ARC	American Red Cross
Avian / Reptile	Domestic birds and reptiles.
CACDA	California Animal Control Directors Association
Cal EMA	California Emergency Management Agency
Cal EMSA	California Emergency Medical Services Authority
Cal-Volunteers	California Volunteers
Captive wildlife	Any non-domestic animals in captivity as a pet, exhibition animal, or production animal Emergency - See State of California Emergency Plan, June 2009)
CARES	California Animal Response Emergency System
CART	Community / County Animal Response Team
CAVMRC	California Veterinary Medical Reserve Corps
CDC	Centers for Disease Control
CDFA	California Department of Food and Agriculture
CDFG	California Department of Fish and Game
CESA	California Emergency Services Association
CFBF	California Farm Bureau Federation
Companion animal	Any household animal including, but not limited to, cats, dogs, or other carnivores whether or not for public exhibition (FAC § 19211)
CVMA	California Veterinary Medical Association
Decon	Decontamination Area

DEM	Department of Emergency Management (will sometimes have the state initials in front of it). The state entity that is responsible for disaster planning and response. Each state's DEM is typically the state's liaison with federal and local agencies on emergencies of all kinds.
Demob	Demobilization. The process of concluding the response to a disaster event, including the orderly withdrawal of resources.
Dept. of Ag	Department of Agriculture
DFO	Disaster Field Office. Temporary, local headquarters for FEMA staff and operations during a disaster.
DHS	Department of Homeland Security. Established in 2002, DHS is the unifying core for the national network of organizations and institutions involved in the response to threats and hazards in the United States.
DoD	Department of Defense
DRC	Disaster Recovery Center. A facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs.
DRS	Disaster Reduction System. Elements that together minimize vulnerabilities and disaster risks, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impacts of hazards.
EARS	Emergency Animal Response Services. Emergency sheltering and disaster relief services for animals coordinated and managed by United Animal Nations (UAN)
EF	Emergency Function (State Emergency Function): Also See ESF
EHS	Environmental Health & Safety OR extremely hazardous substance
EICC	Emergency Information & Coordination Center. The location where Public Information Officers from each organization with a role in an incident response coordinate the messages that are distributed to the public about the incident.
EMI	Emergency Management Institute. Organization within the Federal Emergency Management Agency (FEMA) that offers courses designed for people who have emergency management responsibilities. Courses include those that meet the requirements specified in the National Incident Management System (NIMS).
EMS	Emergency Management System. First response services such as fire, law enforcement, paramedics, etc.
EOC	Emergency Operations Center. The physical location at which the coordination of information and resources to support incident management activities takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility.

EOP	Emergency Operations Plan. The plan that each jurisdiction has and maintains for responding to appropriate hazards.
EPA	Environmental Protection Agency
EPCRA	Emergency Planning & Community Right to Know Act of 1986. EPCRA establishes requirements for federal, state and local governments, Indian tribes, and industry regarding emergency planning and community right-to-know reporting on hazardous and toxic chemicals.
Equine	Domestic horses, mules, donkeys, zebra.
ERT	Emergency Response Team
ESF	Emergency Support Function (part of the National Response Framework and/or community plans). The five major emergency-support functions in ICS are command, operations, planning, logistics, and finance/administration.
ESRI	Environmental Systems Research Institute. ESRI designs and develops geographic information system (GIS) technology.
Exotic/ Zoo	Wild animals, including captive wildlife (Please see definition of captive wildlife.)
FAA	Federal Aviation Administration
FAC	California Food and Agriculture Code
FCO	Federal Coordinating Officer. An FCO is the senior official who manages and coordinates federal resource support activities related to disasters and emergencies.
FECC	Federal Emergency Communications Coordinator. The position that coordinates with federal officials during an incident response.
FEMA	Federal Emergency Management Agency. The US government agency whose primary mission is to reduce the loss of life and property and protect the nation from all hazards. In 2003, FEMA became a division of the Department of Homeland Security (DHS).
FEMA	Federal Emergency Management Agency
FERC	Federal Emergency Response Capability. FERC defines what federal resources are capable of delivering and when.
GIS	Geographic Information Systems
HAZMAT	Hazardous Material
HAZOP	Hazard & Operability Study. This report lets responders know what the hazards are for a particular response.
HMAC	Hazardous Materials Advisory Council. Also known as the Dangerous Goods Advisory

	Council (DGAC), HMAC is an international, nonprofit, educational organization that promotes safety in domestic and international transportation of dangerous goods.
IAP	Incident Action Plan. A written plan that defines the response to a specific incident, including objectives, strategy, and resources.
IAWATI	International Animal Welfare and Training Institute
IC	Incident Commander. The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
ICS / IMS	Incident Command System / Incident Management System. A standardized on-scene emergency management organization — the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure — designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
IDLH	Immediately Dangerous to Life or Health
Incident	An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property.
IS	Independent Study
JIC	Joint Information Center. A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident.
Jurisdiction	A range or sphere of authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health).
LEPC	Local Emergency Planning Committee
Livestock	Any cattle, sheep, swine, goat, or any horse mule or other equine whether live or dead (FAC § 18663) including <i>LLAMAS/ ALPACAS/ CAMELS</i> .
LOC	Level of Concern
MAA	Mutual Aid Agreement. A agreement between organizations that generally defines the roles the organizations will play during a disaster.
MACS	Multi-Agency Coordination System. MACS provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented before, during, or after an incident.
MOU	Memorandum of Understanding. A disaster-related MOU is an agreement between organizations that very specifically defines the roles the organizations may play during a disaster.
MSDS	Material Safety Data Sheet. A form that provides workers and emergency personnel with procedures for handling or working with a particular substance in a safe manner.
NARSC	National Animal Rescue and Sheltering Coalition Members are: (American Humane Association American Red Cross, American Society for the Prevention of Cruelty to Animals, American Veterinary Medical Association, Best Friends Animal Society, Code 3 Associates, International Fund for Animal Welfare, National Alliance of State Animal and Agricultural Emergency Programs, National Animal Control Association, PetFinder.com Foundation, Society of Animal Welfare Administrators, United Animal Nations
NASAAEP	National Alliance of State Animal and Agriculture Emergency Programs
NEIS	National Earthquake Information Service
NEMA	National Emergency Management Association. NEMA is the professional association for state emergency management directors.
NFPA	National Fire Protection Association. The NFPA mission is to reduce the worldwide burden of fire and other hazards on the quality of life by developing and advocating consensus codes and standards, research, training, and education.
NGO	Non-Governmental Organization
NIMS	National Incident Management System, the federally-mandated management structure used for disasters
NOAA	National Oceanic & Atmospheric Administration
NPL	National Priority List. The NPL is the list of national priorities among the known releases or threatened releases of hazardous substances, pollutants, or contaminants throughout the United States and its territories.
NRC	National Response Center. The NRC is the sole federal point of contact for reporting oil and chemical spills.
NRP / NRF	National Response Plan / National Response Framework. The NRP establishes a comprehensive all-hazards approach to manage domestic incidents. The plan incorporates best practices and procedures from incident management disciplines and

	integrates them into a unified structure. It forms the basis of how the federal government coordinates with state, local, and tribal governments and the private sector during disasters and other emergencies.
NRT	National Response Team
NWS	National Weather Service
OA	Operational Area
OEM	Office of Emergency Management. The local or state department that is responsible for the response plan for a locality or state.
OSHA	Occupational Safety & Health Administration
PETS Act	Pets Evacuation and Transportation Standards Act of 2006. Read more [page_DR_pets_act.doc] about the provisions in this legislation.
PIO	Public Information Officer. A member of the Incident Command staff responsible for communicating with the public and media or with other agencies with incident-related information requirements.
POA	Point of Arrival
POD	Point of Departure OR Probability of Detection
REOC	Regional Emergency Operations Center
Resources	<p>Personnel, major items of equipment, supplies, and facilities available for assignment to incident operations and for which status is maintained. Resources are described by kind and type:</p> <ul style="list-style-type: none"> • Kind: Describes what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers) • Type: Organizes resources by capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of incident management teams, experience and qualifications
Restricted species	Any animal requiring a license or permit from the Department of Fish and Game (See California Department of Fish and Game Manual 671 for listing).
RIMS	Response Information Management System
ROC	Regional Operations Center. When a disaster crosses jurisdictional lines, a regional command center is set up to help response efforts across jurisdictional lines be as efficient and effective as possible.
SAR/ S&R	Search and Rescue
SART	State Animal Response Team

SEMS	Standardized Emergency Management System – the system used in all California emergency incidents during multi-jurisdictional or multi-agency response
SEP	State Emergency Plan - The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response (dated June 23, 2009)
Service animals	Animals specially trained to guide, signal, or assist people with disabilities or special needs.
SHAC	State Humane Association of California
SITREP	Situation Report. A report summarizing the status of the incident and its response.
SITSTAT	Situation Status Report. Same as a Situation Report.
SOC	State Operations Center
UC Davis/ UCD	University of California at Davis
Unified Command	A team of individual representatives of multiple organizations who together have authority and responsibility for incident operations and management. In the ICS, an incident response may be led by a single Incident Commander or by a Unified Command of multiple people.
USDA- APHIS	United States Department of Food and Agriculture- Animal and Plant Health Inspection Service
USGS	United States Geological Service
VMAT	Veterinary Medical Assistance Team; VMATs assist the local veterinary community with the care of animals and provide veterinary oversight and advice on animal related issues and public health during a disaster. The VMATs were established by the American Veterinary Medical Association (AVMA) and are sponsored by the American Veterinary Medical Foundation (AVMF).
Voluntary Agency	Any chartered or otherwise duly recognized tax-exempt local, state, or national organization or group providing services for coping with an emergency or a major disaster.
WU	Western University School of Health Sciences
Zoonotic diseases	Infectious diseases that can be transmitted between animals and humans or that may infect both humans and animals